

Continue



DELUCA FINANCIAL  
Incident Report

EMPLOYEE DETAILS

NAME
DEPARTMENT
PHONE NUMBER

DESCRIPTION OF INCIDENT

Location:	
Date:	Incident Details <i>(How the incident happened, factors leading to the event, and what took place. Be as specific as possible.)</i>
Time:	
Police Notified:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Incident Causes:	Follow Up Recommendations:

Incident reports are necessary for documenting details of the occurrence while they are most present in the minds of the witnesses and incident reporter. The information that is included in the report can be useful for decision-making on future incidents, identify behavioral patterns and identifying larger issues. To maintain a safe and healthy work environment, a thorough investigation should be undertaken following an incident in order to initiate corrective actions.

REPORTED BY:

Name:

Position:

Department:

Point of difference	Hearing	Listening
1. Difference	Receiving any message through ears is known as hearing.	On the other hand explanation of the received message can be labeled as listening.
2. position in the listening process	It is the first step of listening process.	It is the next step of listening process.
3. function	Function of hearing is just to receive the verbal message.	Listening involves decoding or interpretation of the message.
4. consciousness	Consciousness is not required in hearing.	On the other hand listening is a conscious human behavior.



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Police Notified:

Yes  
 No

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Follow Up Recommendations:

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Name:

Position:

Department:



What is report writing in communication. What are reports in business communication. What is business communication and report writing. What is business report writing.

