|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Records Section | | | | | | |
| TYPE OF FRONTLINE SERVICE | | FORMS NEEDED | PROCESS | PROCESSING TIME | PERSON-IN-CHARGE |
| 1 | Certification/ Authentication/Verification | * Original Copies | * Checks and Received Requirement | 2mins | RECORD OFFICER |
| 2 | Receives Various documents/ Communications/ Issuances | * Signed and Complete documents | * Checks the documents * Records to the log book * Forward documents to concerned person / section | 1min  2mins  2mins | RECORD OFFICER  ADMIN. AIDE VI  ADMIN.AIDE VI |
| 3 | Issuance of requested document on file | * Request Form * Valid IDs * Authorization letter (if not the Concerned person) | * Fill-up request Form * Photocopies duly certified * Release the documents | 2mins  1min  1min | ADMIN. AIDE VI  ADMIN. AIDE VI  ADMIN. AIDE VI |
| 4 | Release of various documents  /communications  /issuances | * Authorization letter from the PSDS/Principal and Valid IDs in case Bookkeeper/DO Liaison Officer is absent | * Records Various documents to the log book * Release the complete documents and sign the log book | 2mins  2mins | ADMIN. AIDE VI  ADMIN. AIDE VI |