Great Family Organization

Administration

GFO Filling Manual 2025

GFO filling Manual:

An effective office filing systems is crucial for any business that handles invoices, receipts, and other records, whether on paper or digitally. Even for businesses that don't deal with much paperwork, staying organized and efficient will help keep operations running smoothly. Office filing systems come in all forms, from the simple cabinet drawer, to complex assortments of digital servers. In order to create a system that works for you, it's important to know what files are most important, who needs access, and how they can be retrieved easily and efficiently. Here are the key factors.

1. Policy Manual:

This manual contains policy decisions, resolutions and guidelines given by the management. It gives the scope and limitations within which various policies should operate. The persons concerned with the implementation of policies get proper guidelines and try to ensure the implementation of every bit of it. Manuals also provide the course of action to be adopted for implementing policies.

2. Organization Manual:

This manual gives a detailed account of the organization. The authority and responsibility of every person is given in detail. It avoids confusion and conflicts among various persons. The extent of authority and the relationship of executives is explained in this manual. The extent of span of management and delegation of authority are facilitated by a properly drawn manual.

3. Rules and Regulations Manual:

It contains various rules and regulations followed in the Organization. The day-today working of the enterprise is greatly facilitated. The employees get information about working conditions, admissible holidays, procedure for getting leaves sanctioned, the facility and procedure for availing medical facilities, the use of canteen, library, etc.

4. Departmental Manual:

Separate manuals are prepared for different departments. A departmental manual gives full details about the working of a department. It will show organization of the department, relationship among various persons in the department including their authority and responsibility, rules and procedures followed for undertaking various tasks, inter-departmental relationship, etc. Departmental manual helps in the smooth working of a department.

 GFO Filing System Steps

1- **Assess Personal and Office Habits**

Think about which employees need access to files, where they work, and what makes sense based on their work stations. If you are creating a system for yourself, think about ergonomics, the flow of your workday, how you move around your office space, what you can reach from your desk, and what information you need regular access to versus info that can be archived long term. If you are creating a system for someone else, get their input—what works for one person won't always work for another.

2- **Decide on a Filing System**

What your business does will determine whether you choose to file numerically, alphabetically, or some other way. For example, do you search for customer information by name or account number? Do you file paperwork by category, such as expenses, financial, marketing, etc.? Space is not a major concern with digital systems, but for paper systems, it's important to allow for growth when looking at filing cabinets; it's advised to buy something to accommodate twice the number of files you have now. Broad subject categories will allow you to easily add new files as you grow and will eliminate the need to upgrade or reorganize your filing system regularly. Keeping it

simple also will make it easier to integrate your paper and digital files as part of your overall document management system.

3- Calculate Storage Needs

If you have a large number of files that you access daily, they should be at your fingertips. Those accessed less frequently don't need to be at your workspace but may need to be close by. There may be a combination. Some files might be needed daily while others can be filed in long-term storage further away. Don't overlook the importance of accessibility for employees or future employees who may have special mobility needs. Very tall cabinets, for instance, may be difficult for some employees to access safely and effectively.

4- Purchase File Folders

User-friendly and durable folders are a smart investment. Colored hanging folders are easily available and easily recognizable. For example, if you put all of your client files in yellow hanging folders, financial information in blue folders, and marketing in red folders, you'll save time when searching or filing with easily identifiable visual clues.

Advantages of Manuals:

Organizational manuals have the following advantages:

1. Written Information:

An organizational manual provides written record of every important policy, decision and procedure. There will be no confusion about authority and responsibility. There will not be any scope for misunderstanding about anything.

2. Helpful in Day-to-Day Working:

A manual contains details of rules, procedures and regulations which help employees to understand the working of the enterprise. The employees will easily follow the routine after reading the manual and it will smoothen the day-to-day working.

3. Avoiding Conflicts:

Organization clears authority relationship among various persons and it helps in avoiding jurisdictional conflicts. In the absence of this manual there is every likelihood of confusion over some work. There may also be a duplication of work.

4. Helpful to New Employees:

The new employees are able to understand the working of the enterprise. They will quickly start following various rules and procedures. They also learn the responsibilities of their jobs and their relationship with other jobs.

5. Quick Decisions:

When all directions and instructions are available in writing then decision taking becomes quick. The persons required to take decisions are clear about their powers and decision taking becomes easy under such situations.

Approved and endorsed by Executive Bureau In January 2025.

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