(1)

No. 80(33)/87-SIU
Government of India/Bharat Sarkar
Ministry of Finanse/Vitta Mantralaya
Department of Expenditure/Vyaya Vibhag
Staff Inspection Unit/Karamchari Nirikshan Ekak
*****

6th Floor, Lok Nayak Bhawan,
New Delhi, the 22nd September,89.

OFFICE MEMORANDUM

Subject : Revised Norms for jobs common to Ministries/Departments/ Attached Offices of the Government of India.

The undersigned is directed to say that the Staff Inspection Unit, Ministry of Finanse, Department of Expenditure, has been issuing from time to time norms/yardsticks for staffing in respect of common jobs and functions in Ministries and Departments of the Government of India. Some of the norms were evolved a long time back. Due to changes in procedures, methods and also on account of introduction of different types of office machines, job norms and staffing standards laid down in the past have become out dated, necessitating their revision. The Government had, therefore, decided that the S.I.U. should carry out a review of the existing norms and issue the norms afresh with suitable changes as may be necessary.

2. The S.I.U. has accordingly carried out studies and reviewed the existing norms. Results of this review have been under consideration of the Government and revised norms as contained in the Appendices(I to XII) to this O.M. have since been approved.

3. These norms will be applies whenever there is a proposal from Ministries/Departments for additional staff when the strength of existing sanctioned staff would also be reviewed on the basis of the revised norms and any staff found surplus would first be adjusted against additional posts sought by the Ministry/Department.

4. The contents of this O.M. may be brought to the notice of all concerned.

5. This O.M. supersedes all previous instructions issued on the subject.

sd/-
(S.K. Jairath)
Director(SIU)

To

All Ministries/Departments/Attached offices of the Government of India.

APPENDIX- I

Enclosure to O.M. No.50(33)/87-SIU dated 22.9.1989.

SYNTHESISED NORMS FOR STAFFING THE HOUSE KEEPING SECTION OF THE MINISTRIES/DEPARTMENTS/ ATTACHED OFFICES OF THE GOVERNMENT OF INDIA.

I. For a population upto 200 employees:- 4% of the population (sanctioned strength) as dealing hands including LDCs for all house keeping jobs. All house keeping jobs are to be located in one Section.

II. For a population more than 200 employees:-

(a) Administration : 1.4% of the population as dealing hands including LDCs.

(b) Cash & Accounts : 1.24% of the population as dealing hands including LDCs.

(c) General : 0.8% of the population as dealing hands including LDCs.

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Note:- (i) While working out the staff entitlement on the basis of the above norms, 0.3 and above may be rounded off to the next figure.

(ii) For formation of separate Sections for house keeping functions, the following criteria may be followed:.

(a) One House Keeping section upto 10 dealing hands including LDCs;

(b) Two House Keeping Sections upto 18 dealing hands including LDCs;

(c) Three Sections (viz. Admn., Cash & Accounts and General) when the number of dealing hands including LDCs exceeds 18.

(iii) For bifurcating the House Keeping Sections the following span of control for supervision may be adhered to:-

(a) Administration : 8 dealing hands including LDCs in a Section.

(b) Cash & Accounts: 14 dealing hands including LDCs in a Section.

(c) General : 12 dealing hands including LDCs in a Section.

APPENDIX II

ENCLOSURE TO O.M. NO.50(33)/87-SIU dt. 22.9.1989.

NORMS FOR JOBS PERFORMED IN CENTRAL REGISTRY
(RECEIPT AND ISSUE)

I. Receipts.

S.No.	Description of job	Norms
1.	Receipt of local dak through Peon Book/Challan	40 Minutes for 100 Receipts.
2.	Receipt of Registered Postal Dak.	75 Minutes for 100 Receipts.
3.	Opening of Postal Dak (both ordinary and registered letters).	33 Minutes for 100 Receipts.
4.	Date stamping on receipts (done by Daftry/Peon).	5 Minutes for 100 Receipts.
5.	Marking of dak including re-directing of mis-sent letters.	25 Minutes for 100 Letters.
6.	Sorting of Dak	8 Minutes for 100 Receipts.
7.	Diarisation of Receipts	75 Minutes for 100 Receipts

II. Despatch/Issue.

S.No.	Description of job	Norms
1.	Receipt of dak through Peon Book/Challans including Envelopes prepared in the Sections(Ordinary and registered).	25 minutes for 100 Receipts
2.	Making Entry in Despatch Register	
	a) Ordinary Post	70 Minutes for 100 entries
	b) Registered Post	1.5 Minute each.
3.	Preparation of Envelopes	
	a) Ordinary post	150 Minutes for 100 Envelopes.
	b) Registered post	2 Minutes per cover.
	c) Despatch of circulars/letters i.e. as per mailing list.	35 Minutes for 100.
4.	Making entry in Post Office Journals (if any).	150 Minutes for 100 entries.

