




**JARAMOGI OGINGA ODINGA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**DOCUMENT : PROCEDURE FOR PROVISION OF REGISTRY SERVICES**

**DOC. NO. : JOOUST/PAF/RPA/ OP 039**

**AUTHORIZED BY : DEPUTY VICE-CHANCELLOR SIGNATURE: **  
**PLANNING, ADMINISTRATION AND FINANCE**

**ISSUED BY : REGISTRAR, SIGN: **  
**PLANNING & ADMINISTRATION**

**0.1 DOCUMENT DISTRIBUTION**

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**0.2 DOCUMENT CHANGES**

<b>DATE</b>	<b>CHANGES</b>	<b>AUTHORIZED BY</b>
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**1.0. Purpose:** To ensure efficient and effective management of University records.

**2.0. Scope :** This procedure covers management of leave, mail and filing systems.

**3.0. References:**

- i. ISO 9001:2015 Standard
- ii. JOOUST Statutes
- iii. JOOUST Service Charter
- iv. JOOUST Quality Manual
- v. JOOUST Terms of Service
- vi. JOOUST CBA
- vii. Labour Laws

**4.0 Abbreviations, Acronyms and Definitions**

- i. Alpha numerical: Use of alphabets and numbers for labeling of files.
- ii. CBA: Collective Bargaining Agreement
- iii. DVC(PAF): Deputy Vice-Chancellor, Planning, Administration & Finance
- iv. FHs: Functional Heads (DVC, Deans, Directors, Registrars, Heads of Sections/Units,
- v. In-Charge of Registry: The officer in-charge of the Central Registry.
- vi. Indexing: Systematic approach of labeling files.
- vii. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- viii. QMR: Quality Management Representative
- ix. R(PA): Registrar, Planning and Administration

**5.0. Responsibility:**

The Registrar, Planning and Administration shall be responsible for the implementation and effective supervision of this procedure.

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**6.0 Method**

**6.1 Staff Leave Management**

- 6.1.1 RPA shall receive the employees’ annual leave roster from FH by the end of January of every year.
- 6.1.2 The Registry Supervisor shall receive duly filled leave application forms and process at least two weeks before the leave.
- 6.1.4 The RPA shall approve the processed leave forms within one week of receiving the application.
- 6.1.5 The Registry Supervisor shall ensure a copy of the leave form is sent to the employee and the original form filed.

**6.2 Mail Management**

- 6.2.1 The Registry Supervisor shall ensure that mail is collected and received on a daily basis.
- 6.2.2 The Registry Supervisor shall ensure that mail received is sorted, stamped and recorded accordingly.
- 6.2.3 The Registry Supervisor shall ensure that mail is dispatched to respective offices within two days of receipt with exception of urgent mail.

**6.3 Filing System**

- 6.3.1 The Registry Supervisor shall ensure that files are labeled and indexed systematically.
- 6.3.2 The Registry Supervisor shall ensure that filled files are closed and subsequent volumes opened.
- 6.3.6 The Registry Supervisor shall ensure that old records are archived upon approval.

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