

# INDEXING SYSTEM

**PUNCHING OF PAPERS:** Every paper will be punched the left-hand top corner to the correct gauge (3/4 inch from either at side) before it is tagged to the correspondence or notes.

**SERIAL NUMBERS AND PAGE NUMBERS:** Every communication whether receipt or issue together with enclosures kept in 'Correspondence' should be given a serial number which is different from the page number of the first communication which is Serial No. 1 contains the communication at 6 page of the correspondence Serial No. 2.

**DOCKETING** Process of making entry in the 'Notes' portion of a file. Number and date of letter from whom received or issued should be entered in 'REF' column. Page number of the communication should be entered in margin.

