

## 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:

|                                                        |
|--------------------------------------------------------|
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# Office Policy And Procedure Manual Template

**JL Elias**



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