

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

Illustration

Sl. No	Activity	Time frame/Norm	Remarks
1.	Dairy of letters	3 minutes per letter	
2.	Issue of letter	5 minutes per letter	
3.	Despatch of letters	5 minutes per letter	Entering in the peon book for local delivery
4.	Put up urgent letters	As and when required	
5.	Put up normal letters	2-3 days	