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The Manual of Office Procedure is intended to serve as a guide for regulating office procedure in the office of the Heads of Departments. It can also be adopted for use in the regional, district or sub-offices of various Departments with suitable changes if necessary. Definitions: Tappal: All communications received in the office which are official,

MANUAL OF OFFICE PROCEDURE

Here ' s a new office proverb for you: A procedure manual no one can understand will do no one any good. Include headings and bullet points. In addition to writing the procedures in clear language, call out important topics and takeaways using bold headings, bullet points, tables, and other visual elements that break up blocks of text.

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92. Reply to a reference issued from the office has to be filed with a current already pending is called: Old case. 93. Process of putting up previous correspondence for disposal of a case is : Referencing. 94. A minor division of office consisting of a superintendent and one or more clerks under him is called: Section. 95.

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This manual includes the policies and procedures for Cardiology Medical Group and replaces all previous manuals and directives. This document will be maintained and updated by designated staff members. If you have any feedback on the contents of this manual, please let designated staff members know, and he/she will take any necessary action.

Medical Office Policy and Procedure Manual

The procedures 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 purpose.

MANUAL - darpg.gov.in

Office Filing Procedure is a set of clearly defined and pan-organization followed practices in filing documents and important papers. In general, these are instructions to all the employees on what actions are to be taken in case of certain situations, likely or unlikely.

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MANUAL OF OFFICE PROCEDURE: APPENDIX I

The office has been regularly publishing the Manual of Patent Office Practice and Procedure to codify patent procedures for streamlining the functioning, provide benefit to stakeholders and also to provide guidance for prosecution of patent applications at Patent Office.

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