



COLLEGE OF MANAGEMENT & INFORMATION TECHNOLOGY

BACHELOR IN INFORMATION TECHNOLOGY

Submitted by:

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Year/ Semester: 1stSemester/1stYear

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Submitted to:

Lincoln University College

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Q.N.1. You are an officer in an organization. Your organization has recently decided to call on a meeting to discuss on important issues. Write a memorandum to your staff indicating at least ten agenda in details.

From: The Administrative department

To: All the staffs concerned

28.05.2020

Change in rules and regulations at workplace.

It is to inform to all the staff that due to the pandemic of COVID-19 we are having some changes in duty timing, overtime, facilities, and safety regulations. In order to protect oneself and trying not to spread to other as well as for training on safety at workplace this meeting has been scheduled.

Following are some more discursive agendas:

1. Changes in work shift.
2. Transportation service has been abandoned.
3. Overtime provided to staffs has been discontinued.
4. Compulsion on mask and sanitizer use.
5. Safety and workplace hygiene training for all.
6. Provision of safety equipment for front end assistance.
7. Cancellation of duty for Intern/trainee staffs.
8. Recruitment of health person.
9. Changes in dressing pattern of all staff
10. Regular health checkup before entering work premises.

I expect all our staff co-ordinate and co-operation in this regard. Please feel free to make any enquiries if required at the HR and administrative department.

Thank You

2. In an advertisement you came to know the vacancy announcement of a company. Apply for it. Invent the necessary details yourself.

SOLLUTION:

Sitapaila, Kathmandu, Nepal

06.01.2020

The HR Manager

Nepal IT Solution

Baneshwor, Kathmandu

Subject: Application for the post of Networking and IT Officer.

Dear sir,

I came to know from a reliable source that there is a vacant post in your company for the post of Networking and IT Officer. Fulfilling all the required qualification that has been required i would like to apply for the post.

Having a hard working habit and objective to gain more relevant knowledge and willingness to work for long term.I found the post suitable for me because I am a certified network specialist from Google educate program and have degree in information technology with previous experience of 2 years in reputed telecommunication company of Nepal as a junior network officer.Looking for your prompt response.

Thank You

Sincerely Yours

Ishwor khatiwada