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5. Making entry in Peon Book/Challans	1 minute each.
6. Pasting/closing of envelopes (Daftry/Peon).	25 minutes for100.
7. Weighing and franking of envelopes (ordinary and Registered).	12.5 minutes per 100.
8. Maintenance of Franking Machine Account.	15 minutes per day.
9. Maintenance of Service Postage Account.	15 minutes per day

Note: To compute the workload on the above items add 15% as miscellaneous allowances.

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APPENDIX-III

Enclosure to O.M.No.50(33)/87-SIU, dated: 22.9.1989.

Scale for the entitlement of Group 'D' Staff for Sections in the Ministries/Departments/ Attached Offices of the Government of India.

1. Sections other than Cash Section, Central Registry and Parliament Section	(i) One Peon and one Daftry for every 16 members of Staff working in the Sections including Section Officer/ Desk Officer but excluding Group 'D' Staff. (ii) Posts of Peons and Daftries are inter-changeable.

Note:

(i) Requirement of Group 'D' Staff in Cash Section, Central Registry and Parliament Section has to be assessed after study of the actual workload/requirement in each case.

(ii) Entitlement of Group 'D' Staff for Ministers and Officers above the rank of SO/DO will continue to be governed by the Ministry of Finance O.M.No. 1(30)-E(Coord)/64, dated 19.6.1964 and Department of Personnel O.M.No.8/5/85-CS-II, dated 2.4.1985.

Enclosure to O.M.No. 50(33)/87-SIU, dated 22.9.1989. APPENDIX-IV

Norms for jobs performed in Departmental Libraries

S.No.	Jobs	Norms
1.	Routine operations for placing orders for the purchase of publications	7 mts per book purchased plus 2 mts per book selected on approval but rejected.
2.	Passing of bills for books purchased for the library.	6 mts. per bill plus 1 mt/book.
3.	Accessioning of books	30 mts for 10 books.
4.	Classification of Publications	4 mts. per book.
5.	Cataloguing of books	4 mts per book plus 1 mt. per card prepared in addition to main entry card.
6.	Registration of members for the library	90 mts. for 20 applications.
7.	Issue of 'No Demand' Certificate.	7 mt./application
8.	Issue of publications to reader and their receipt back.	60 mts. for 100 publications issued and received back separately.
9.	Issue of reminders to borrowers for return of book	40 mts. for 10 reminders.
10.	Receipt and recording of periodicals.	1 mt. per periodical
11.	Circulation of periodicals to officers/Branches.	140 mts. for 100 publications
12.	Shelving of books	150 mts. for 100 books.
13.	Taking out books and periodicals from shelves.	115 mts for 100 books.
14.	Binding of library books	120 mts. for 10 books.
15.	Passing of bills received from book binders.	12 mts per bill
16.	Compilation of bulletin for source material.	P-8 mts. per entry in bulletin-N.P. 4 mts. per entry.
17.	Preparation of detailed subject Bibliography.	P-5 hrs. per bibliography + 8 mts. per entry N.P.-3 mts/entry.
18.	Physical verification of books.	150 mts for 100 books

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S.No.	Jobs	Norms
19.	Pasting of correction slip in codes, manuals, etc.	150 mts. for 100 corrections.
20.	Tidying up of books and providing messengering service.	1 skilled worker for 50,000 vol. in stock

P - Professional
N.P.- Non-Professional
N.D.- Not done

Note:- The staff requirement for libraries will be worked out according to the above norms. Provision for additional factors may be made in the following manner:-

i) For reference work and guidance to readers add 200/300/400 man-hours if the stock of volumes in the library is upto 15000/15000 but below 50000/50000 and above.

ii) For frictional loss add 15% (except for unskilled staff for which provision has been made in the standard itself).

iii) Add to professional staff 10% of the total of professional and non-professional (but excluding unskilled) staff as a provision for supervision, control, guidance, administration and other functions of the Chief Librarian like provisional selection of books, meeting the dealers, attending meetings and conferences, etc.

iv) A cushion for leave may be added at 10% of such of the staff as does not have a separate leave reserve.

v) The fraction over the whole number of the total non-professional (excluding unskilled) staff may be transferred to the professional staff.

vi) Staff for functions peculiar to a Library not covered by the above norms may be assessed on the basis of work study. (Such functions would normally be a minor portion of the total work-load).

vii) Norms for house-keeping jobs issued separately may be adopted if any library performs its own house-keeping functions; Time for typing catalogue cards, bulletins, bibliographies etc. is included in the norms.

viii) Professional work will be done by trained librarians and non-professional work by clerks, etc.

