

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

Office Procedures Guide Sample

Kerry Randall, Andru J. Johnson



Office Procedures Guide Sample:

Law Office Policy & Procedures Manual Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs N.R.O.T.C. Office Procedures Manual United States. Bureau of Naval Personnel, 1958 Compendium of Research Reports, 1980 The Legal Career Guide Gary A. Munneke, 2002

Introducing the latest edition of this step by step guide for planning and executing a job search This book is filled with practical advice that will help anyone find their personal niche in the legal profession **Process Guide for**

Students for Interdisciplinary Work in Computer Science/Informatics Andreas Holzinger, 2010 The process of doing an academic work whether a mini project diploma thesis master s thesis or PhD thesis requires systematic knowledge and skills in order to answer the following questions How do I find a topic How do I obtain funding money How do I write a project proposal How is the organisatoric workflow How do I search Literature systematically Why should I read patents How can I organize my references Why English as a working language What is the formal structure of a thesis like What is the classical hypothetic deductive research process Which research methods could I use How will my posters my presentations and my written work be graded How do I contribute to a conference How do I contribute to an archival Journal These questions are discussed on the basis of the subjects Engineering Computer Science Informatics and Natural Sciences Psychology and Business Software Engineering Business which can be bridged by the subject Human Computer Interaction and Usability Engineering HCI these fundamentals can be further applied to almost any subject Die Durchf hrung einer akademischen Arbeit ob Mini Projekt Diplomarbeit Masterarbeit oder Doktorarbeit erfordert systematische Kenntnisse und Fertigkeiten um folgende Fragen zu beantworten Wie finde ich ein Thema Wie komme ich zu F rderungen Wie verfasse ich einen Projektantrag Wie l uft eine Arbeit organisatorisch ab Wie f hre ich eine systematische Literatursuche durch Warum sollte ich Patente lesen Wie kann ich meine Literatur verwalten Warum Englisch als Arbeitssprache Wie ist der formale Aufbau einer Arbeit Wie l uft der klassische Forschungsprozess ab Welche Forschungsmethoden gibt es Wie werden meine Poster Vortr ge und schriftlichen Arbeiten beurteilt Wie verfasse ich einen Konferenzbeitrag Wie verfasse ich einen Be

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Data System Procedures Manual United States. Navy Dept. Office of the Comptroller,1988 **Professional Practice for Landscape Architects** Rachel Tennant,Nicola Garmory,Clare Winsch,2015-09-16 Professional Practice for Landscape Architects third edition deals with the practical issues of being a successful landscape architect professional Endorsed by the Landscape Institute this book is an indispensable guide for licentiate members of the Institute on their Pathway to Chartership It follows the revised 2013 syllabus covering all aspects of professional judgement ethics and values the legal system organisation and management legislation and the planning system environmental policy and control procurement and implementation It also serves as a reminder and reference for fully qualified professionals in their everyday practice and for landscape students Valuable information is presented in an easy to follow manner with diagrams and schedules key acts professional documents and contracts clearly explained and made easy to understand A handy list of questions are included to aid with P2C revision answers of which are found within the text **Layout Planning and Procedure Guide for TDA Support Maintenance Facilities** United States. Department of the Army,1968 The Lawyer's Guide to Effective Yellow Pages Advertising Kerry Randall,Andru J. Johnson,2005 Although Yellow Pages advertising should be a major profit building business marketing strategy for many law firms the harsh reality is that 99% of ads simply don t work This book will provide you with the information you need to create effective powerful Yellow Pages ads and drive your client development programs forward You ll find information on identifying and focusing on your target market as well as how to plan and design the perfect ad that not only reaches potential clients but motivates them to call Book jacket

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