

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

Sl. NO.	Activity	Time frame/Norm	Remarks
01.	Diary of letter	5 minutes per letter	
02.	Marking of dak	Same Day	
03.	Distribution of Dak	Same Day	Registered dak including entry in peon book
04.	Putting up of letters & proposals on files	Same Day	
05.	Typing job	As Required	
06.	Entry in the register	Immediately	
07.	Preparation of challan	N/A	