

## Office Orders

An office order is an order issued by the employer, authority, or senior employee. Office orders contain instructions on work-related information referred to by the organization. Staffs are obligated to accept this. Office orders are issued at the beginning of the month or Monday of the week to check progress.

A desk order can be issued for any information such as a change in business hours, promotions, or employee appointment details for projects. An order of an officer is a downward communication bearing the character of the company.

The order of these offices executes communications about a change in the employee's appointment or suspension of a particular employee and the granting of concessions and disciplinary actions. Sometimes a desk order is issued dealing with restrictions.

Office orders are fairly short and short and clearly identify the information. Office commands are issued to individuals or target audiences.

### Features of Office Order

1. An order in which instructions or instructions are compiled by the person receiving the order.
2. It is a means of communication towards the bottom.
3. It imposes a stamp of authority and people working at the lower level are bound to accept it.
4. It is used to communicate matters related to-
  - Entry
  - Promotion
  - Transfer
  - Suspension
  - Termination of services

- Giving/withdrawing some privileges
- Some restrictions
- Disciplinary proceedings
- Refuse to leave an employee

### **Essentials of office order**

1. The order must be very accurate
2. It should be written in very simple words
3. The application must be written in an unverified language
4. You must clearly identify who they are
5. It should be right and point.
6. To attract the attention of the respected person who must abide by the order of the position.
7. Must have specific compliance instructions or instructions.
8. To be duly certified and signed by the competent authority.