

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

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:

Illustration : Not related to this office.

Sl. No.	Activity	Time frame/Norm	Remarks
1	Diary of letter	3 minutes per letter	
2	Despatch of letter	5 minutes per letter	Registered dak including entry in messenger book
3	Typing job	30 pages per day	
4	Preparation of food card	50 food cards per day	Including entry in food card register