

CHAPTER XV (MANUAL-XIV)

THE NORMS SET BY IT FOR THE DISCHARGE OF
ITS FUNCTIONS.

The norms set by department for the post of Clerk / Establishment Clerk and Typist – English –Cum-Marathi to discharge of its function:-

Clerk

1. The number of employees a Clerk should manage for the purposes of paysheet without the work of calculation of leave, P.F. Claim etc. 175 employees.
2. The number of employees a Clerk should manage for paysheet with clarification of leave but without P.F. or Pension Claims and final statement. 150 employees.
3. The number of employees a Clerk should manage paysheet work without calculation of leave P.F. and Pension Claim of Final Settlement. 125 employees.
4. Inward / Outward papers 150)
) per day
 150)
5. Marathi / Typist fixed at 5000 words per day.

ESTABLISHMENT section

One Clerk to attend to establishment work of 170 employees with S.R. and L.R.

OR

200 to 250 employees with S.R.; or L.R.

OR

S.R. and L.R. work of; 700 to 750 employees inclusive of P.F. and Pension Claims.

One Time-Keeper to look after 200 employees (paysheet work only.)

Billing : One Clerk to attend 20 to 25 bills with all ancilliary work

Revenue : One Clerk to look after 5000 licenses with all ancilliary work

Typist : 5500 words per day English

5000 words per day Marathi

Clerk-cum-Typist - clerical work 50% & typing work 50%

The norms prescribed for discharging functions.

-Norms are decided as per provisions in Mumbai Municipal Corporation Act 1888, Notifications / orders received from Government from time to time, Municipal Service Rules and circulars issued from time to time.

Sd/-

Chief Personnel Officer