

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

| <i>Sl. No.</i> | <i>Activity</i> | <i>Time frame/Norm</i> | <i>Remarks</i> |
|-----------------------|------------------------|-------------------------------|----------------------------|
| 1. | Diary of letters | 3 minutes per letter | Entering in the Peon Book. |
| 2. | Despatch of letter | 5 minutes per letter | |
| 3. | Typing Job | 20-25 pages per day | |
| 4. | Entered in log book | 3 minutes per letter | |
| 5. | Put up urgent letters | As and when required | |
| 6. | Put up normal letters | 2 to 3 days | |