Read this article to learn about Reports of Business. After reading this article you will learn about: 1. Meaning of Report 2. Characteristics of a Good Report 3. Drafting 4. Organisation 5. Commercial Correspondence with Samples. Meaning of Report: Reports are important in modern communications. Thousands of reports—formal or informal, special or routine—are written every day. A foreman reports to the manager the progress of the work, a manager report to the general manager, and the Board of Directors report to the shareholders. All information comes from reporting. Reports play an important role in modern business. A report is a formal communication written for a specific purpose. A business report is an orderly presentation of facts about specific activity. Characteristics of a Good Report: 1. Simplicity: The report should be simple. 2. Clarity: A report should be absolutely clear. Clarity depends on proper arrangement of facts. The report should be arranged systematically showing the purpose, source of data, findings and, finally, suggestions. Lack of clarity will fail to serve the purpose. 3. Brevity: The report should be brief and to the point. 4. Accuracy: The scientific accuracy of facts is essential to a good report. 5. Relevance: Every fact given in the report should have a bearing on the central purpose of the report. 6. Reader-orientation: A report is meant for a particular person, say manager. It is necessary to keep in mind the person who is going to read the report. 7. Grammatical Accuracy: Every report must have grammatical accuracy. All the rules of grammar and construction of sentences apply to the drafting of reports. Drafting a Report: Before a writer undertakes to prepare a report, he must consider the following points: (i) Preliminary analysis. (ii) The type of report requested i.e., whether formal or informal, statutory or non-statutory, periodic report or progress report, examination report or recommendation report or statistical report. (iii) The length of time allowed to prepare the report. (iv) The purpose of the report. (v) The facts to be furnished. (vi) The person for whom the report is meant. Other Requirements: 1. Scope of the Report: The scope of the report reserves to deciding the items that are to be included and that are to be left out in the report. 2. Plan of Procedure: Divide the problem into various parts and decide the importance of each part. 3. Investigating the sources of information: Collect all the materials required from all available sources. The sources of information may be previous reports, documents, letters, files etc. 4. Taking Notes: In the course of collecting information, anything that appears to be relevant to the subject should be taken note of. 5. Analyse the Data: The collection of data should be followed by classification, tabulation and analysis of data. 6. Make an outline: Once the final pattern of the report has taken shape, an outline to write the report is to be prepared. An outline is helpful in writing a systematic report. 7. Prepare a Draft Report: At this stage, consultation is made with the members of the committee or experts about the contents of the draft and makes alterations and corrections, if necessary. 8. Preparation of Final Report: There is no hard and fast rule regarding the actual form of a report. However, statutory report, annual returns etc. are to be prepared in a prescribed form. In case there is no prescribed form, the report should be organised in a systematic manner. Organisation of a Report with Sample: There are three ways in which a report can be organised: 1. Letter Form: In case of simple and informal reports of a page or two—letter form is followed. A simple letter report will have heading, date, address, a salutation, the body, the complementary close and signature. 2. Memorandum Form: The formalities of a letter form are done away with in a Memorandum report. The date is mentioned at the top. It is followed by the name of the person to whom the report is addressed, the name of the writer, and the subject of the report. It is followed by the actual text and conclusion. 3. Letter-Text Combination Form: Long reports are usually written in the letter-text combination form. A complete report in this form includes three major parts: (a) Introductory part (b) Body of the report (c) Addenda. The complete outline of such a report is as follows: (a) Introductory parts: Letter of transmittal or letter of presentation Title page Table of contents List of illustrations Abstract or/Summary (b) Body of the report: Introduction Discussion or description Conclusion Recommendations. (c) Addenda: List of references Bibliography Glossary Appendices Index. It is not essential that the report shall contain all these parts. Long reports containing most of these parts are generally submitted in a book form. Commercial Correspondence: Application for the post of an Accounts Clerk in reply to an advertisement in The Statesman. To The Advertiser Box No. 8654, The Statesman Calcutta 700001 Respected Sir With reference to your advertisement in The Statesman for an Accounts Clerk in your office I beg to offer myself as a candidate for the same. My bio data is given below for your kind consideration: 1. Name: Samir Nandi 2. Father's Name: Sri D.K. Nandi 3. Qualifications: 1. Passed Madhyamik in the First Division in 1982. 