

(C. R. SECTION)

Functions

1. During office hours entire DAK of the office of the Directorate General of Health Services is received by the counter clerk on DAK counter and dated stamped in token of acknowledgement except ordinary DAK received through post. Envelops Shorted out Section wise and officer wise and open except those envelopes marked confidential and by name.
2. After short out and marking the DAK, computer Data Entry Operator mark FTS number in dated stamp, print out the statement of receipt DAK and return to the duty clerk. Duty clerk again short out DAK floor wise, section wise and officers wise and distribute through MTS who take the receipt of the concerned official/officer. Receipt papers are kept in CR Section as record for some time.
3. Received the internal DAK and short out the DAK to be delivered by Hand and other which is to be delivered by ordinary post. Entered in Separate DAK register of by Hand DAK register and by ordinary post DAK register.
4. DAK which is to be delivered by hand is to be shorted out office wise and entered in the separate peon books to deliver to the offices outside the Nirman Bhawan through MTS, who take acknowledgement of the concerned officer/official.
5. DAK which is to be delivered by ordinary post is posted by concerned dealing hand after affixing the appropriate value of service postage stamps/franking machine value on envelops.
6. Registered letters are entered in the register maintained for this purpose. Letters are posted through post office registry counter after affixing the service postage stamps of appropriate value on envelops.
7. Internal DAK which is to be posted by speed post is received separately and marked speed post numbers for posting the letters through post office on credit basis. Prepare list of speed post letters with dispatch numbers after receiving the letters through FTS numbers from the Sections/Officers. A list of speed post letters is kept in the CR. Section for records.