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Manual Of Office Procedure Model

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Written Communication In Government Offices

Office Procedure Manual - Indiana University Bloomington

Office Procedure Manual - Indiana University Bloomington

The Secretariat Manual of Office Procedure was last revised during the year 1985. The Manual sets out the structure of the Secretariat organisation, its functionaries with duties and responsibilities, forms and procedures for work processing, disposal, monitoring, etc. 02. Transparency in the management of public affairs, is now an obligation.

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