

**Manual 4**  
**Norms set for the discharge of function**  
[Section 4 (i) (b) (iv)]

**Illustration**

<b>Sl. No</b>	<b>Activity</b>	<b>Time frame/Norm</b>	<b>Remarks</b>
1.	Receipt of letter including entry in dairy Register	3 to 5 minutes per letter	
2.	Issue of letter	5 minutes per letter	
3.	Typing Job	30 pages per day	
4.	Examination & put up draft	3 -4 days	
5.	Examination of letter and approval of draft by OIC	2-3 days	
6.	Approval of draft by ADM / Collector	2 to 3 days	