

Appendix 5 : CONSIGNMENT CIRCULATION PLAN

9.30 Collection / Distribution

- Distribution of consignments to units
- Collection of consignments from units
- Collection of internal deliveries
- Collection of announcements
- Collection of documents to be signed

10.30 Arrival at HM (From campus)

- Sorting the consignments
- Registration
- Distribution planning of consignments to units
- Planning internal deliveries
- Reading and stamping announcements
- Checking and planning documents to be signed

11.00 Internal Distribution

- Making internal deliveries
- Distribution of announcements to bulletin boards
- Circulation of documents to be signed

11.30 Leaving for Post Office: Consignment delivery and collection

12.30 Arrival at HM (From the Post Office)

L U N C H B R E A K

13.00 Sorting Consignments

- Registration
- Distribution of consignments to units

14:00 Collection - Distribution

- Distribution of consignments to units
- Collection of consignments from units
- Collection of internal deliveries
- Collection of announcements
- Collection of documents to be signed

15:00 Arrival at HM (From campus)

- Sorting the consignments
- Registration
- Reading and stamping announcements
- Checking and planning documents to be signed
- Planning internal deliveries

15:30 Leaving for Post Office : Consignment deliveries

16:00 Internal Distribution

- Making internal deliveries
- Distribution of announcements to bulletin boards
- Circulation of documents to be signed

17:00 Arrival at HM (From the Post Office)

- Daily report and closing procedure