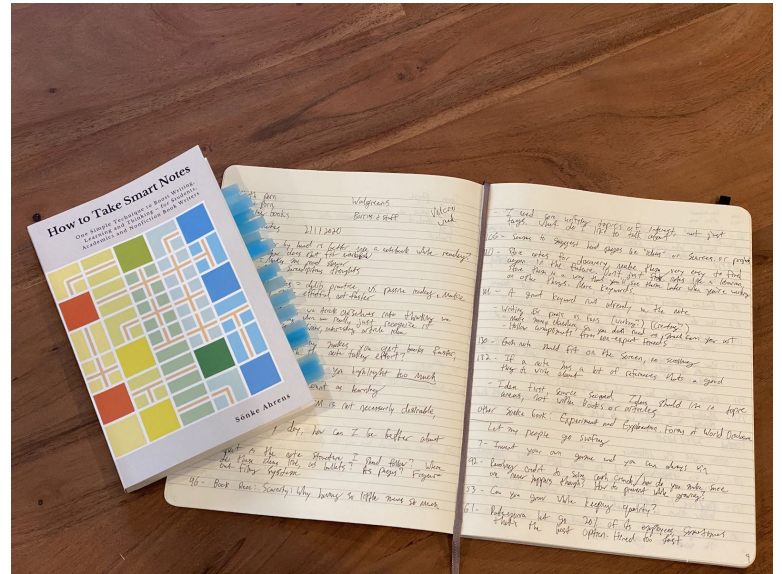


MOM (Minutes of Meeting)

MOM को protocol or notes भी कहा जाता है। यह एक meeting का live written note होता है यानि meeting के दौरान जो भी important discussion हुआ होगा उसे एक व्यक्ति points में लिखा जाता है और बाद में इसे email की तरह share किया जाता है। MOM में list of attendees, issues raised, related responses और final decisions जैसी चीज़ें लिखी जाती हैं। इसे लिखने का purpose है कि जो लोग meeting में शामिल नहीं हो पाए हैं उनको भी जानकारी मिल सके और जिसे जो actions assign किये गए हैं उन्हें वो पता लग जाए ।



Format of Minutes of Meeting

Minutes of the meeting normally include the following elements –

- Name of the company
- Date
- Topic
- Attendees
- Absentees
- Agenda at hand
- Issues raised
- Suggestions
- Decision
- Task List
- Future Meetings

Sample of MOM

Topic- Meeting with Hasta La Vista representatives at 6:00 PM	
Attendees:	
Name	Designation
Mohtahsim M.	Managing Director

Kiran Kumar Panigrahi	Senior Technical Writer
Gopal K Verma	Technical Manager
Manisha Shejwal	Technical Writer

Absentees:

Name	Designation	Reason
Anaadi Sharma	Senior Trainer	Conducting Online .NET Training

Agenda at hand – Meeting with Hasta La Vista representatives

Issues raised – High Quotation, long duration, hourly mode of payment.

Suggestions:

Name	Suggestions
Mohtahsim M.	Alternative company
Kiran Kumar Panigrahi	Negotiating mode of payment
Gopal K Verma	Negotiating hours of workload
Manisha Shejwal	Postponing the plan

Decision – The representatives were told to consult with their Management and report.

Task List:

Gopal K Verma	Taking updates from Hasta La Vista
Manisha Shejwal	Looking for an alternative company

Future Meetings – 30th April' 2015 at 4:30 PM in Meeting Room-1

Organization Name and Logo

Name of Meeting

Date, Time & Location of Meeting

NAMES OF ATTENDEES AND ABSENTEES

- Include names of presiding officers, names of absent board directors, names of any guests or staff members present, and note whether the meeting had a quorum

ORDERS OF BUSINESS

I. Unfinished Business

- List the following:
 - Names of all persons reporting
 - Names of all persons dissenting
 - The results of voting
- Include unresolved action items from past board meetings; this usually includes approving the minutes from the prior meeting

II. New Business

- Include reports from:
 - The executive director or CEO
 - Finance department
 - Committees
 - Program staff leads
- Any additional business or supplements to the agenda

III. Future Action Steps

- Include who is responsible for what, and an approximate timeframe for completion

CLOSING

- State the date and time for the next board meeting
- Include the time of adjournment
- Signatures by the secretary and board president

CONTACT US TODAY

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UNITED STATES

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UK

NEW ZEALAND

17 Birmingham Dr.
Middleton
Christchurch, 8024
NZ



Organization Name
Meeting Minutes
Date

Opening:

When the meeting was called to order, where it was being held, and who called it to order.

