

Inlimited Pages and Expanded Features

Manual 4 or the discharge of functions [Section 4(1)(b)(iv)]

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:

Illustration

S.No.	Activity	Time frame/Norm	Remarks
1.	Diary of letter	3 minutes per letter.	
2.	Dispatch of letter	5 minutes per letter	Registered dak including entry in messenger book
3.	Typing job	30 pages per day	
4.	Collection of record and investigations	1 month to 6 month	Depends upon nature of case.
5.	No Inquiry Report	3 days	Including taking approval from Head of Deptt.
6.	Preparation of charge memo for Major and Minor Penalty cases.	15 days	