APPENDIX - V

Enclosure to O.M. No. 50(53)/87-SIU dated 22-9-1989

Norms for various items of jobs done in Pay & Accounts Offices

Sl.No.	Description of Job	Time Norms For Merged DDOs	For Non-merged DDOs
A. 1.	Scrutiny of sanctions (excluding GPF sanctions)	8 mts. per sanction	8 mts. per sanction.
B.	PRE-CHECK OF BILLS		
2.	Pay Bill	5 mts. per bill in general plus 2 mts. for 3 persons.	8 mts. per bill in general plus 2 mts for 3 persons
3.	T.A. Bills	9.5 mts. per bill upto 10 journeys plus 8 mts for addl. 10 journeys.	11 mts. per bill upto 10 journeys plus 10 mts. for addl. 10 journeys.
4.	T.A. bill (abroad)	75 mts. per bill.	75 mts per bill.
5.	Passage/Bill	30 mts. per bill.	30 mts. per bill.
6.	L.T.F.C.	40 mts. per bill upto 50 vouchers.	40 mts. per bill upto 50 vouchers.
7.	Advance Bill (T.A., Pay, LTC, HRA, MCA etc.)	4.5 mts. per bill	6 mts. per bill
8.	Contingency Bill	9 mts. per bill upto 20 vouchers. 7 mts. for addl. 20 vouchers.	10.5 mts. per bill upto 20 vouchers. Plus 7 mts. for addl. 20 vouchers.
9.	Medical Bill	16.5 mts. per bill.	18 mts. per bill.
10.	Arrear Bill	7.5 mts. per bill	9 mts. per bill.
11.	O.T.A. Bill	3.5 mts. per bill in general plus 1 mts. per person.	5 mts. per bill in general plus 1 mts. per person.
12.	Miscellaneous Bills (Tuition Fee, CEA, Ad-hoc Bonus, LTC, Grants-in-aid, Scholarship, Pension Bills etc.).	7.5 mts. per bill	9 mts per bill
13.	Making entries in the Register	1 mt. per bill.	2.5 mts. per bill.

Contd. P/2.

Sl. No.	Description of Job	For Merged DDOs	For Non-merged DDOs
C.	POST CHECK OF BILLS		
14.	Pay Bill	3 mts. per bill	10 mts. per bill
15.	Contingency Bill	3 mts. per bill	6 mts. per bill
16.	T.A. (Tour-transfer)	3 mts. per bill	6 mts. per bill
17.	O.T.A.	3 mts. per bill	5 mts. per bill
18.	Advance Bill	3 mts. per bill	4 mts. per bill
19.	Medical Bill	3 mts per bill	9 mts. per bill
20.	Arrear Bill	3 mts. per bill	6 mts. per bill
21.	Miscellaneous Bills	3 mts. per bill	6 mts. per bill
22.	Bills not selected for audit (checking of classification etc.)	3 mts. per bill	—

D.	ACCOUNTS:	Norms for Merged/Non-merged DDOs
23.	Outward Claim	35 mts. per claim (upto 4.5 slips) plus 7 mts. per addl. slip.
24.	Inward Claim	27 mts. per claim upto 4 vouchers plus 2.6 mts. per addl. vouchers.
25.	Long terms advance and maintenance of Broad Sheet.	4 mts. per person per month (only for non-merged DDOs).
26.	Short term advances	Work not handled by R&AO.
27.	Valuables	15 mts. per valuable.
28.	PLI Schedules	12 mts. per person per annum.
29.	Compilation of Accounts including reconciliation of suspense.	7.5 mts. per voucher.
30.	Reconciliation of Credit Challans.	4.5 mts. per challan.
E.	CHEQUE WRITING & COMPILATION OF DAILY ACCOUNTS.	
31.	Writing and delivery of cheques.	8 mts. per cheque.

Contd. P/3.

