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### Manual Of Office Procedure Kerala

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,

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Origin Consequent on the formation of Kerala State in November 1956, the Kerala Secretariat Office Manual was brought out in 1957. It was brought out incorporating suitable provisions of the Secretariat Office Manual of the former Travancore-Cochin State and Madras Secretariat Manual. It was further revised in 1996 and published in 1997.

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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.

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