2. Passed Higher Secondary in the Second Division in 1984. 3. Passed B. Com. in 1986. Any other Qualifications: I know typing, my speed being 40 words per minute. 4. Experience: I worked as an Accounts Clerk for 4 months in a leave vacancy. 5. Age: 24 yrs. 5 months. 6. Family Background: I belong to a respectable family of Chinsurah and my father is a retired teacher of a High School. I shall appreciate it if you kindly grant me a personal interview when I shall be able to supply further information that you may require. Awaiting the favour of an early reply. Yours faithfully Samir Nandi Application for the post of a Medical Representative in reply to an advertisement in The Telegraph. Sir, In reply to your advertisement in The Telegraph for Medical Representatives, I write to apply for the same. I give below the particulars of my qualifications which, I hope, will convince you about my suitability for the post. After passing the Madhyamik Examination in the First Division from the Hindu School, I joined the Surendranath College from where I passed in the First Division the Higher Secondary in Science, and B.Sc. with Physics, Chemistry and Math's with Distinction. I am now just 20 years of age and possess sound health and active habit. Owing to the sudden death of my father I can no longer proceed further with my studies. I should appreciate if you kindly grant me a personal interview when I shall be able to supply further information that you may require. Yours faithfully, Subir Sen Letter recommending a business friend Model Furniture Co. Timber Merchants Messers Puri Furniture Co. 10 Bow bazar Street Timber Merchants. Calcutta 700 013,10 May 1991 Dear Sirs, I have much pleasure in recommending to you Sri G. C. Mullick, the bearer of this letter, who is a timber merchant of Calcutta and a business friend of mine. Sri Mullick, who wants to extend his business, is on a tour of Orissa and will shortly visit Puri. I shall be extremely happy if you kindly extend all possible assistance to enable him to contact the local timber merchants of repute and by giving him valuable guidance and advice in this respect. Any assistance that you may be able to render to Sri Mullick will be deemed by me as a personal favour. Yours very truly, S. Basu Proprietor Enquiry concerning financial status of a firm. Messers S. Agarwalla & Co. 10 B.B.D. Bag 18 Bandra Road, Bombay 1 Calcutta, 10 April 1991 Dear Sirs We have received an order for Tulu Pumps from the firm mentioned in the enclosed slip. As the firm is quite unknown to us we shall be happy if you kindly supply us detailed information regarding their credit-worthiness and business reputation. We shall be glad to know whether you can recommend them for a credit of Rs. 10 000. We assure you that any information which you can supply us will be treated as strictly confidential. We offer our thanks in advance for the help that you are able to give us. Mahajan & Co. Yours faithfully, Pump Merchants For Joy Engineering Co. Ltd Bombay 1 D. Das Secretary Favourable reply to the above status enquiry. To, The Joy Engineering Co. Ltd. 10 B.B.D. Bag Calcutta 700 001 Dear Sirs, Referring to your status enquiry of the 10 April, we have the pleasure in stating that the firm in question enjoys full respect in the local market. The firm has earned high business reputation. We have had business relations with the firm for the last 10 years and we have always found them good paymaster. We feel sure that you would be quite safe in allowing them credit to the extent of Rs. 10,000. It must be mentioned that the information is given in strict confidence and we express no responsibility for the opinions expressed. Yours faithfully For Messers A.Agarwall & Co. Bandra Road D. S. Kothari Manager Unfavourable reply to the status enquiry Messers Joy Engineering Co. Ltd 18 Bandra Road 10 B.B.D. Bag, Calcutta 700 001 Bombay 1 10 April 1994 Dear Sirs Referring to your status enquiry of the 2nd April, we regret to state that the firm in question does not have good reputation in the market. We have had several transactions with that company in the past and in each case they were irregular in their payments, we know that their financial position is not very sound. In these circumstances we recommend only cash transaction with them. We must mention that the information is given in strict confidence and we do not accept any responsibility in the matter. Yours faithfully For Messers S. Agarwalla & Co Bombay S.Das Secretary Draft a letter to your banker requesting them to grant your company a loan of Rs. 10 lakhs for which your company is ready to hypothecate plants and machinery worth Rs. 20 lakhs which have been recently purchased and installed. To, The Agent Allahabad Bank 5 B.B.D. Bag, Calcutta 700 001 Ref.: Credit facilities Dear Sir, As you are aware we have a current account with you for the last 10 years and are maintaining sufficient balance. In the recent past, we have taken up a new project for expansion of our factory and due to sharp escalation of prices our expenses have exceeded our original estimates. As a result, we are running short of cash for our present requirements. However, our