

Manual- 4

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

TIBBIA HOSPITAL

S. No.	Activity	Time Frame	Remarks
1.	Preparation of Patient slip	1 minutes	Waiting time acc. to no of patients in Queue
2.	Consultation and examination by the Doctor	May Vary	-do-
3.	Writing the Prescription	2-3 minutes	-
4.	Dispensing the medicines from the dispensary	5-10 minutes	Waiting time according to no. of patients in Queue
5.	Investigation in lab	May vary According to Investigation	-do-
6.	Surgery / Labor	May vary	-
7.	Regimental Therapy	May vary	-

A & U TIBBIA COLLEGE

S. No.	Activity	Time Norm	Remarks
1.	Diary of Letter	3 Min. per letter	-
2.	Dispatch of Letters/ PUCs	5 min. per letter	-
3.	Noting on the Files	30 min. per noting	Including entry in dispatch register/File movement register
4.	Recording the attendance of students	5 min. per attendance sheet	Done in class
5.	Making the I-cards concessional passes, Library cards ets. For students	As per requirement and availability of clerical staff. (Maximum 1 day)	In principal office