

**MANUAL – 4**  
**Norms Set for the Discharge of Functions**

[Section 4(l)(b)(iv)]

**Illustration**

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 A.S.O. of Secretariat	1250 'B' class receipts per annum	
4	Disposal of letters	Normally within 3 days.	
5	Typing Jobs	20 pages per day (in double space)	
6	Diary of letters	Average 50 letters per day.	