

MEMOS—STRUCTURE AND LAYOUT

EXHIBIT I Memo template

National Steel Industries Ltd
12, Gandhi Marg, New Delhi 110002

Interoffice Memorandum

DATE:

TO:

FROM:

SUBJECT:

_____ (Opening)

_____ (Discussion)

_____ (Discussion)

_____ (Closing)

Signature

Attachments:

Distribution:

MEMOS—STYLE

EXHIBIT 2 Memo I

Feathertouch Foam Industries Ltd
12, Gandhi Marg, Ahmedabad

Date: 20 August 2009
To: Public Relations Manager
From: Labour Welfare Officer
Subject: STAFF WELFARE FUND

You may recall that when I talked to you over phone yesterday, you agreed to my suggestions to create a Staff Welfare Fund to extend financial assistance to our employees and their families in times of prolonged illness or premature death.

I have discussed the matter with the Finance Manager. Though in principle he endorsed the idea, he has suggested that detailed guidelines should be prepared for the operation of this fund. Hence I suggest that we may constitute a three-member committee consisting of the following officers to work out the details:

- Human Resource Manager (Convener)
- Labour Welfare officer
- Budget Officer

I am awaiting your approval to proceed further.



P.K. Singh

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EXHIBIT I Memo 2**National Institute of Technology**
Worli, Mumbai

Interoffice Memorandum

Date: 25 August 2009
To : Dean, Educational Hardware Division
From: Manager, Reprography Unit
Subject: PURCHASE OF THREE PHOTOCOPIERS

With the addition of four new departments and consequent increase in the number of both faculty and students, the volume of work in the reprography unit has considerably gone up.

The two CopyFast photocopiers that we have at present are no longer adequate to meet the demands. These machines were bought seven years ago and have become obsolete. Moreover, they break down frequently and need major repairs. This year alone we have spent Rs 25000/- to keep them in working condition.

Our estimate shows that we now require at least three more photocopiers to cope with the increasing demand. We have also studied the features and the cost of various brands of photocopiers currently available in the market.

We recommend the purchase of three ImageX5 photocopiers from Singhania Imaging Ltd., Mumbai. The price list is enclosed.

I request your approval for the purchase of these three photocopiers.


Sait Ali

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EXHIBIT 2 Memo 3

RK Home Furnishers Limited
Hyder Chowk
Hyderabad

Date: 31 July 2009
To : Personnel Manager
From: Vice President, Marketing
Subject: DETAILS FOR SALES MEETING

As we discussed in my office today, please get the necessary details pertaining to the expenses for holding our annual sales meeting at the Ashoka Hotel, Mumbai. As we are planning to begin the meeting on the morning of Monday, 4th September, we should reach the venue on 3rd September. We will leave after a short morning session on 6th September.

Send me the following information:

1. Travel costs for 25 participants, including air travel to Mumbai and travel between the airport and our lodge. I have enclosed the list containing the names and addresses of all the participants.
2. Room and board costs for the three-day period including cost with and without dinner. As you know, we may allow participants to have their dinner outside.
3. Costs for recreational facilities at the hotel.
4. Costs for meeting room spacious enough to accommodate 25 participants, and necessary equipment such as projectors, lecterns, computers, etc.

I would like to have the information by 10th August. You can contact me at x841 or raju@hotmail.com in case you need any further information.



Rajesh

Enclosure: List of participants

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EXHIBIT 3 Memo 4**Best Institute of Management**Gemini Circle
Chennai

Date: 31 July 2009
To: All Wardens
Cc: Dean, Students Welfare Division
From: Chief Warden
Subject: WATER CONSERVATION

To help us save water in student hostels, the following conservation measures are to be enforced with immediate effect:

1. Washing more than four clothes per student will be prohibited.
2. All taps will be checked for leakage.
3. Float valves will be checked to avoid overflowing of water.
4. Wardens will have a meeting with all students to create awareness about conserving water.

I am confident that these measures will reduce the wastage of water and I will greatly appreciate your efforts in enforcing them in your respective hostels.



Ganesh

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