

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

Sl.No.	Activity	Time frame / Norm	Remarks
1	Diary of letters	5 minutes per letter	
2	Despatch of letters	10 minutes per letter including registered daks	
3	Yardstick fixed for each assistant of secretariat	1250 'B' class receipts per annum	
4	Disposal of letters	Normally within 3 days	
5	Typing jobs	15 pages per day (in double space)	
6	Diarising letters	Average 50 letters per day	