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Book Descriptions:

District Office Manual In Tamilnadu

Please help improve it or discuss these issues on the talk page. Learn how and when to remove these template messages Please introduce links to this page from related articles; try the Find link tool for suggestions. July 2016 Please help improve this article by adding citations to reliable sources. Unsourced material may be challenged and removed. This manual, a public document, published by Government of Tamil Nadu and available for sale in Government book depots and some private book stalls, gives complete details of how to transact business in Government offices with very clearly delineated accountability and responsibility norms with citations of Government Orders. It also gives details of various registers to be maintained, who should maintain them and for what purpose. It also codifies the behaviour mode between superior and subordinate officers in the conduct of official business. It has two parts. The first part deals with attendance, general discipline, organisation of Office, the office system, how letters received to be accounted for in the Office, etc. The second part deals specifically with Collectors Office, Revenue divisional office etc. The plea of ignorance will never be accepted as an excuse for disobeying them. The contents of the manual is backed by various Government orders issued from time to time appropriately referenced. The manual says that it is the duty of Head of office to see that every member in his office knows and understands the rules, keeps his copy of them corrected, updated and hand it over to his successor on leaving office. Heads of officers must set an example for the others by themselves attending punctually. Lunch interval of half an hour is given between 1 and 3 PM. There will be a late attendance register. The staff are, on no account to take papers out of office in order to work at home. As a general rule work on Sundays and other holidays is prohibited. For handling urgent work on holidays proper arrangements will be made. [http://sksound.com/userfiles/canon-dr-9080c-scanner-manual\(1\).xml](http://sksound.com/userfiles/canon-dr-9080c-scanner-manual(1).xml)

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The purpose for which leave is required must be stated definitely. Application for leave must be made and orders on them obtained before the leave is taken. The casual leave register should be maintained in the prescribed form. Pages should be allotted to each official. Compensatory holidays and optional religious holidays should also be mentioned in the casual leave register in a separate portion under separate headings. They must address other members of establishment courteously. They must attend to their work and not waste the time. They must try to maintain perfect silence and if they have occasion to talk, they will do in low voice so as not to disturb others. They are particularly warned against heinous offence of divulging to outsider any information that may have come to their knowledge in their official capacity. They must, of course, not accept any presents or remuneration from any visitor or party nor lay themselves under obligation to such persons in any other way. Waste paper must be thrown into this and not on the floor. Stationery and records must be put away tidily in the shelves, are not left lying on the tables and on the top of the shelves exposed to dust. All rubbish and obsolete forms of publications must be cleared away, not left to litter office. Fair copying and dispatching section must also be organised under a competent Supervisor. He must periodically inspect the Personal Registers and see that they are punctually, neatly and properly maintained. The Office Manager must check any tendency to delay and bring it to the notice of superior officer. He must also find out whether there is any indication that any member of

the establishment is obviously unsuited for his work. If any serious delay or other irregularity comes to light, it is not a sufficient excuse for the supervisor to say that he repeatedly warned the offender or urged to deal promptly with the file that has been delayed.<http://ascinftratech.com/clientprojects/trading/canon-ds6041-manual-free.xml>

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 D SERIES 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. Tamilnadu Govt District Office Manual from cloud storage.

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Tappal All communications received in the office which are official, Current Communications received in the office which are distributed to Case A case consists of current file, note file and any previous papers and Current file Current file is that part of a case consisting of papers received, Note file Note file is that part of a case which contains the notes written by It is written to facilitate the Disposal Disposal is the statement of the final decision of head of office on Back file The disposals containing decisions already taken put up for Drafting Drafting is the preparation of any communication which is Enclosure A communication or a statement or a plan, sketch or other DemiOfficial correspondence A correspondence is called DemiOfficial Flagging Flagging is the process of attaching to the top of papers put up for Linking When one case has relevance in relation to another case, both the Registry A paper is said to be registered when it is given a current no. and Referencing Referencing is the process of putting up in a case, previous New case A paper which is not connected with a pending case in the office Issue A term used to denote the process of copying and despatching Put up papers Put up papers means the previous orders or other papers Official correspondence A correspondence is called official when one. Govt. officer addresses or is addressed by another Govt. Section The minor division of the office consisting of a Superintendent and Tagging The current and its enclosures are punched at the top left hand This process is called tagging. Tappal is received Telegram received is sent to the Tappal received after office hours are kept in a box. The same will be Tappal is opened The officer can The tappal is then date sealed, numbered and sorted section wise and Then it is sent to the. Section Superintendent for distribution to the concerned section clerks along The concerned clerk acknowledges the tappal Papers which need not be entered in DR.

