

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 ;

Illustration

S.No.	Activity	Time frame / Norm	Remarks
1	Diary of letter	5 minutes per letter	
2	Despatch of letter	5 minutes per letter	Registered dak including entry in messenger book
3	Typing job	30 pages per day	English only.
4	Docketing / initiating primary not by Dealing Asst.	a) 3 days from the date of receipt of P.U.C. b) On same day NB: If P.C. is not available	a) In case of normal correspondence b) In case of very Important correspondence.
5	Next higher authority.	a) May take 07 days for final order b) May take two days. NB: If P.C. is not available	a) In casse of normal correspondence. b) In case of very important correspondence.
6	Preparation of Plan, scheme, project report, important report, etc.	a) One month of time. b) three months of time. NB: If P.C. is not available.	a) It relates to this Deptt. only. b) It relates to other Deptt.