Present:

All present members.

Absent:

Any members who were not present.

Approval of Agenda

Approval of Minutes

Business From the Previous Meeting

Any motions or topics that were previously raised, a brief description of what took place, and whether they were approved or rejected.

New Business

Any motions or topics that were raised for the first time at this meeting, a brief description of what took place, and whether they were approved or rejected.

Additions to the Agenda

Any additional items that were raised by committee members. ›

Adjournment:

What time the meeting was adjourned and by whom, as well as where the next meeting will be held and when.

Minutes submitted by: Name

Minutes approved by: Name



Circular

Circular letter एक तरह का पत्र है जिसे किसी particular लोगों के समूह के लिए जारी किया जाता है। इसे letter के format में किया जाता है। जब किसी offices में information/instructions/guidelines भेजना हो तो head office से circular भेजा जाता है। हम यह भी कह सकते हैं कि circular, notice का elaborated version है। There are two types of circulars

(i) Official Circulars

Office Circulars कुछ इस तरह जारी किये जाते हैं -

- From Head Office to its branches.
- From Ministry to State Ministries, or offices/ departments working under the Ministry.
- From Chief Election Commission to all the States Commissions.

(ii) Business Circulars

यह business entity द्वारा अपने clients, dealers, sub-dealers or branches issue किया जाता है। Business circular में कुछ इस तरह के information दिए जाते हैं -

- Information about the change of address of the registered office to its shareholders.

- (b) Information about a special discount on festivals, to dealers and sub-dealers.
- (c) Information about removal from service of an employee to all its offices, dealers and sub-dealers.
- (d) Information about a policy of incentive for achieving sales targets etc to dealers and sub-dealers.
- (e) Any other such information relating to business.

Elements of a Circular

1. **Address** of the Issuing Agency
2. **Reference** यह आमतौर पर बाईं ओर लिखा जाता है। It is different for each circular.
3. **Date** यह बाईं ओर लिखा है।
4. **Subject**
5. After the subject, '**for**' is written, यह indicate करता है कि किसके लिए लिखा गया है। अगर Head Office of a bank को अपने Zonal/Regional Offices, को circular भेजना हो तो वो FOR में लिखेंगे,
For: All Zonal/Regional Offices
6. **Salutation** आम तौर पर, Dear Sir, Dear Sirs etc जैसे किसी भी salutation का उपयोग circular में नहीं किया जाता है। यदि आप circular किसी authority को लिख रहे हैं तो आपको salutation का use कर सकते हैं।
7. **Body** यहाँ आप उस मुद्दे या message की बात करेंगे जो आप लोगों को बताना चाहते हैं। यहाँ language बिल्कुल straight, unambiguous, formal and simple, होना चाहिए जो instructions /guidelines clearly convey करे।
8. **Signature** अंत में जिस व्यक्ति या authority द्वारा circular लिखा गया है उनके signature होने चाहिए। Signature के नीचे उनका designation ज़रूर mention करें। ध्यान रहे कि 'Yours faithfully', or 'Yours sincerely' ना हो।

Sample of Circular

As the Head of your office, draft a circular for the staff, outlining the need and value of punctuality in keeping office hours and quick disposal of writs and other work

**Office of Dy Commissioner
Commercial Taxation**

Hasan Khan Mewat Nagar, Alwar

Circular Ref: KB /14/15/20XX

Date: 27th September, 20XX

For: All the Members of the Staff including the Officers

All the members of the staff, including the officers, are instructed to adhere to punctuality in coming to the office and leaving office. Hence, attendance in the office is desired by 10:00

am positive.

It has been noticed that some of the employees, including officers, are habitual of coming late and leaving office before the time that is before 5:00 pm.

This causes great inconvenience to the management. Lack of punctuality and leaving office before time is an act of indiscipline that leads to delay in disposing of the files and hinders smooth working. Intentional delay and keeping the work pending must be stopped forthwith.

All the officers are instructed to dispose of all the pending work within a week and apprise the undersigned in the matter positively on the next Monday.

