

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

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SJ Ball



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Table of Contents Office Procedure And Policy Manual Examples

1. Understanding the eBook Office Procedure And Policy Manual Examples
 - The Rise of Digital Reading Office Procedure And Policy Manual Examples
 - Advantages of eBooks Over Traditional Books
2. Identifying Office Procedure And Policy Manual Examples
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Office Procedure And Policy Manual Examples
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office Procedure And Policy Manual Examples
 - Personalized Recommendations
 - Office Procedure And Policy Manual Examples User Reviews and Ratings
 - Office Procedure And Policy Manual Examples and Bestseller Lists

5. Accessing Office Procedure And Policy Manual Examples Free and Paid eBooks
 - Office Procedure And Policy Manual Examples Public Domain eBooks
 - Office Procedure And Policy Manual Examples eBook Subscription Services
 - Office Procedure And Policy Manual Examples Budget-Friendly Options
6. Navigating Office Procedure And Policy Manual Examples eBook Formats
 - ePub, PDF, MOBI, and More
 - Office Procedure And Policy Manual Examples Compatibility with Devices
 - Office Procedure And Policy Manual Examples Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office Procedure And Policy Manual Examples
 - Highlighting and Note-Taking Office Procedure And Policy Manual Examples
 - Interactive Elements Office Procedure And Policy Manual Examples
8. Staying Engaged with Office Procedure And Policy Manual Examples
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Office Procedure And Policy Manual Examples
9. Balancing eBooks and Physical Books Office Procedure And Policy Manual Examples
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office Procedure And Policy Manual Examples
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Office Procedure And Policy Manual Examples
 - Setting Reading Goals Office Procedure And Policy Manual Examples
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Office Procedure And Policy Manual Examples
 - Fact-Checking eBook Content of Office Procedure And Policy Manual Examples
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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