

OFFICE PROCEDURE

❑ RECEIPT AND DIARISING OF PAPERS

All communications, files and any other papers (hereinafter referred to as 'Dak') coming to the National Rural Roads Development Agency from outside will be received and acknowledged by the Receptionist at the Reception Desk.

The Receptionist will acknowledge receipt of papers by signing his name in full in ink, with date and time on the Receipt Book / Challan.

He will open the envelopes, except those bearing a security classification (Top Secret, Secret or Confidential) and those that are marked personal; check for enclosures, if any, mentioned therein and make a note on the face of the letter of any item found missing.

- **Registration of Dak:** The communications so received will be entered in the 'Central Diary' maintained in the format given in Appendix 1

The unopened covers / communications will be stamped on their outer covers and diarised without being opened, on the basis of whatever particulars are available outside.

The S.No. of the communication entered in the Central Diary will be referred to as its 'Diary Number'.

The 'Diary Number' will start afresh from Serial No. (1) on the first working day of every calendar year.

A rubber stamp in the format given below will be affixed on the communications entered in the Diary Register and relevant entries made in the spaces provided therein:

NRRDA Central Dy. No. / (year). Dated
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- **Distribution and marking of Dak:** The 'Dak' after it has been diarised and stamped will be referred to as 'Receipts'. All such 'Receipts' shall be passed on to the Personal / Office staff of the officer concerned who will initial the Central Diary Register (with date) in token of its receipt. The dak will be separated; dak addressed by name to a particular officer will be placed in a separate 'Dak Pad' and forthwith taken to the officer for his perusal. The officer shall initial the papers (with date) marking them to the L-2/L-3 officers concerned, along with directions, wherever necessary, on the line of action to be taken. After the marking is done, all papers finally come to the L-2/L-3

Sample Of Office Policy And Procedures Manual

Peipei Pang



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