

Subject: Correspondence with writing or by email.

1. Staff of accounts division must improve its method of official communication. Hereafter, it shall be mandatory for all staff of accounts division to send correspondence in writing for the following:
 - a. Opening bank accounts.
 - b. Closing bank accounts.
 - c. Change of signatories, phone nos., address, account name, operating instructions, etc.,
 - d. For opening/closing or modifying netbanking/enet operations.
 - e. Reminder for any of the above.
 - f. Reminder for cancelling or making FDs.
 - g. Communication with ROC, ROS, ROF, income tax dept., service tax dept., GST, dept., Labour dept (PF & ESI), revenue dept., HMDA, GHMC, municipality, grampanchayat, SRO, etc.,
2. Format of letter is given as annexure –A.
3. Format of reminder letter is given as annexure –B.
4. Format of reminder email is given as annexure –C.
5. Acknowledgment of relevant bank/authority must be taken on the letters.
6. Weekly or periodic reminders must be sent. For each reminder forward the old email and write reminder – X. Regards, _____. In the subject line change the reminder no.
7. Reminder email copies must be marked to relevant accounts managers and if required in BCC to MD. Reminders can also be marked to higher-ups like managers, regional manager, etc., - however, judiciously.
8. Correspondence received from CR, customers, sites, supplies, purchase, etc., must be promptly replied – within one working day. If time is required for sending the reply – request for time required in your reply email. Wherever input is required from other divisions or MD mark a copy to them asking for information or draft reply or ask them to reply.
9. Information about bounced cheques must be sent to MD, Cr & sales manager (in case of I & II instalments).
10. In case of non-cooperation from other staff members – on the first instance send a polite request. On the second instance send a reminder with a copy marked to Accounts manager and MD.

Soham Modi.

Annexure – A

Use relevant letterhead (soft copy)

To,
The Manager,
YES Bank,
Begumpet Branch,
Hyderabad.

Reference: 1. Account no. _____, in the name of _____.
2. Letter no. _____ dated _____

Subject: Starting Enet operations.

Sir/Madam,
The documents for opening enet operations, duly signed are attached herein.

Please do the needful.

Thank You.

Yours sincerely,

Amar.
Sr. Accountant – Paramount Estates.
Mobile no. _____.
Email: _____.

Enclosed documents:

1. Application form.
2. _____
3. _____
4. _____.

Annexure – B
Use relevant letterhead (soft copy)

To,
The Manager,
YES Bank,
Begumpet Branch,
Hyderabad.

Reference: 1. Account no. _____, in the name of _____.
2. Letter no. _____ dated _____

Subject: Reminder 1 - Starting Enet operations.

Sir/Madam,

Documents for opening enet operations were handed over to your bank on _____.
However, the work has not yet been completed.

Please do the needful.

Thank You.

Yours sincerely,

Amar.
Sr. Accountant – Paramount Estates.
Mobile no. _____.
Email: _____.

Enclosed documents:

1. Copy of letter dated _____ with details of application made.

Annexure – C

Subject: Reminder 1 - Starting Enet operations

Mr. __/Ms. __,

Documents for opening enet operations were handed over to your bank on _____. A copy of the letter with details of application is attached herein.

However, the work has not yet been completed.

Please do the needful.

Regards,

Amar.

Sr. Accountant – Paramount Estates.

Mobile no. _____.

Email: _____.