

<b>Commencement Date</b>	21 September 2017
<b>Review Date</b>	The review date is 12 months after the commencement date and every three years after that.

## POLICY STATEMENT

### 1 Intent

This policy governs the roles and functions of Registry and the processes and procedures guiding the normal day-to-day running of registry.

As Registry carries out record keeping functions of the Office of the Auditor-General., it is essential to develop and manage registry function in a documented policy.

Registry is part of Corporate Services Group and is directly under the leadership of Deputy Auditor-General (DAG). Under the supervision of Senior Administrative Officer (HR). Registry is managed by Administrative Assistant Registry with the assistance of two official drivers.

### 2 Scope

The Administrative Assistant Registry reports to the Senior Administrative Officer HR in respect of both registry and administrative matters. This is to ensure that good working relationship is maintained with all OAG staff.

### 3 Objective(s)

The aim of this policy is to enable staff to understand the roles and functions of Registry including:

- Inward/Outward correspondence;
- Transport Request;
- Leave application; and
- Available forms and stationery supplied by registry.

#### 4 Definitions and Acronyms

Define terms used in the policy and explain any acronyms, for example:

**Policy Maker** Auditor-General

**Management** Approval of Auditor-General or Deputy Auditor-General

#### 5 Keywords

Registry Roles and Functions

#### 6 Monitoring

All work undertaken by the registry department should be supervised by the Senior Administrative Officer HR.

The Administrative Assistant Registry and Human Resource will monitor the annual leave applications, vehicle usage, mail inward/outward and updating filing for OAG.

Any abuse will result in disciplinary action.

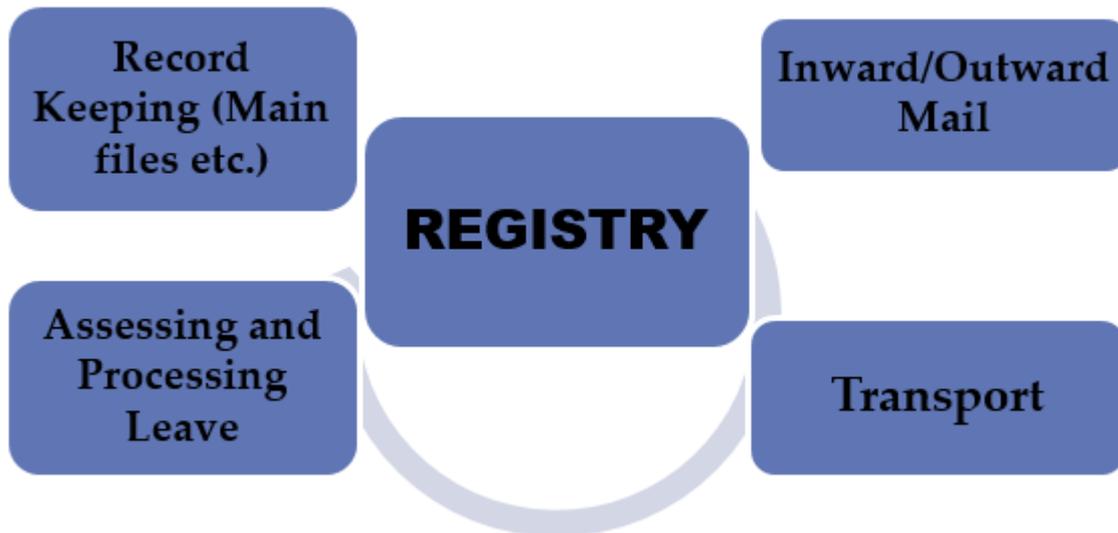
#### 7 Supporting Procedures and Guidelines

The guidelines to the policy are attached as Annexure I to this policy. This information will provide the background to the development of the policy should Officers need clarification.

RESPONSIBILITIES	
<b>Implementation</b>	The Registry is responsible for implementing the policy.
<b>Compliance</b>	The Registry is responsible for implementing the policy.
<b>Monitoring and Evaluation</b>	The Supervisors and Directors are responsible for monitoring and evaluating the policy.
<b>Development and/or Review</b>	The Corporate Services division will be responsible for developing and/or reviewing the policy.
<b>Interpretation and Advice</b>	The Deputy Auditor-General is responsible for interpreting and advising on the policy.

## ANNEXURE 1

### Roles and Functions



#### Administrative Assistant Registry

The officer posted for duties in the Registry shall be guided in general by the instructions in this policy, but he/she may also carry out any other work which the officer may be requested to do by the Auditor-General, Deputy Auditor-General, Senior Administrative Officer HR and Manager Corporate Services.

#### Specific Principle Accountabilities

The following are the principal accountabilities of the Administrative Assistant Registry:

- In-charge of the registry
- Ensure that files are maintained properly and secured
- Recording and clearing of all inward and outward mails
- Ensure that all mails are distributed as soon as practical
- Maintain the motor vehicle running sheets and log books
- Prepare the motor vehicle quarterly returns
- Maintain the leave records of all staff
- Maintain personal files of staff
- Keep keys of the filing cabinets and cabinets must be opened by 8.00 am

#### Challenges

- The first challenge is ensuring that correspondence/mails pass through the registry very quickly.
- The second challenge is to ensure that the necessary support is provided to the professional staff of the OAG. Therefore, he/she is required to have the information available in the registry as earliest as possible.
- Interpersonal skills are also important in dealing with both the professional and support staff.