Telegraphic messages, tour programmes, spare copies, unstamped or When valuables are received in office Urgent and telegraphic communications on Holidays Head of office by special messenger.

Functions of Office Section The office section under the charge of an. Office Supdt. attends mainly to the receipt of papers, its distribution, Personal Register. Register. Every paper quoted by its number and date in the current file should If it is in a disposed file, it may be obtained from For every statement made in the note file, an authority must be quoted. If it is in the current file, the page number may be quoted in the body of the If it is in a disfile, the Flagging Every disposal files mentioned in the current file or note file to Flags should not be pinned to any page of the. When there are more than one disposal for reference, There must be only one flag Linking of files Linking of files becomes necessary when a reference is The papers in the two files should remain unchanged. Files should not be linked unnecessarily. Linking should be made only If possible, extracts Note file and current file are kept separate till Current file is tagged to a blue fly leaf. Current file Note file is Note is written to facilitate the A note is continued till a final decision is taken in the Noting The aim of a note is to present the facts in the most intelligible, Past history of the case, precedents, if any Rules and regulations and standing For ready reference, back files, Note must run continuously. Precis of contents of the current file can be written where the communication In simple cases, a draft can also be put up along with The file number Note sheets will be tagged to a yellow Similarly, receipt of communications will also be Officers queries in the current file When drafts are Note file will be separate from the current file till its disposal. Note While submitting the file to Handwriting should be Drafting Drafts are written in separate sheets.

Long drafts must be typed. Sufficient space should be left for making corrections. They are placed At the head of every draft it Draft must be complete and brief. As far as possible enclosures should They should be written Points to be borne in mind while preparing drafts Drafts should The margin should not Only the flag number of the disposal Drafts should be complete and brief. A slip Enclosures, if any, to be sent to any of the addressee may be clearly All official correspondence whether to nonofficials or subordinates or Letter form should be used Kerala. Cooperative Society. When the Head of the Institution takes an important decision or It is used only for internal use of office such as to communicate and Charge memo When a paper or its copy has to be sent to a subordinate office for When an officer personally correspond with another officer or non DO Letters cannot Important instructions of a standing nature to be uniformly followed Rules of correspondence Commissioner or the Mayor. Despatch The clerk should see that the dispatch has been correctly made If it is only an In the case of final disposal, the file Similarly, the disfile taken for reference, a forward number will be noted. Such chain referencing is very essential. Before sending the disposal to Records Section Records Section is a very important section as far as an Even if they are found out, a lot Therefore, it is If disposals are kept in the Disposals. Different kinds of disposals X marked on a paper need not be registered. XN do not register but return in original. XL does not register but lodged. Only papers of an ephemeral character which are not numbered will Index slips on all This helps office to A list of standard heads are given in the MOP. The index contains. Head, Sub Head and Title. The head is selected from the approved list. The Even if the After the Head and Sub Head comes local classification and then title. Brevity is the merit of a title.

If the title gives the message at a sight like Papers relating to officers should be Checks on delays and arrears in Office It is the duty of the Head of. Office, Superintendent, Manager to check delays in the transaction of Their responsibility to check arrears and delays are They must periodically inspect PRs of Clerks, call book, register of The HOD must Supdts, must The Inspecting Officer must see that papers are The PR should be The queries or remarks made Call Book When action in a file for a conceivable time, say 3 months to There should be The reopening of files to be ensured by Reminder Diary The RD is primarily intended to remind initiation of The clerk's first duty on Periodical Register Periodical registers should be maintained in Each clerk will maintain a Register. Lie over cases Cases which are ordered by the Head of Office to be kept Lie over cases. This type of

cases should also be noted in the Reminder Stock File Permanent files of important orders should be maintained for Each stock file will have a Monthly Business Statement The monthly business statement arrear This is taken as a reflection of the Before 5th of every month each section Kottayam Kerala. Kottayam Kerala. Kottayam Kerala. Now customize the name of a clipboard to store your clips. Once you create your profile, you will be able to AttorneyIQ helps you find lawyers best suited to your case. To find lawyers that have appeared in cases like this one. It is evident from G.O.Ms.No.221, Personnel and Administrative Reforms PER.S Department, dated 10.5.1990, wherein it was noticed that the Court observed that such exemption must be deemed to have been granted to employees from passing the relevant Test for any post which required such prerequisite qualification. In another case in O.A.No.211 of 1986, similar observation was made in view of the aforesaid finding. After the judgment passed in the said two cases as referred to above, the appellants State have issued G.O.Ms.No.

