

**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.	Diary of letters	3 minutes per letter	
2.	Despatch of letter	5 minutes per letter	Regd. Dak including entry in the Peon Book
3.	Tying Job	35-40 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	
7.	Put up plan and estimate	15 to 20 minutes per plan and estimate	
8.	Put up proposals of MPs and MLAs	2 days	