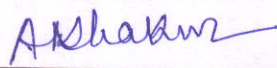
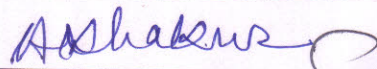



New

Standard Operating Procedure For Inward / Outward Letter

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Authority	Signature
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❖ Objective :-

The objective of inward/outward register, for letters/documents etc either received from/dispatched to Govt. Agencies, Private agencies, court or individual is to ensure the safe and fast movement up to the authorized person by maintaining its record and avoid its wrongful delivery in the hands of unauthorized person or Establishments.

❖ Scope :-

This covers the smooth and safe movement and delivery of letters to the authorized person/Govt and private agencies/students/staff/court and individual etc.

❖ Types of Communication :-

1. Through - Post office (Ordinary/Registered/Speedpost/Fax Service/parcel/money order/email etc.)
2. By Private courier :- Parcel /Letter
3. By Hand:- Parcel/Letter

❖ Authorized owner/users of letter:-

- (A) Staff/Students/Individual
- (B) Institute/Trust or foundation
- (C) Mess/canteen/Bank/Individual or their dependants.

❖ Forms of Dak :-

1. Parcel
2. Notice
3. Quotations
4. Letters related with Govt/Private/Individual/court etc.

❖ Process of collection of the letters at gate :-

The security officer on duty will collect all types of letter on the college main gate no-1 in a 4 flap Dak file and will submit daily to the PA to Principal.

The day on which the officer is not available or on the round, the security supervisor will collect the entire letter and will follow the above process.

❖ Sorting of letters :-

Letters collected by security officers have to be sorted out to categorize the official and individual letter.

The individual related letter including staff will be delivered without inward number. Student's related letter will be handed over to students section for its speedy delivery. Only official letter will be inwarded.

❖ Confidential Letters:-

The confidential letters will be given to the concerned persons by hand in presence of Principal/Registrar.

(C) Individual Letters:-

All the letters and parcel related with individual are registered in separate inward register. Individual staff collect the letter in person from P.A to Principal.

❖ Process of Out ward the letters:-

All the official letters to be dispatched to the outside agencies Govt/private /individual/court/Trust etc have to be inward through Principal/Trustee with outward copy for its destination.

❖ Process of Inward the letter:-**(A) For official :-**

All the official letters and parcel collected by the security officer will be opened by the P.A to principal for inward purpose and to be placed before the principal. The principal will go through the letters and will mark the Deptt/person concerned. The peon with inward register will deliver the letter marked by the principal to the concerned staff/Deptt with their receiving.

(B) For students :-

All the letters and parcel related with students are registered in separate students inward register without stamp and diverted to students section for speedy delivery.

(C) Individual Letters :-

All the letters and parcel related with Individual are registered in separate inward register. Individual staff collect the letter in person from P.A to Principal.

❖ Process of Out ward the letter:-

All the official letters to be dispatched to the outside, agencies Govt/private /Individual/court/Trust etc have to be routed through Principal/Trustee with outward number for its destination.

❖ Cross Responsibility:-

The following are responsible for wrongful delivery or missing of the letters.

1. Security officer/Security supervisor
2. Contractor - missing, Delay, wrongful delivery
3. Peon - Missing, Delay, wrongful delivery missing
4. P.A to principal - for Delay or wrongful delivery/Not delivering in time
5. Individual - Not collecting in time.

➤ **Note:-** The Institute will not be held responsible for missing /theft of letters/parcels of the individual /students if these are not collected by them within the stipulated time.