

FILING 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. If the first communication which is Serial No. 1 contains 5 pages, the communication at 6 page of the correspondence should be Serial No. 2.

DOCKETING: It is the process of making entry in the 'Notes' portion of a file about its received or issue number and date of letter from whom received or to whom issued. The receipt should be entered in 'RED' and issue in 'BLUE-BLACK' Ink. The page number of the communication to be shown just outside the margin.