financial position will improve soon, because we are expecting a substantial amount from our old customers within two months. In the present circumstances we request you to be so kind as to grant us overdraft facilities for Rs. 10 lakhs for which we shall keep sufficient securities with you. We are ready to hypothecate plants and machines worth Rs. 20 lakhs. We shall be glad to have your reply as early as possible. Yours faithfully S.N. Banerjee Director Bose Electronics 30 N.S. Rd. Chinsurah 10 March 1999 Ref. Placement of Order To, The Manager, Reliance Electrical Products 1 Bentinck Street, Calcutta 700 005 Dear Sir, Thank you for your letter of quotation of 1st February 1999. We accept with much pleasure your quotation and have pleasure in placing the order with you. Calcutta Fan — 48' — 200 pieces @ Rs. 500.00 As per your terms and conditions an advance of Rs. 20,000 is sent by a crossed bank draft on State Bank of India, Calcutta, against price of good. The balance will be paid within two months of the receipt of goods. Kindly despatch the goods by rail transport. We will bear the cost of transport. Thanking you Yours faithfully S. N. Bose, Proprietor Cancellation of Order Ref : No. GB/107-A/97 Ghosh Brothers Ltd. 8 July 1997 10 Rather Sarak Chandernagore 712103 To, The Manager Engine Oil Company Kanpur 5 Ref: Cancellation of Order Dear Sir, We refer to our order No. GB/105/A/1997 dated 12 March 1997 for the supply of 400 tins of "Engine Brand" mustard oil to be delivered by the 1st week of August this year. But we are sorry to cancel the order for the supply of 400 tins of Engine Brand Mustard Oil. We have been forced to take this negative decision because the market of mustard oil has fallen in W. Bengal on account of arrival of Rapeseed oil from abroad. As such, we have been compelled to cancel our order with you. Therefore, we request you not to send the goods as per order. But at the same time we assure you that as soon as the market price of oil becomes stable, we shall place our order with you. Thanking you Yours faithfully For Ghosh Brothers D. N. Ghosh, Manager B. K. Dhar & Co. Ltd. 10 Burrabazar Street Calcutta 700 008 10 Sept. 1990 To, The Manager Anglo-Indian Cotton Mills 115 M.G. Road, Bombay-20 Ref: Cancellation of order of Dhooties Dear Sir, We refer to our Order No. BKD/105-A/90 dated 3.7.90 for supply of 500 pairs of Dhooties of standard sizes. The delivery of the above goods was to be made by you by 15 August 1990. We regret to say that you have neither despatched the goods nor have acknowledged receipt of our order. Owing to this unusual delay we have to lose the important Puja market in Calcutta. We have, therefore, no other alternative than to cancel the above order and should the goods arrive in the meantime we shall be compelled to refuse the goods. Yours faithfully S. N. Dhar, Manager Draft a letter placing an order with Messers Robinson & Co. Ltd. of Bombay for supply of 1000 TV Sets stressing upon them that if the order is not executed within 60 days the order will be treated as cancelled. Capital Electronics Co. Messers Robinson & Co. Ltd. 10, Robinson Sarani 20 M.G. Road, Bombay-1 Calcutta-1 1st May, 1990 Dear Sirs, We have the pleasure in placing an order for the following item to be delivered within 60 days from the date of this order: 1,000 T.V. Sets of Nelco brand (Colour) at Rs. 10,000 per set. As we have already received orders from our customers for early delivery, you are requested to send the consignment within 60 days positively so as to enable us to deliver the goods to our customers in time. In this connection please note that if you are unable to execute the order within 60 days, we reserve the right to cancel the order. We look forward to hearing from you at an early date about your acceptance and confirmation of the order with the conditions as mentioned. Yours faithfully For Capital Electronics Co. B. K. Saha, Manager Draft a Letter to a supplier complaining about shortage in quantity and inferior quality of materials supplied and claiming suitable remedy. D.K. Khaitan & Sons Malda 30 November 1988 To, Messers S. K. Jain & Co. Calcutta 700 001 Ref: Salt Dear Sirs, We thank you for your promptness in despatching 1,000 bags of salt ordered by us on 5th November 1988, but we regret that there was a shortage of 10 quintals of salt at the time of taking delivery from the railways. It appears that the salt was packed in second-hand bags which could not stand the wear and tear of transit. If you had packed the goods in new bags there would have been no loss in transit. We, therefore, request you to kindly investigate the matter and compensate us with the loss of quantity mentioned above either by despatching this quantity or deducting the value of these 10 quintals from your invoices. Furthermore, 100 bags of salt containing 10 quintals were of inferior quality and unfit for human consumption. Please let us know if we should return these 100 bags to you. Yours faithfully B. K. Pathak, Proprietor. Letter seeking an Agency Amarjeet Cycle Co. Hill Cart Road, Siliguri 10 July 1999 To, The Hind Cycle Co. Ltd. Bentinck Road Calcutta 700 001 Dear Sirs, We have come to know that so far you have not appointed any representative in Siliguri to explore the