

MANUAL 4

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

Sl. No.	Activity	Time frame/Norm	Remarks
1	Diary of letter	3 minutes	
2	Despatch of letter	5 minutes	Registered dak including entry in messenger book
3	Typing job	30 pages per day	
4	Preparation of food order	30 minutes	
5	Reservation & cancellation of rooms	One hour	
6	Service of food in the restaurant	Thirty minutes	
7	Service of food in the rooms	Forty minutes	