32.	Bank Scroll and reconciliation of paid cheques.	2 mts. per cheque.
33.	RBI Remittances.	2 mts. per schedule.
F.	PENSIONS	
34.	Preliminary verification of service after 25 years of service.	90 mts. per case.
35.	Original check/verification examination of pension case including Gratuity, Commutation of Pension, Family Pension and Authorisation.	180 mts. per case.
36.	Examination of Revised Pension, Gratuity, Commutation of Pension, Family Pension and Authorisation	140 mts. per case.
37.	Put through statement	90 mts. per statement.
ADD (i)	Weightage on items 1 to 37 above @ 16% for Miscellaneous Jobs (Correspondence, Issue of NOC, Assignment Register, Outside payments/lost/cancelled cheques, action on time-barred cheques, quarterly and annual review of balances, preparation of monthly report & clearance of suspense balances, maintenance of registers, discussions, tracing of papers, visits, comparison etc.).	31% i.e. (i) + (ii)
(ii)	Weightage on items 1 to 37 above @ 15% as Frictional Allowance.	
1.	Maintenance of G. P. Fund Accounts.	1050 Accounts (Alive & operative) per dealing hand.

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APPENDIX-VI

Enclosure to O.M. No.50(33)/87-SIU dt. 22.9.1989.

TIME NORMS FOR COMMON JOBS PERFORMED IN THE PRINCIPAL ACCOUNTS OFFICES UNDER THE CONTROLLER GENERAL OF ACCOUNTS, MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE.

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Sl. No.	Name of the Job	Unit of Measurement	Time per Unit (Minutes)	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Compilation, consolidation and review of monthly state- work, of reports" received from all Pay & Accounts Offices for onward transmission to Controller General of Accounts.	Per PAO per month	190	
2.	Checking of Accounts Booklets received from various Pay & Accounts Offices in the standardised formats and forwarding them to the Controller General of Accounts by hand.	Per booklet	30	
3.	Manual posting of expenditure figures detail headwise for the month as well as progressive figures; working out major Head Totals of the various Grant/Heads and preparation of Proof Sheet.	Per Transaction.	3	
4.	Preparation of monthly expenditure statements showing progressive totals and forwarding them to JS(Budget), Ministry of Finance, CGA and Finance Branch of the Ministry.	Per Month	570	
5.	Quarterly review of expenditure for various Departments Major and detail Head-wise/object and scheme-wise.	Per detail head per Quarter.	3	
6.	Preparation of monthly and progressive expenditure statement minor head-wise for submission to the various heads of departments.	Per month.	187	

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(1)	(2)	(3)	(4)	(5)
7.	Checking of computer print accounts with the manual posted accounts abstract and communication of differences, if any.	Per PAO per month.	150	
8.	Communication of differences appearing in the standardised booklets of accounts to various Pay & Accounts Offices.	Per booklet with discrepancy.	27	
9.	Collection of accounts booklets from the CGA by Group 'D' staff. Counting and checking by Junior Accountant.	Per month.	30	
10.	Preparation of various monthly reports/returns for submission to the Commissioner of Income-Tax, CA, Ministry of Finance, Department of Economic Affairs regarding 021, 766, 247, 249, 080, 083, 288, 266 Major heads.	Per month.	212	
11.	Issue of advices to P&AO regarding accountal procedure.	Per Case.	990	
12.	Communication of decisions on problems posed by Regional Pay & Accounts Offices in regard to accounting matters.	Per Case.	120	
13.	Coordination work-issue of office orders/circulars to Regional Pay & Accounts Offices.	Per Circular	58	
14.	Maintenance of appropriation Audit Register showing Budget Estimates, Surrender/Re-appropriation, Supplementary Grants and Final; showing progressive expenditure and working out of excess or savings; Maintenance of Appropriation Audit files for various grants; calling explanation for Col.4 from the Departments and finalisation of appropriation accounts for submission to the Director of Audit, Central Revenue and CGA; Attending to audit parties for the Audit of appropriation accounts by the D.A.C.R and replying to their observations; Correction to the Appropriation Accounts.	Per minor Head per annum.	100	

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(1)	(2)	(3)	(4)	(5)
15.	Preparation of Journal Entry/ Journal Entry Abstract.	Per Transaction.	6.	
16.	Preparation of statements of Central Transactions in three parts and forwarding them to the Controller General of Accounts.	Per entry per annum.	10	
17.	Issue of corrections to S.C.T.	Per Transaction per annum.	16	
18.	Budget-consolidation of Budget received from all Pay & Accounts Offices.	Per PAO per annum.	500	
19.	Preparation of Budget Estimates and Revised Estimates in respect of various debt, deposit and Remittance Heads of Accounts.	Per major Head per annum.	103	
20.	Preparation of Budget Estimates, Revised Estimates in respect of 266-Pension and other Retirement Benefits, 288-Social Security and Welfare, 247-Other fiscal services, 249-Interest Payments etc.,276-Loans to Government servants.	Per major Head per annum.	425	
21.	Preparation of Budget Estimates, Revised Estimates in respect of Revenue Heads of Accounts for the various Major Heads 021-Income Tax, 080 Medical, 083 Housing and other Department's Receipts Heads.	Per major Head per annum.	164	
22.	Maintenance of consolidated ledger of Debt, deposit and remittance heads of account.	Per detail Head per annum.	10	
23.	Maintenance of Pay & Accounts Office-wise broad sheet of ADA, DA.	Per PAO per month.	18	Applicable to offices where this item is being done.

