

Manual 4
Norms set for 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:

S. No	Activity	Time frame/ Norm	Remarks
1.	Diary of letter and other official paper.	3-5 minutes per letter/paper.	
2.	Dispatch of letter	5 minutes per letter	Registered dak including entry in peon book.
3.	Typing job	10 pages and 50 Identity Cards per day	Including checking of I/Cards.
4.	Preparation of Identity Cards	50 Identity Cards per day	Including cutting/pasting of photographs, entry in I/Card issue register

CHIEF SECURITY OFFICER