

5) For the use of fax machine, there is need of Thermal paper roll of 50 mtr. of 216 mm size. This will have to be maintained by R.P.O. in Regional Office and APO in Central Office by maintaining a stock register and getting it on periodical basis from S & P Deptt. The requirement of these items will be based on the actual consumption.

6) The matter received through fax on thermal paper cannot be preserved for more than 6 to 8 months. Thus if the document is of vital nature and required to be preserved then only zerox copy of the same to be preserved.

7) As far as the maintenance of fax machines are concerned, the respective R.P.Os in Region and APO will have to keep in touch with the Engineers of the company for attendance of breakdown so that the fax machine is not kept unattached whenever there are breakdown. The address of these Engineers may be collected from the representative of the company, installing the machine.

8) A breakdown register of fax machine should also be maintained by the R.P.O. in Regional Office and APO in Central Office and the same should be properly signed by the attending Engineer after rectifying the breakdown in orders. In case of any problem in the maintenance such as non-attendance, delayed attendance, defective rectification of the breakdown etc. the same should be brought to the notice of Dy. General Manager (MR) in Central Office, so that the matter can be taken up with the concerned agency.

9) A telephone is required for the communication through fax machines. Therefore and Regional Managers will allocate one available telephone having STD facility for connecting fax machines in their offices. They will obtain the prior permission for connecting fax machines to the telephone from telephone authority in their city. Thereafter they will inform their fax number to all units.

10) They will further assign two persons in their offices for the training on operating and using the fax machines. The training will be given free of charge by the company.

11) For the use of fax machines, the charges will be as per local call in the city and as per STD call for out of city.

12) FAX COMMUNICATION IS VERY COSTLY. Therefore if the information which is required to be sent through fax is in short and neat, then the time required for sending the information will be less and as a result of this the expenditure to be incurred on this will be also saved. To achieve this, the following instructions should be followed:-

a) The message should be neatly typed on one side of paper of which maximum size is 21.6 cms. This should be the first copy. If more than one paper is to be sent, the size of these papers should be the same.

b) The information should not be on both sides of paper, similarly it should not be zerox copy or paper should not stick to other paper.

c) The information can be in Devnagari, Lipi. Similarly, different type of sketches, pictures, maps, drawing, telegraphic information can be sent through fax. However, the size of these paper should be as mentioned above.

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