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(1)	(2)	(3)	(4)	(5)
24.	Maintenance of various records connected with the CDS work.	Per PAO per month.	22	Applicable to offices where this item is being done.
25.	Requests from AG regarding Transfer of Balances/ Acceptance thereof in consultation with various Pay & Accounts Offices.	Per case	60	
26.	Maintenance of Accountant General-wise/Head of Account-wise Registers of Transfer of balance.	Per entry.	4	
27.	Preparation of Annual reports on transfer of balance.	Per annum	810	Applicable to offices where this item is being done.
28.	Preparation of various statements No.3,4,5,12,13,15,17,17A and 18 for Finance Accounts; Preparation of various Annual Reports for Combined Finance & Revenue Accounts and attending to the Audit Party of D.A. C.R.; Preparation of variosms Reports for Audit Reports of the CAG as statement of guarantees given by the Govt. of India, Statement of loans and Investments; Preparation of statements for Grants in aid and Foreign Loans.	Per annum.	3300	
29.	Corrections to the statements of Finance Accounts.	Per annum.	330	
30.	Analysis of monthly differences of disbursement and receipt in respect of each PAO between the Account figures and Branch Bank figures. A statement to this effect is called from each PAO and the differences looked into and suitable steps taken to get the differences liquidated. Connected correspondence with PAOs/Link Bank; Watching of differences between Branch Bank figures and account figures in respect of each PAO dealing with SBI Branch.	Per PAO per month.	30	

(1)	(2)	(3)	(4)	(5)
31.	Maintenance of R.B.I. Deposit Broad Sheet.	Per PAO per month	32	
32.	Working out of monthly differences between Branch Bank figures and link Bank of R.B.I., connected correspondence to settle the differences; /* Ministry as a whole; Reconciliation of Branch Bank figures with Link Bank figures; Scrutiny of PSB I-A, PSB-36, PSB IB received from Link Bank or SBI.	Per DDO per month	24	
33.	Pursuance of old differences with PAOs; Pursuance of old differences from 76-77.	Per PAO per annum.	240	
34.	Scrutiny of PSB-22 received from R.B.I(CAS), Nagpur Month-wise.	Per month.	18	
35.	Work relating to transfer of PSB transactions to R.B. Deposits; Preparation of T.E. for transferring PSB Suspense to RBI Deposits; Adjustment of PSB-22 Inter-State Settlement of Debit, Credit.	Per month.	35	
36.	Maintenance of Broad Sheet of PSB Suspense in the shape of proformae X and Y.	Per DDO per month.	4	Applicable to cheque drawing DDO's only.
37.	Submission of monthly reconciliation Memo. of Deposits with RBI to CGA indicating position of difference right from 1976-77 till to date.	Per Quarter.	552	
38.	Reconciliation of PSB Suspense figures booked by PAOs in Accounts with the Link Bank Figures (Claimed from RBI, New Delhi).	Per PAO per month.	60	
39.	Correspondence connected with Bank reconciliation work.	Per receipt.	34	

/* overall control on RBI Deposits for the

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(1)	(2)	(3)	(4)	(5)
40.	Declaration of cheque drawing DDO correspondence regarding.	Per receipt.	20	
41.	Change of Banker-Matters regarding.	Per case	62	
42.	Obtaining indents from the Pay & Accounts Offices about their requirement of cheque books and placing consolidated indent in this respect on Govt. of India Press, Nasik.	Per annum.	240	
43.	Obtaining the (a) supply of the cheque books from the Govt. of India Press, Nasik and (b) issue to the Pay & Accounts Offices from time to time.	(a)Per occasion. (b)Per occasion.	194 43	
44.	Half-yearly physical verification of the stock of the blank cheque books maintained by .PAO and examination of the Physical Verification reports received from PAOs.	(a)Half yearly. (b)Half yearly.	73 34	
45.	Opening of assignment accounts of the cheque drawing DDOs (including PWD Division) with the R.B.I./ Public Sector Banks.	Per case	69	
46.	Examination of the cases of defalcation and losses occuring in the various Departments under the Ministry.	Per case	78	
47.	Examination of the cases/statements received from the Pay & Accounts Offices for weeding out of old records and communication of the approval of the Controller of Accounts/C.G.A. of the weeding of the records.	Per case.	110	
48.	Correspondence with the Pay & Accounts Offices about non-settlement of inward claims & complaint received from the Railways/Deptt. of Supply etc; Correspondence with the Accountants	Per case.	30	

