

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

S.No.	Activities	Time frame/Norms	Remarks
1	Diary of letter	3 minutes per letter	
2	Typing job	30 pages per day	
3	Preparation of note/letter	5-7 notes per day, depending on the nature of note/letter	Includes collection of data from the concerned branch/official.
4	Despatch of letter	10 minutes per letter	