possibilities of the Siliguri market for your cycles and cycle parts. We want to introduce our agency business here and offer our services to act as your agents in Siliguri. We have been dealing in cycles and cycle parts for the last 10 years and represent two respectable firms of Delhi and Madras. In view of our knowledge of the local market and valuable connections, we are sure that we can render useful service to you as your local agents. Our showroom is very large, well- decorated and situated in the heart of the city. Our terms are 10 p.c. commission Reference may be made to the following firms regarding the financial position and integrity of our firm. Delhi Cycle Mart, 4 Haily Road, Delhi 5 Madras Cycle Co., 5 College Road, Madras 12 Yours faithfully S. N. Agarwall, Manager Reply to the above letter To, The Manager, Amarjeet Cycle Co. Siliguri Dear Sir, We thank you for your letter dated 10 July 1989, offering to act as our agent in Siliguri for the distribution of our cycles and cycle parts. We endorse your views regarding the possibilities of the Siliguri market for our products and we believe that with the help of an agency house like you, we can profitably exploit the possibilities to our mutual advantage. We are therefore, ready to appoint you as our agents for Siliguri on the terms and conditions stated by you. However, we want to state that we expect you to submit monthly reports of sales regularly; although settlement of accounts will be made on a quarterly basis. We send herewith two copies of our formal agreement form duly signed by us and, if you approve, please return one copy of the form duly signed. We hope to receive full cooperation from you and believe that this connection will prove to be mutually beneficial. Yours faithfully Hind Cycle Co., Manager Draft a letter to the Life Insurance Corporation of India requesting for a loan against the Policy. 10 January 1998 To, The Manager Life Insurance Corporation of India, Shambazar Branch, Calcutta-4 Ref: Policy No. 045891 Dear Sir: I would like to request you to kindly grant me a loan of Rs. 50,000 (fifty thousand) against my above policy. The Policy of Rs. 1 lakh is about 10 years old and I have been regularly paying the premium. I need the money for the marriage of my daughter. I hope you will not find any difficulty in granting this loan which does not exceed the value of the policy. On receipt of your reply, I would make arrangement for placing my policy before you sanction the loan. From: Yours faithfully B. N. Ghosh B. N. Ghosh 10 Shambazar Street Calcutta 700 004 Letter intimating small fire and requesting early inspection Calcutta 4 June 1991 National Insurance Co. Fire Department Calcutta 700 001 Fire Policy No. B/9058 Dear Sirs, We write to inform you with regret that a small fire broke out in our factory at Tangra, on the night of Wednesday, the 1st June. All possible measures were taken by our factory staff to put out the fire and the Fire Station was immediately informed. But before the Fire Brigade came some damage was caused. The damage caused by fire is estimated at about Rs. 10,000. The security personnel of our factory instituted an immediate enquiry to find out the cause of the fire and it has been proved that the fire broke out due to short-circuit in the electric wiring. No sabotage is suspected. Please send your representative for an on the spot inspection of the damage, to enable us to do immediate repair to set things right as early as possible. Please let us know the procedure to be followed for submitting our claim for damages. Yours faithfully Rishi Chemicals Works (P) Ltd. D. Chowdhury, Manager Draft a letter addressed to the Editor of The Statesman complaining about the inconveniences caused to pedestrians by encroachment of footpaths by hawkers at Gariahat. To, The Editor The Statesman Calcutta 700 001 Sir, Through your esteemed paper I want to draw the attention of the authorities of the Calcutta Corporation to the inconveniences caused to the pedestrians by encroachment of footpaths by hawkers at Gariahat. It is a fact that the Gariahat crossing is the busiest and the most overcrowded place in South Calcutta. Hawkers' stalls have occupied the footpaths of both sides of the road stretching from Gariahat crossing to its four different directions. Very little space has been left for the pedestrians to walk along the road. These stalls remain open from early morning till late night and local people do their shopping from these stalls throughout the day. Therefore, there is crowd of shoppers in the area all the time. Since there is no space on the footpath the pedestrians are compelled to walk along the road which is so congested that there is every chance of serious accident taking place. The only solution is to shift the pavement hawkers to some other place and thus make the footpath free for the pedestrians. The removal of hawker must be done in such a way that it does not add fuel to the flame of unemployment problem. At the same time the interests of the pedestrians should not be ignored. Through your paper I request the authorities of Calcutta Corporation to take immediate steps to remove the footpath hawkers. Yours faithfully A Sufferer

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