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(1)	(2)	(3)	(4)	(5)
	General, Pay and Accounts Offices and other accounting authorities about the settlement of outward claims raised by the Pay & Accounts Offices of the Ministry pending settlement for several months; Correspondence with PAOs regarding clearance of inward claims including those of CCA Supply claims.			
49.	Communication of adverse balances after review of balances under debt deposits and remittance heads to the Pay & Accounts Offices .	Per PAO per annum.	25	
50.	Verification of the signature and special seals on the letters issued by Accountants-General and arrangements for their payment through the concerned Pay & Accounts Offices.	Per case	43	
51.	Intimation of balances in respect of various DDRM Heads to PAOs and getting review of balances prepared and watching their follow up reports.	Per detail head per PAO per annum.	15	
52.	Preparation of Accounts formats; Opening/Deletion of Heads from Demands for Grants; Analysing and furnishing heads of accounts in respect of Grant No.34-Customs,35-Union Excise Duties,41-Opium & Alkaloid Factory,43-Other Expenditure of Ministry of Finance etc. for inclusion in standardised Accounts formats, arrangements for getting the formats printed and despatch of Accounts Booklets to the Pay & Accounts Offices.	Per annum.	720	Applicable to offices where this item of work is being done.
53.	Compilation,consolidation and review of quarterly State of work report received from all Pay & Accounts Offices for submission to CGA.	Per PAO per quarter.	150	
54.	Report regarding expeditious settlement of Pension and Provident Fund cases.	Per quarterly Report.	180	

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(1)	(2)	(3)	(4)	(5)
55.	Compilation and submission of Reports and Returns to C.G.A. regarding payment of Family Pension to families of persons retired/died on or before 1.1.64.	Per month	120	
56.	Report on revision of pension cases as a result of Supreme Court Judgement.	Per month	60	Applicable to offices where this item of work is being done.
57.	Forwarding of the specimen signature of PAO authorised to sign on Special Seal Authority in the office of Pr. A.O.	Per occasion	67	
58.	Counter signature and affixing of special seal authority in respect of pension payment orders/DCRG commutation/family pension order received from various PAOs for being forwarded to State Accountants General.	Per case	39	
59.	Inspection report of Principal Accounts Office and also coordination of Inspection reports in respect of the PAOs inspected by the C.G.A.	Per Inspection Report.	295	
60.	Dealing with statutory audit reports by D.A.C.R. in respect of Principal Accounts Offices.	Per Inspection.	2010	
61.	Correspondence regarding adjustment of missing credits/debits and transfer of G.P.F. balances.	Per receipt	27.	
62.	Maintenance and circulation of all types of orders received from CGA and Ministry of Home Affairs etc.	Per Circular	29	
63.	Disposal of miscellaneous receipts.	Per receipt	18	

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(1)	(2)	(3)	(4)	(5)
64.	Grants-in-Aid/Loans to State Govts./ Union Territories.			
A.	Grants-in-Aid.			
	(i) Scrutiny and processing of sanction for Grants-in-Aid.	Per sanction	42	
	(ii) Preparation of monthly statement of Transfer Entries(TE) in form AO-52 and forward to PAO for adjustment in the monthly Accounts(wherever done).	Per Transfer entry.	7	
	(iii) Preparation of Annual Statement of Grants-in-Aid, State-wise separately, indicating all details of sanctions issued during the year and forward them to respective State AGs for confirmation/reconciliation.	Per sanction.	5	
B.	LOANS:			
	(i) Scrutiny and processing of sanctions for Loans.	Per Sanction	42	
	(ii) Preparation of monthly statement of Transfer Entries in form A.O-52 and forward to PAO for adjustment in the monthly Accounts(Wherever done).	Per transfer entry.	7	
	(iii)(a) Recoupment of Loans/Interest-Processing of clearance Memos. (CM) and advices received from RBI and State A.Gs. respectively, linking and making entries in relevant registers.	Per Loan	5	
	(b) Preparation of Transfer Entries in respect of (a) above.	Per Transfer entry.	6	
	(iv) Preparation of monthly report on Quarterly targets achieved (Wherever done).	Per month.	60	
	(v) Preparation of Monthly statement on repayment of Loans and Interest/Default statement (Wherever done).	Per month.	60	
	(vi)(a) Current Loans-Preparation Annual Statement of Loans sanctioned during the year State-wise and forward them to respective State AGs for confirmation/reconciliation.	Per Loan	5	

