

Manual 4

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

Sl. No.	Activity	Time frame/Norms	Remarks
1)	Diary of letter	2 minutes per letter	
2)	Dispatch of letter	3 minutes per letter	Registered dak including entry in messenger book
3)	Typing job	50 pages per day	

No norms have been sent as the time involved in disciplinary cases as well as registration of cases under POC Act differs from case to case.