

Manual 4
Norms set for the discharge of function

[Section 4 (i) (b) (iv)]
Illustration

Sl. No	Activity	Time frame/Norm	Remarks
1.	Diary of letters	3 minutes per letter	Entering in the Peon Book.
2.	Despatch of letter	5 minutes per letter	
3.	Typing Job	10-15 pages per day	
4.	Preparation of Arm License (new renewal)	8 nos. per day	Subject to production of relevant document and approval of issuing authority.
5.	Preparation of explosive license (temporary)	8 nos. per day	-Do-
6.	Preparation of explosive license (permanent)	2 nos. per day	-Do-
7.	Opera permission.	2 nos. per day	-Do-
8.	Cinema / Video license renewal	1 no per day	-Do-
9.	Cinema / Video license (new)	1 no per day	-Do-
10.	Issue of NOC for installation of Petrol Pump.	1 no per day.	-Do-