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(1)	(2)	(3)	(4)	(5)
	(b) Closing of Loan ledgers, working out balances outstanding against each loan/State. Preparation of statement, State-wise, giving details of loans sanctioned during earlier years and forward them to State AGs for confirmation/ reconciliation.	Per Loan	10	
C.	Correspondence/Reminders relating to confirmation/ reconciliation of Loans/ Grants sanctioned during the current year/earlier years.	Per receipt.	18	
65.	Furnishing of "Actual" Expenditure figures detail headwise in the Skeleton Demands for Grants for preparation of next year's Demand for Grants.	Per detail head.	2	
66.	Half yearly report to CGA showing outstanding cases of excess payments arising in course of settlement of final G.P.F. cases.	Per report	150	

To compute the work load on the above item, add 15% as miscellaneous allowances.

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APPENDIX VII

Enclosures to O.M.No.F.50(33)/87-SIU dated 22-9-1989.

Norms for typing and comparison (English)

I 9100 words or 910 lines (a line containing 10 words on an average) for offices having 8 working hours.

The above standard would apply to typing from running matter (manuscript or typed). To convert other kinds of typing to that of running matter the following allowances may be made as under:-

(i)	Cutting Stencils	: add 25% (i.e.100 lines to be treated as 125 lines)
(ii)	When three or more copies have to be taken out by inserting carbon papers.	: add 25%
(iii)	Statements	: add 100%
(iv)	Typing in half margin	: deduct 25%(i.e. 100 lines to be treated as 75 lines)

II In the case of letters and other communications, the number of lines in the body of the letter or communication alone should be counted. An addition of 6 lines may be made for addresses and salutations in respect of each letter or communication.

III A set of two comparers may be allowed for every three typists where there is a typing pool.

APPENDIX VII

Enclosure to O.M.No.F.50(33)/87-[illegible] dated: 22-9-1989

Norms for assessing the strength of Safai Karamcharis and Farashes.

S. No.	Jobs	Considerations to be taken note of for applying the norms.	Proposed Norms.
	2.	3.	4.
1.	Sweeping office rooms including record rooms, stationery rooms, Committee rooms, reception rooms etc.	1. Area of the rooms which is swept daily 2. Area of the rooms which is not swept daily. 3. The intervals at which the area at (2) above is swept.	1,025 sq. mtr. (11000 sq. ft.)
2.	Sweeping, washing, scrubbing and swabbing etc. of the verandahs, vestibules and staircases and cleaning the articles lying therein, such as spittons, fire-fighting equipment etc.	1. The area in Sq.Ft. of the verandahs etc. cleaned daily (but excluding the area of the steps of staircases). 2. Area which is cleaned occasionally and the interval at which it is cleaned.	2415 Sq.Mtr. (26000 sq.ft.)
3.	Sweeping open spaces like roads, courtyards, garages etc.	1. Area of the roads etc. which is swept daily. 2. Area of the roads etc. which is not swept daily. 3. The interval at which the area at (2) above is swept.	5,575 sq. mts. (60,000 sq. ft.)
4.	Cleaning open spaces like lawns, play-grounds etc. swept extensively but which are kept clean by picking paper-bits etc. and by partial sweeping, where necessary.	1. The area in Sq.Ft. of the open spaces. 2. How often they are cleaned in a year.	18,585 sq. mts. (200,000 sq. ft)

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1.	2.	3.	4.
3.	Cleaning latrines, bathrooms, urinals etc. including the dressing rooms, passages etc. attached thereto and mirrors, dressing tables, and other articles contained therein.	1. The number of latrines 2. The number of wash-basins. 3. The number of urinals 4. The total number of persons who use the latrins etc.	80 items (i.e. latrines, wash basins and urinals) per man per day if the number of times cleaning is 3-4 times per day.
	FARASH		
a.	Dusting and cleaning the office furniture, doors, windows etc.	1. Strength of the Gazetted Officers accommodated in the Office Building. 2. Strength of other staff excluding the staff who are not supplied any substantial furniture e.g. class IV staff.	5 mts. per G.O. & 1 1/4 mt. per other staff excluding Class IV.

