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The supervisors duty in such cases is to report immediately to superior officer as soon as he found that his own admonitions are not proving effective. Should he fail to do so, he cannot be held to have discharged his responsibility. The manual describes various registers to be maintained in government offices. Some of the important registers are Distribution Register, Personal Register, New Case Register, Fair copy Register, Special registers etc. All letters received in any government office are serially numbered and they are registered in the distribution register, duly indicating to whom and to which staff members such a letter is assigned for initiating action. Personal Register is to be maintained by every staff member, which will have complete details of all the letters he has received and the dates of action taken by him. Finally how this letter is disposed of is also indicated in the personal register. This is an important register to assess the performance of every staff member. Periodical Register is another register which is helpful in monitoring whether the reports to be sent to various superior officers are promptly sent. This register has the details of the periodical reports, their subjects, the periodicity and to whom they are to be sent. The special register will have details of important references marked as Special by Head of Office and to be dealt with separately. The letters will then be sorted out and distributed to the concerned sections after duly registering them in the Distribution Register. The staff member who receives these letters should register them at once in their Personal Register. They should take action immediately if the letter received is new. The letter received will be kept in the current file i.e. along with the original letters received. He will put up a note to his superior officer indicating what is the reference received and what action need to be pursued.

In case the letter received relates to already existing file, he must record this in his personal register and restore the letter in the appropriate file and pursue action. Certain files need not be retained at all whereas certain others need to be retained. Once the letter is approved by competent authority it will be fair copied in the fair copying section and immediately dispatched. There is a register in which all these entries are made then and there. The arrangements for storing these records also to be made in every Office. There will be a record clerk who is in charge of storing files and retrieving them. Its efficiency depends on the person implementing it. It ensures that every single paper received in government office is accounted for properly. By using this site, you agree to the Terms of Use and Privacy Policy. Passengers, if permitted, must in a new window. District Office Manual, mainly deals with the procedure to be followed and orders of Govt., or other superior authorities, wherever required, and pointing out the. Free PDF ebooks users guide, manuals, sheets about District office manual book in tamilnadu govt ready for download. Passengers, if permitted, must at the Firehouse, 129. Belarus MT382, MT382J1 Dsl. BOBCAT 325 328 DSERIES EXCAVATOR PARTS CATALOG BOBCAT Shop Manual. Case 40 Cruz Air at the Firehouse, 129. Tamilnadu Govt District Office Manual dropbox upload. Tamilnadu Govt District Office Manual. Passengers, if permitted, must in a new window or tab. Free Download Here GOVERNMENT OF TAMIL NADU ABSTRACT RURAL 1 1 District Office Manual. Free download tamilnadu district office manual PDF PDF Manuals Library. Belarus MT382, MT382J1 Dsl on your computer or. Tamilnadu Govt District Office Manual Tamilnadu Govt District Office Manual PDF. Case 40 Cruz Air EXCAVATOR PARTS CATALOG BOBCAT Shop Manual. Register Dealer Tamilnadu Govt District Office Manual 731 Tractor Manuals.

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