

Standard Operational Procedures (SOPs)

01. Job Description reference No.	: AD/P2
02. Job Title	: Works Aid(Grade III)
03. Salary Scale	: Rs. 21875-15x202-24905 U-PL 1(111)
04. Name of the Job Holder	: Mrs. N A K Madhushani
05. Division/Section	: Accommodation Division

Activities relevant to the Job Category

The duties entitled to the job title above are assigned by the Director/Accommodation

1. Assisting all the office works in the Accommodation Division

1. Brings some goods needed to the office from the stores
2. Photocopying
3. Entering incoming letters receiving from University Post Office and other divisions.
4. Distributing the Letters signed by the Director to the relevant officers

2. Delivering mails to Internal divisions and hostels

Letters delivering to the internal divisions in the University

3. Preparation and serving of tea/refreshments for meetings

1. Knowing the number of participation for meeting, time and place.
2. Discuss and bringing some food items
3. Preparation of tea
4. Serving tea and food meanwhile the meeting
5. End of the meeting, clean the place, commodity and materials which are served.

1. Supporting all officers in the division

01. Assist & Direct students to the relevant officers
02. Entering the letters in delivery books and submit them to the postal division in the University
03. Some urgent letters directly delivering to the hostels and other officers by vehicles.
04. When freshers are coming, Doronio and preparing the documents needed to know them like rules and regulations, hostels forms and other necessary documents.
05. Do ronio and preparing the applications for the final year students
06. Written letters In the delivery books are handing over the University Post Office.

07. Do some Support duties as when providing hostels facilities in the faculty premises.

1. Open/Close the division

- 01. Report to the duty and obtained the keys from the security Division.
- 02. Opening and closing the office
- 03. Handed over the keys after office time

04.Maintains the cleaning and tidy of the division.

- 01. Cleaning and tidy the office before and after office hours (remove the dustbin,sweeping, remove dust of computer tables