APPENDIX IX

Enclosure to O.M.No.F.50(33)/87-SIU dt.22.9.1989

Norms for Gestetner Operator(electrically operated machines) and criteria for creation of a post.

I. 10,530 Units per day for 8 working hours.

II. Criteria for creation of post of Gestetner Operator (electrically operated machines):-

(i) No post of Gestetner Operator or any other post will be created when the average daily output is less than 5265 units and the work will be managed by deploying an existing class IV official knowing the work of operating on payment of additional remuneration as admissible from time to time under Government Orders.

(ii) One post of Jr./Sr.Gestetner Operator will be sanctioned if the daily average output is between 5265 and 10530 units.

(iii) An additional post of Class IV will be sanctioned when the daily average output exceeds 10530 units. This post will be utilised for assisting Gestetner Operator in non-machine work like arranging the cyclostyled material, sorting out blank sheets, obtaining stationery etc.

(iv) The Class IV employee engaged for the over flow of work beyond 10530 units may not be fully occupied if the overflow is not substantial. In that event the spare capacity available with this employee will be set off against the Class IV staff justified for other work.

(v) There are two scales of Gestetner Operators viz. Jr.Scale Rs.750-940(Revised) and Rs.775-1025(revised). Where a Ministry or Office has more than one post, not more than 50% of the posts will be in the higher grade.

III. In the above norms, a unit means one copy obtained from a stencil. Thus, a sheet of paper cyclostyled on one side will constitute one unit but if it is cyclostyled on both sides, it will be treated as two units. If a sheet of paper cyclostyled on one side is cut into two or more pieces, it will still constitute one unit.

IV. A simple record of production may also be maintained by the operator and should be checked daily by the officer incharge of the Branch. This record should indicate the date and particulars (number and date etc.) of the papers cyclostyled, number of stencils used, number of copies taken out from each stencil and the total number of units produced.

APPENDIX X

Enclosure to O.M.No. 50(33)/87-SIU dt. 22.9.1989

Norms for determining the requirements of Malis for jobs normally entrusted to them.

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Sl.No.	Type of area	Norms
1.	H.M. Houses & Officers entitled to free accommodation.	1 Acre per Mali
2.	M.P's accommodation and Govt. Officers bungalows	1.55 acre
3.	Flats	1.35 acre
4.	Permanent Office accommodation	1.25 acre
5.	Open spaces	3.00 acre
6.	Play grounds	2.00 acre
7.	Public parks	2.00 acre
8.	Prestigious works	1.00 acre
9.	Hedge cutting	*12,000 running ft.
10.	Potted plants	3,000 plants per mali
11.	Mowing of lawns	*20 acre.
12.	Trees	

Per mali	Slow growing tree	Fast growing tree
250	upto 4 yrs old	upto 3 years old
300	4-8 yrs.	3-6 yrs.
1200	Beyond 8 yrs	Beyond 6 yrs

*These works have already been included in the above works and therefore, no separate staff is to be provided for these works unless at the places where only hedge cutting work / mowing of lawns is to be performed.

APPENDIX XI

Enclosure to O.M. No. 50(33)/87-SIU dt. 22.9.1989

Time norms for different items of work done by the Lower Division Clerks in ministries, departments and attached offices of the Govt. of India

Sl No.	Items of work	Time norm
1.	Receipt of Dak	10 minutes per day.
2.	Diarisation of receipts	2 minutes per receipt.
3.	(i) Recording of movement of files	1 minute per entry
	(ii) Recording of movement of receipts in Diary Register	
4.	(i) Entry of papers (in Note Book) sent to R&I for issue.	1 minute per entry
	(ii) Peon Book entries	1 minute per entry
5.	Preparation of U.O.Challans	3¾ minutes per challan
6.	Preparation of envelopes	
	(i) Ordinary	1½. minutes per envelope.
	(ii) Registered	2 minutes per envelope
7.	Entering of particulars of New File in the File Register	2½. minutes each.
8.	Recording / closing of old files	1½ minutes each.
9.	Weeding of records.	3 minutes each.
10.	Indexing (including the time for typing Index Slips)	7½. minutes.
11.	Preparation of Weekly arrear statement	20 minutes per week
12.	Preparation of monthly statement of cases pending disposal for more than a month	5 minutes per case.
13.	Preparation of monthly stationery indent	20 minutes per month.
14.	Maintenance of the account of casual leave and restricted holidays	20 minutes per annum per individual.

Note: To compute the workload on the above items, add 15% as miscellaneous allowances.