

**Chapter. 15(Manual-14)**  
**Norms set by it for the discharge of its functions**

SI No.	Activity	Time Frame/Norm	Remarks
1	Diary of letter	3 minutes per letter	
2	Dispatch of letter	5 minutes per letter	Register dark including entry in Message Book
3	Typing job	30 page per day	
4	To put up a letter by Assistant Section Officer.	(I) Less than one hour in case of 'C' class receipt (ii) From one hour to two hours in case of 'B' class receipt (iii) More than two hours in case of 'A' class receipt	