

Internal Memo no. 901- 68 - Admin Div.

Date: 16-03-2023

Subject: Scanning and filing – SOP

Keywords: Scanning, filing.

1. Sujatha and Divya have been appointed for scanning and filing of documents.
2. Most of storage space in the head office and Cherlapally has been handed over to them for maintenance/stores.
3. The details of the work assigned to Sujata and Divya is been defined in internal memo no. 901/65.
4. The guidelines for scanning for accounts division is given in internal memo 904/48.
5. The guidelines for scanning and destroying the documents at site is given in internal memo no. 901/66.
6. 18 bins are available in the scanning and filing room.
 - 6.1. There are 3 rows and 6 columns.
 - 6.2. Top row is for documents to be scanned.
 - 6.3. 2nd row is for documents that have been scanned.
 - 6.4. 3rd row is for documents to be scanned and filed by Sujata/Divya.
 - 6.5. Column 1 is for admin/audit.
 - 6.6. Column 2 for CR/sales/promotions.
 - 6.7. Column 3 for accounts.
 - 6.8. Column 4 for purchase/ procurement.
 - 6.9. Column 5 for construction/MEP/QC.
 - 6.10. Column 6 for miscellaneous.
7. On a daily basis select staff members can place their documents for scanning. After scanning they will be placed in the 2nd row along with scanning slip. Documents that are to be scanned and filed by Divya /Sujatha to be placed in the bottom row.
8. Original documents to be carried by hand, immediately scanned and returned.
9. All forms and correspondence with banks & financial institutions must be scanned and filed. Divya and Sujata are maintaining files for all financial institutions. Accountants are required to place documents for filing and scanning in column 3, row 3.

Soham Modi.