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Communication and administrative writing
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The Transmission Table

A Transmission Table, or Dispatch Schedule, is a document used to transfer documents from one department to another. This means it contains a list of the sent documents. The Transmission Table is considered an important document for tracking the flow of documents between administrative departments.

Description of the Transmission Table:

The Transmission Table has a standardized format, with only the lists of documents and accompanying notes changing. These notes indicate the purpose of the transmission. Similar to a letter, the Transmission Table includes the sender's department on one side and the recipient's department in the middle of the table.

The Transmission Table is typically in the form of a file, and the documents placed inside it are attached with a clip to prevent them from being lost during transport.

The Transmission Table is divided into three columns:

The first column specifies the listed documents.

The second column indicates the number of these documents.

The third column is for notes.

Like other administrative documents, the Transmission Table is dated, signed, and recorded in the office.

What is written in the Notes column?

The Notes column explains the purpose of the transmission and is often used with different phrases, including:

For Information Only:

When the purpose of the transmission is purely informational, the recipient is requested to review the documents without taking any position or making any decisions.

For Providing Response Elements:

When the sender asks the recipient to provide explanations or information about a matter that is not fully addressed.

For Notification:

When a document is directed and the recipient is required to return it after reviewing. In this case, the recipient may return the documents with an explanatory letter.

For Signature:

When the documents sent require a signature from the receiving party.

For Allocation:

When the sent document will be permanently transferred from the sending department to the receiving department.

Transmission Table

People's Democratic Republic of Algeria
Ministry of Interior
Province
General Secretariat
Number

To Mr. President: Popular Municipal Council
For the Municipality of

Column 1 (Listed Documents)	Column 2 (Number of Documents)	Column 3 (Notes)
[Specify Documents]	[Specify Number]	[Clarify Purpose]
[Specify Documents]	[Specify Number]	[Clarify Purpose]
[Specify Documents]	[Specify Number]	[Clarify Purpose]

Notes Details:

- *For Information Only: [Explanation of Purpose in the case of Information]*
- *For Providing Response Elements: [Explanation of Purpose in the case of Providing Response Elements]*
- *For Notification: [Explanation of Purpose in the case of Notification]*
- *For Signature: [Explanation of Purpose in the case of Signature]*
- *For Allocation: [Explanation of Purpose in the case of Allocation]*

Note:

- All listed documents must be returned after review.
- Please ensure the table is signed and dated before returning.

Table Date: [Specify Date] Signature: [Responsible Party's Signature]