

DO'S & DON'TS FOR PERSONNEL DEPARTMENT

DO's

- Ensure the correct verification of Educational certificate, Birth certificate, Caste certificate etc. before appointment.
- Have an Action Plan for filling up both Direct Recruitment and Promotee Quota vacancies, duly assessing anticipated vacancies and lead time required for filling up of posts.
- Remember to follow check lists for important activities, like selections, promotion, settlement dues of staff etc.
- Service record of the employee should be kept with up to date entry with signature & date of the concerned staff & officer.
- Leave record of the employee to be kept with up to date entry in regular manner
- Maintain all basic documents, records, policy instructions and confidential files properly and up to date.
- Ensure the time of Pay Fixation after promotion to the employees.
- Attend to employee grievances with promptness and a positive attitude.
- Remember that you are a service department and meant to look after staff welfare.
- Educate employees on their dues and benefits and ways to avail the same.

DON'Ts

- Do not cause delay in disposal of pending matters. It can harm an employee severely.
- Do not accept any favours for doing/completing a work.
- Do not ill-treat or misbehave with an employee.
- Do not give un-due favours, not due to an employee. Check all claims properly.
- Do not work casually and somehow complete the work mistakes can occur causing serious problems.
- Do not close your mind to new ideas or new ways of doing things, keep abreast of technological developments.
- Do not neglect to prepare and send periodic reports and statements.
- Do not expect others to complete your work or allow others to handle your work.
- Do not fail to update yourself on changes in policies, instructions.