## **Inward Mail**

The Administrative Assistant Registry shall:

- Open all mail except confidential covers, mail addressed personally to the Auditor-General (AG) and registered mail. The first two will be dealt with by the Auditor-General and acknowledgment slips for registered mail will be signed by the Deputy Auditor-General (DAG) or in his absence by any other authorised officer.
- Without delay, record in the Inward Letter Register details of all registered mail and any other letters containing money, the amount of cash to be noted in the register in red ink.

The inward register will be maintained as below:

<b>Date</b>	<b>Received From</b>	<b>Particulars</b>	<b>Received by</b>

### **Cash Received in the Inward Mail**

The Administrative Assistant Registry shall hand over the cash to Accounts Department for any cash received through mail. The cash will be handed over on the same day. Upon receipt, the details will be entered in the Inward Mail Register and the same receipt will be forwarded to the sender.

### **Contents of the Inward Mail Folder**

All inward mail when opened shall be stamped with the OAG date stamp and then placed in the Inward Mail folder for despatch.

### **Action on the Inward Correspondences**

When the Deputy Auditor-General receives the folder, he/she shall note on each paper to which officer it should go for any further attention. The management or the concerned officer will deal with any question raised from the inward correspondence.

### **Returned Inward Mail Folder**

On return of the inward mail folder, the Registry shall sort the papers in the folders allocated for individual Directors of Audits and Audit Managers for their review. Finally, on the return of the papers he/she shall file them and mark the file covers for action, if such is necessary. Receipt Book Issue notes etc. shall also be included in these covers sent to Directors of Audits or Audit Managers.

### **Urgent Mails**

Any communication which appears from its contents to require immediate action shall have attached to it a red 'URGENT' slip, which will remain so attached until action has been completed.

### **Frequency of Inward Mail Folder Circulation**

Confidential and mail addressed personally to the Auditor-General shall be passed to the Auditor-General as soon as it is received. Inward Mail folder will be circulated twice daily, at 11.00am and 3.00pm.

### **Removal of Pins and Clips from Filed Papers**

All pins, paper clips and staples shall be removed from papers as soon as they have been filed.

## **New Files**

The opening of a new file must be authorised by the Deputy Auditor-General. When a new file is given a number, it should be entered in all the file indexes.

## **Files of other offices**

Files received in this Office from other offices must be stamped with the Audit “Received Date” stamp and then handed to the officer who requested the file. These files must be dealt with as soon as possible after receipt and must therefore never be placed in dips where they might be overlooked.

## **Stationery**

The Registry is in charge of ordering of stationery for Management use.

## **Circulars and Gazettes**

When circulars and gazettes are received, these are placed in inward folder and circulated to the relevant personnel. Otherwise, once concerned officer has seen the document, it will be placed in the relevant file. Registry will ensure that these are serially numbered.

## **Outward Mail**

Before despatching mail, the Administrative Assistant Registry shall check that all documents requiring signatures has been endorsed and has got correct recipient address. All mails are not to be sealed in envelopes but given to the Registry unsealed. The registry staff will then envelope the correspondence after entering them in the outward register. All outward mail envelopes must be stamped with the “Auditor-General, Fiji” stamp, and with initial of officer despatching.

## **Filing**

Correspondence must be filed as soon as possible. The Administrative Assistant Registry must ensure that:

- a) Papers are filed strictly in chronological order;
- b) Cross-references are made
- c) All pages are correctly numbered in red; and
- d) Preference is given to letters which require immediate action.
- e) Scanned copy is stored in share drive.

## **Bring-up Diary**

All files and papers marked BU shall be noted in the diary under the appropriate date to be brought up accordingly. On the due date the file cover indicating the page requiring action shall be addressed to the officer who asked for the BU or who signed the outward register book. The internal outward register shall be maintained in this manner:

<b>Date</b>	<b>Details of File Borrowed</b>	<b>Received by</b>	<b>Date returned</b>

## **Bring-up (BU) Note**

The Administrative Assistant registry shall check the BU diary daily and see that all files noted are brought up. If they are already in action with another officer, they shall, with his/her permission, be removed and dealt with as above. If for any reason it is not possible to BU a file on the proper date, a BU note of the file shall be made for the next day and so on until the file has been dealt with.

## **Despatched Letters: Replies Expected**

The Registry will note each day, on a date one month ahead, or other period as indicated by the officer signing the letter, the file references of all letters despatched on that day to which replies are expected.

## **Follow-up on Replies to Letters Despatched**

The Registry shall also bring up daily the letters noted in his diary as having been sent a month or more than one month previously. If a reply has been received the registry shall follow up on response or as directed by the Auditor-General.

