

MANUAL NO. 4 NORMS SET FOR DISACHARGE
OF FUNCTIONS [Section – 4 (1)(b)(iv)]

S.No.	Activity	Time frame/norm	Remarks
1.	Diary of letter	3 minutes per letter to reach the concerned official	-
2.	Despatch of letters	Same day	Registered dak/Courier/by hand including entry in the peon book
3.	Typing job	50 pages per day approx.	-
4.	Preparation of cheques for payment of bills received from various departments	3 days	Including preparation of vouchers and necessary approval from competent authority