

MANUAL – 4
Norms set for the discharge of functions
[Section 4(1)(b)(iv)]

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration.

ILLUSTRATION

<i>Sl. No.</i>	<i>Activities</i>	<i>Time Frame/ Norm</i>	<i>Remark</i>
1.	Diary of Letter	3 minutes per letter	-
2.	Despatch of Letter	5 minutes per letter	Register dak including entry in messenger book
3.	Typing job	30 pages per day	-