## **Schedules of Outstanding Correspondence**

Individual reminder slips to letters and queries shall not be sent after the despatch of the second reminder, but at the end of a quarter, the following procedure will be followed. At the beginning of each month the Registry shall put up to the Deputy Auditor-General a list of all files containing letters in respect of which two reminders has already been sent.

After first verification that there has in fact been no reply, schedules of these letters shall be prepared separately for each ministry or department.

## **Closed Files**

When a file has been closed for 15 years and reference to it is seldom made, it may be recommended for transfer to the National Archives of Fiji subject to assessment that it may be disposed or archived at National Archives of Fiji. For such, registry will maintain list of all closed filed archived in-house. Prior to the despatch, the approval of the Auditor-General or the Deputy Auditor-General should be obtained.

## **Requests for files held by the Archives**

Whenever an Audit file in the custody of the Archivist is required, a letter signed by an Officer will be addressed to the Archivist requesting release of the file for reference and return. When the file is returned to the Archivist, it shall be accompanied by a letter, which shall be receipted, returned to this office and filed.

## **Despatch Book**

A despatch book shall be maintained by the Registry who shall record mail given to the Official Drivers for despatch at the Post Office or by hand delivery. Details such as file references, date of despatch, particulars of correspondence and person receiving mail in case of hand-delivered mail shall be recorded in the register.

## **Access to Registry**

No staff apart from the Auditor-General, Deputy Auditor-General or Directors of Audits shall have access to the Registry at any time. The Registry clerk shall ensure that the doors of the Registry are locked and requests for files, etc., are made at the counter.

## **Personal files**

Staff personal files shall not be released to any officers, without proper authorisation. These files once attended to shall be returned to the Registry for further action or filing. Personal Files contain staff employment contracts and approved leave applications.

## **Leave Application Request**

Requests for leave will be made online and recorded by Administrative Assistant Registry, the officer will process leave Applications and updating of staffs leave records to ensure that accurate leave records are available.

The Administrative Assistant Registry will be responsible for making:

- Absence return (cross checking of attendance form biometric system and leave applications of staffs).
- Preparing of Quarterly leave returns (AL, Long Service) for management views
- Process Late Arrival returns (salary deduction for those exceed 60mins in a month, however in lieu of additional 15mins). Leave return is reported to management on a monthly basis

All requests for leave will be fully considered and decisions reached on a fair, equitable, objective and justifiable basis within the context of the business and operational needs of the OAG.

Administrative Assistant Registry will not accommodate requests for annual leave where short notice has been given, taking into account the needs of the OAG service.

## **Security of Leave documents**

The Administrative Assistant – Registry will ensure that the security of all leave documents is maintained and the documents are locked properly in the lockable cabinets.

## **Overtime Request**

Overtime request form to be filled by those officers working after-hours with the approval of their head of sections. After-hours is from 5.00pm onwards. Official vehicle would be on stand-by only for those doing after hours work as per directive from management.

## **Other Forms Available at Registry**

- Working Papers/Audit Observation/Audit Review
- Audit Timesheet
- Vehicle Request/Overtime Request
- Bond Forms/ACR/TNA Form
- GP-142
- Meal Claim/Mileage Claim Form
- Green Dividers/Manila Folders/A4 Papers

## **Transport Request**

In compliance with motor vehicle policy transport request should be sent on line to Administrative Assistant Registry in accordance with the OAG Motor Vehicle Policy.

The Administrative Assistant Registry will be responsible to:

- Facilitate transport for staffs.
- Updating and checking of vehicle running sheets and vehicle log books.
- Preparing of Vehicle Quarterly returns to be submitted to the Vehicle Control Unit – Ministry of Economy (MOE).
- Preparing of the government wage earners (GWE) timesheets (wages input) every Thursdays.

## **OFFICIAL DRIVERS**

### **Issuing of Instructions**

The official drivers fall under the direct supervision of the Administrative Assistant – Registry who is responsible for ensuring that they perform all their duties satisfactorily. In addition to the specific duties prescribed under IWP, drivers shall perform such tasks as the Administrative Assistant - Registry may direct in order to ensure the efficient working of the Registry and efficient driving service, and also carry out any duties that may be given to them from time to time by the Auditor-General, Deputy Auditor-General, Manager Corporate Services and Senior Administration Officer HR.

### **8 Review**

This policy will be reviewed 12 months after implementation and every 3 years after that.

### **9 Monitoring**

Any abuse of the policy will result in disciplinary action

### **10 Who to Contact About this Policy**

Any queries is directed to Deputy Auditor-General.

### **11 Approval**

Registry policy becomes effective on the date approved by the Auditor-General.

## 12 Revision/Change Log

Version 1.0	
<b>Policy endorsed by:</b>	Executive Management Committee
<b>Policy approved by:</b>	Auditor-General
<b>Policy effective from:</b>	21 September 2017
<b>Policy to be reviewed by:</b>	21 September 2018
<b>Manager responsible for policy:</b>	Manager Corporate Services

