DEPARTMENT- ALL

DATA/INFORMATION ORGANIZATION IN A SYSTEMATIC MANNER

IMPLEMENTATION DATE: 19th November 2021

Dear All,

Since we are in a consulting & advisory field and our reports are our Product and data/ information/ files are our Raw Material and Inventory.

For effective, productive, and efficient working it is **HIGHLY IMPORTANT** for companies like us that we keep our data/ information in a very **ORGANISED AND SYSTEMATIC MANNER** which always remain easily accessible, retrievable by anyone as a system to the authorised user. Since today's data may become a very useful piece of information in future in knowing the basis/ reasoning of the work you carried out or to reuse that information for a similar work, so it **becomes very important that we understand the importance of keeping our INFORMATION/ DATA/ DOCUMENTS IN AN ORGANISED, STRUCTURED 7 SYSTEMATIC FORM which is easily retrievable when required.**

In this regard kindly ensure the following:

1. That no data/ information related to your work is lying improperly, isolated, unnoticed on your **Desktop, Downloads, Documents folder** in your system with no tagging on it.
2. Every document you use/ refer should be stored at a proper location/ folder/ sub folder designated for it so that it can be retrieved easily by any authorised user at any point of time.
3. Always store the data/ information pertaining to your work centrally and not on your system.
4. **For all In-Progress work you have been allotted 3 main folders as below which you should be using properly as per its use:**
   - **In Progress** – For all your continued, In-Progress work.
   - **Resource Personal** – For the documents, information, data which you need regularly and want to have a copy of it for your ready reference. However, do not create unnecessary multiple copies of it.
   - **FTP & Printing** – The files for which you require to be printed from central system.
5. All completed work should be stored in proper designated directory under proper folder and sub- folder.
6. Use proper nomenclature while creating any new Folder/ sub folder or file.

7. Use proper file name while saving the file in any folder/ sub-folder.
8. While having any large data/ information for any particular work or assignment don't simply dump the data in a single folder but save the data creating proper sub-folders under main folder so that anyone can understand what is saved where.
9. Always save client email communication in .pdf file in the designated assignment folder.
10. **Don't DELETE any file until you are triple sure that you really want to remove it. Always think thrice before you finally press DELETE.**
11. Never use Cltr + Delete so that even if you delete the file, you can recover it from Recycle Bin.

Please follow these procedures rigorously and ensure that we as a company do not lose any important piece of information anytime and create a system where our data/ information/ files are easily retrievable without wasting time to search it here and there.

In this regard you need to set up a weekly REMINDER so that you can organise your weekly data properly without fail. Also, there will be fortnightly audit in this regard where noncompliance to above will be strictly dealt with.

BY Order:

Management, R K Associates