221, Personnel and Administrative Reforms PER.S Department, dated 10.5.1990, wherein, giving reference to the above said judgments, the following decision was communicated. The above decision should be borne in mind while dealing with any case of relaxation of qualification rule to entry post in any service. From. To. Additional Qualification. Junior Coop. Auditor. Senior Coop. Auditor. Account Test for Subordinate Officers Part I. Senior Coop. Auditor. Cooperative Audit Officer. Account Test for Subordinate Officers Part II. Cooperative Audit Officer. Assistant Director of Coop. Audit. Account Test for Executive Officers. By Transfer. Junior Cooperative Auditor. Account Test for Subordinate Officers Part I Certain Officers were appointed through some other source by way of adhoc arrangement, but later on, their services were also regularised pursuant to the recommendation of the PSC. Those who were appointed as Junior Cooperative Auditors, but could not get the advantage of exemption earlier granted from time to time, including the exemption granted vide G.O.Ms.No.221, dated 10.5.1990 cited above or permanent exemption granted by G.O.Ms.No.1125, dated 30.10.1990 cited above issued from two Departments of the State, in regard to them, the Government issued order of exemption in the years 1995 and 1997. Pursuant to G.O.Ms.No.626, dated 26.7.1995 issued from Finance Cooperative Audit Department, the Junior Cooperative Auditors selected through Special Qualifying Examination, conducted by the TNPSC, were granted the exemption from passing the Account Test for Subordinate Officers Part I and exemption for three years from passing the District Office Manual Test, as is evident from paragraph 5 of the aforesaid G.O.Ms.No.626, and quoted hereunder.

Accordingly Government direct that the Junior Cooperative Auditors who have passed the Special Qualifying Examination conducted by the Tamil Nadu Public Service Commission shall be exempted permanently from passing Account Test for Subordinate Officers Part I so as to enable them to commence and satisfactorily get their probation declared and to get promotion as Senior Cooperative Auditors. Similar relaxation was also granted in favour of other Junior Cooperative Auditors, vide G.O.Ms.No.597, dated 27.11.1997 issued from Finance Cooperative Audit Department, of which, we are not concerned in the present Writ Appeals. Admittedly, they have not passed the Account Test for Subordinate Officers Part I. On the basis of G.O.Ms.No.626, dated 26.7.1995 issued from Finance Cooperative Audit Department, they claim that their exemption from passing the Account Test for Subordinate Officers Part I amounts to granting the exemption from passing the relevant test, i.e. The Account Test for Subordinate Officers Part I, for any post which requires such prerequisite qualification including the post of Cooperative Audit Officer. In this connection, they have placed reliance on the principles laid down by the Division Bench of this Court in Writ Appeal No.106 of 1979 and accepted by the State, vide G.O.Ms.No.221, dated 10.5.1990 issued from Personnel and Administrative Reforms PER.S Department. Further, according to the learned counsel for the appellants State, the respondents Writ Petitioners are guided by G.O.Ms.No.626, dated 26.7.1995 issued from Finance Cooperative Audit Department, which talks of one time relaxation from passing the Account Test for Subordinate Officers Part I for promotion to the

higher post of Senior Cooperative Auditor and not for any other higher post. Such exemption was granted from passing examination as was prescribed under the adhoc Rules of 1986 to those who opted for permanent absorption in the Cooperative Audit Department exercising option by 22.9.1987.

Such exemption was not granted to the new entrants of the Cooperative Department entered subsequently. The hurdle to achieve the above intention in the case of Junior Cooperative Auditors was that they would have to pass also the District Office Manual Test and the Account Test for Subordinate Officers Part I, since passing of those Tests is a prerequisite for the Junior Cooperative Auditors for declaration of probation and their promotion as Senior Cooperative Auditors. Such permanent unconditional exemption having been granted by the Government in their favour, they are also covered by the ratio laid down by this Court in Writ Appeal No.106 of 1979, wherein, this Court held that such exemption must be deemed to have been given by the authorities from passing the relevant test for any post which requires such prerequisite qualification. There being no merits, the Writ Appeals are dismissed. No costs. The Miscellaneous Petitions are closed. Please subscribe to download the judgment. Before confirming, please ensure that you have thoroughly read and verified the judgment. In case of any confusion, feel free to reach out to us. Leave your message here.

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