

## **Office order no. 6**

October 7<sup>th</sup>, 2020

### **Guidelines to deal with the disposal of letters/mails received by the employees, procurement of stationary & grant of leave.**

#### **1. Disposal of letters/mails**

When any letter/mails received by any employee from any source, the recipient will check if the letter/mail is related to any of the duties assigned to him either primary or additional. He/she will note down the numbers in his record which will be maintained by every employee in separate sheet. If letter/mail does not relate to him/her, he will return back to the concerned person/department with CC to his/her back admin officer & manager administration after making the entry in his record. Further, he/she will check his/her record and files available with correspondence officer, available at website whether any file already open or not. In case file exist, to procure any file, in relation to any work in the office, the concerned person will require to send the requirement of file, under reference, to correspondence officer in the specific format from their email id. Correspondence officer will issue the file against the acknowledgment while noting the file name and number and after disposal he/she will return the file to the correspondence officer after taking acknowledgment for the same. In case of non- existence of file, the employee will approach the correspondence officer who will allot the file number to the concerned person. It is the duty of the receiving person, to maintain the proper record of file name and number or whatever is being taken from the correspondence officer or issued to him/her.

He/she will go through the letter/mail and put up draft to his/her back admin officer for reply or for advice in case he/she feels any problem. When any employee put up any letter to any person, he will keep in mind that only final draft of letter/document/circulars remain in their system to avoid any kind of confusion. After disposal at their end, the employee will send the mail to the concerned person/department. In case of important documents he/she will send his letter after preparation of envelop to the concerned correspondence officer for dispatch. The correspondence officer will send the letter by speed post or courier as per guidelines in his/her duties. However, he/she will dispatch the letter with his/her mobile number to check the status of delivery online and maintain the record properly. All the staff should maintain their yearly diary, in which they are required to maintain all the records, from the receipt of the letters/documents till its disposal. Report of pending letters should be mentioned in the certificate for release of salary.

#### **2. Procurement of stationary**

To procure any stationery items from office, all are directed to send their requirements on mail to the Procurement & Supply Officer through Manager (Administration) and in next 24 working

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hours, the Procurement & Supply officer will arrange to supply the items required by any staff. Needless to mention that all staff will maintain the record of stationary as per guidelines of files.

### **3. Grant of leave**

Everyone is free to take leave as per rules & will send his/her application on mail on specific form to his/her concerned back admin officer. He/she should keep in mind that they will send only leave application. The further disposal will be done by the back admin officer & manager (administration). In case of privilege/sick/ special leave, he/she should wait for the leave sanction order & in case of causal leave, no order is required, only sanction by the competent authority.

### **Waiver of penalty**

Waiver of penalty in code of conduct of deducting 1/10 salary is postponed for three months. It has been done after long discussions with the entire employee that they will strictly follow the guidelines & work properly. However, monthly record will be maintained by the all back admin. Officers.

This issue with the approval of CEO.



(Rekha Gaur)  
Recruitment officer

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October 07<sup>th</sup> , 2020

Copy forwarded for information to:-

1. All above concerned.
2. CMD for his kind information please.