

## Manual 4

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

#### Illustration

S.No.	Activity	Time Frame/Norm	Remarks
1.	Diary of letter	3 minutes/letter	--
2.	Marking of dak	2 minutes/letter	--
3.	Distribution of Dak	10 to 60 minutes	--
4.	Putting up of letters Proposals on files	3 days	--
5.	Typing Job	Within the time allowed	--
6.	Disposal of application under Right to information Act	Within the time allowed	--
9.	Preparations of cash challans	5 minutes/challans	--