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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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Kerala Panchayat Building (Amendment) Rules, 2020 KWA - Shifting of 29 Meter Reader post as Meter Inspector - Order

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dated 05-10-2020 KWA - Provisional Seniority List - Surveyor as
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Kerala Service - Notes on Manual of Office Procedure

Manual of office procedure of Police vide G. O. Ms. No. 632/Home
A Department dated 21-5-1958

Kerala Service - Department Text

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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Office Management Manual for Local Government Institutions

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issues concerning recruitment, training, career development and staff welfare.

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Codes & Manuals - Kerala

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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Amendment of the 14th Edition of CSMOP (92.93 KB) Guidelines
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