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prescribed in the Central Secretariat Manual of Office Procedure (CSMOP), attempt to balance the conflicting considerations of speed, quality, transparency and propriety. In a dynamic context, this balance cannot be rigidly or permanently fixed. Every rule and step in the procedure must serve a definite

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is a person appointed in accordance with the terms of a contract or agreement and whose appointment is

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Head of office. 97. The Tappal received in the office is opened and entered in: Distribution register. 98. In which

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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.

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Manual was prepared in

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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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bad supervisor.)

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100% . 3 ...

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procedure, it can be
generalized as the

procedure is more about

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