Non-compliance on the part of any staff shall be viewed as an act of indiscipline and action against such conduct shall be taken in response by the undersigned.

XYZ

Dy Commissioner (Administration)

Draft a circular from the Finance Secretary, Government of Rajasthan, to all Departments, District Officers and Commissioners requesting them to adopt measures of financial austerity

**Government of Rajasthan
Office of the Finance Secretary, Jaipur**

Circular No F 348/26/20XX

Date: 28th May, 20XX

Subject: Economy Drive

For: All Head of Deptts, Commissioners, and District Collectors

To review the drought and famine conditions prevailing in the state, a High Power Committee has been instituted under the Chairmanship of Deputy Chief Minister. The Committee has decided in its last meeting, held on 23rd August, to adopt some thrift measures as per the following

1. An overall cut of 20% in all non-plan expenditure with immediate effect.
2. All unnecessary and avoidable TA bills are reduced by 25% with immediate effect.
3. Expenses on office purchase are stopped forthwith. No expenditure will be made on office purchase without the permission of the Deputy Secretary of the respective Ministry.
4. All the medical bills are to be thoroughly checked before making the payments.

All the departments concerned under your jurisdiction must be informed of the instructions immediately. Compliance of the order is required to be submitted to the undersigned within three days.

KK Jha
Finance Secretary

Example of original circulars



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e-mail : com-hfws@karnataka.gov.in

COMMISSIONERATE Health & Family Welfare Services

No. DD/SSU/Covid-19/17/2019-20

Date: 07/04/2020

Circular

Subject: Clarification on quarantine in case Covid test comes out positive for primary contacts.

1. As per the policy of the State government the primary contacts of Covid positive patients are being kept in institution quarantine. The high risk primary contacts (i.e. those suffering from co morbid conditions like, diabetes, Hypertension, Asthma, HIV etc.) are kept at hospitals while the low risk primary contacts are kept at hotels/hostels.
2. On 12th day swab samples are drawn from all primary contacts and are tested for Covid-19. As per the test results those who are found positive are to be sent to Covid hospitals. However, question was raised by many DHOs & DCs regarding what is to be done for all those who are tested negative but have been staying in the same facility as Covid positive person as they become primary contacts again.
3. Since all of them stay in a government monitored quarantine facility and their samples are drawn on the same day, therefore after detailed deliberations it is decided that such persons who are tested negative for Covid-19 should be left for home quarantine for 14 days and their health shall be monitored by way of personal visit by field workers of health department. During the home quarantine period of 14 days and follow up if any symptoms develop the person should be immediately tested and should be brought to Covid hospital.


7.4.20
Commissioner,

Health & Family Welfare Services.

1. Commissioner, BBMP
2. District Commissioners of all districts
3. District Health & Family Welfare Officers of all districts
4. District Surveillance Officers of all districts.

3rd Floor, IPP Building, Anand Rao Circle, Bangalore - 560009.

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION
OPP. SAFDARJUNG AIRPORT, NEW DELHI


No. 9/12/2003-IR
Dated 9th December, 2004

CIRCULAR

As you are aware, Rule 13 of the Aircraft Rules, 1937, provides that no person shall take photographs at a Government aerodrome or from the aircraft in flight except in accordance with and subject to the terms and conditions of a permission in writing granted by competent officers of the Civil Aviation Department.

2. It has now been decided to relax these restrictions on photography. As such, an Order has been issued permitting bonafide passengers traveling in an aircraft engaged in scheduled air transport services to take photographs from inside such an aircraft while in flight and while landing, take off and on ground at civil aerodromes. This relaxation of restriction, however, does not apply to defence aerodromes. In this connection, a copy of AIC No.7/2004 dated 9th December, 2004 is enclosed.

3. It is requested that the announcement being made by the cabin crew in this regard may please be modified to say that **passengers are now permitted to take photographs from the aircraft while it is in flight or in the process of landing and take off or it is on ground at civil aerodromes.** It may be clearly stated in the announcement that the **restrictions on photography in respect of defence aerodromes will continue to apply.**


Dy. Director of Regulations & Information
for Director General of Civil Aviation

To

1. All foreign airlines operating to/through India
2. Air India
3. Indian Airlines
4. Jet Airways
5. Air Sahara
6. Deccan Air