

Manual 4
Norms set for discharge of functions
[Section 4(1)(b)(iv)]
Illustration

Sl. No.	Activity	Time Frame	Remarks
1	Diary of letter	3-5 minutes per letter	Including make entry in the peon book & Issue No.
2	Typing job	15-20 pages per day	
3	Preparation of a certified copy	0-5 per day	