

## Manual 4

### Norms set for the discharge of functions {Section 4(1)(b)(iv)}

<u>S.No.</u>	<u>Activity</u>	<u>Time</u>	<u>Remarks</u>
1.	Diary of letter	5 minutes per letter	
2.	Dispatch of letter	6 minutes	Registered dak including entry in the messenger