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CHAPTER II DEFINITIONS. Definitions – The Definitions of some of the terms used in the Manual are:- (1) „Appendix to correspondence/file?: Detailed/lengthy enclosures to a communication/file. (2) „Branch? – the Unit of a Division and may comprise a couple of Sections/Units/Cells.

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The High Court Office Manual was prepared in the year 1965, taking into consideration of the procedure followed in the Kerala Government Secretariat, the procedure till then followed by the High Court Office and the standing orders issued by the High Court of Kerala as well as the Madras High Court.

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Head of office. 97. The Tappal received in the office is opened and entered in: Distribution register. 98. In which file the concerned clerk add the current, if it is related to an unclosed case: Current file. 99. The authority to pass orders in the notes submitted from the section is : Head of office. 100.

A Comprehensive Guide Series Manual Of Office Procedure

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Kerala Service - Notes on Manual of Office Procedure

2. Application of this Manual. (1) The procedure prescribed in this Manual are primarily for the use in Offices of and above the level of District Police Offices. Special instructions are given in Chapter XVI for the guidance of officers at lower levels.

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A COMPREHENSIVE GUIDE SERIES MANUAL OF OFFICE PROCEDURE ... Book : A COMPREHENSIVE GUIDE SERIES MANUAL OF OFFICE PROCEDURE Author : P Sudarsanan Category : REFERENCE ISBN : 9788126450206 Binding : Papercover Publishing Date : 2016-05-31 Publisher : I ...

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06. The Manual is primarily a functionary's user guide and lays down the methods and procedures for work processing. There are Rules like the Karnataka Government Transaction of Business Rules, the Karnataka Government Allocation of Business Rules and special Rules and directions issued by the

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