

INSTRUCTION CIRCULAR NO. 049

January 25, 1975

To: All Branch Managers,

BRANCH DUTY LISTS.

INTRODUCTION:

In order to improve upon the present duty list, duty cards are being introduced.

ADVANTAGES:

1. Every staff members will be clear about his duties.
2. No functions will remain unassigned.
3. Responsibility for work done can be pinpointed according to period of incumbency.
4. Job Quantities will ultimately serve as a basis for branch staffing and inter branch comparison of efficiencies.

IMPROVEMENTS:

The system is intended to be flexible and will no doubt grow in quantity & quality with time. It is expected that the number of assignments and details of duties now listed will be added to. Initially the Duty Card will be filled out on an ordinary page. After one month a review will be carried out and cards will be printed after incorporating any improvements which become apparent during this period.

For any assistance in filling out forms or clarifications regarding circular, you may contact Regional Office Telephone No. 44622 Extension 68. The Duty Cards should be completed by 1st February, 1975 and a copy despatched to Regional Office.

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(Humayun Sadiq)
General Manager.