

Manual Of Office Procedure Kerala In Malayalam

Includes entries for maps and atlases.

Objective analysis, with cases on job reservations for the scheduled castes and scheduled tribes.

Includes chiefly reports of the Supreme Court and High Courts of India.

A Manual of Office Procedure for Use in Offices Other Than the Secretariat, as Amended Up to 11-9-1969
Kerala Gazette
The Indian Factories Journal
Annual Administration Report of the Directorate of Languages
Labour Law Journal

File noting has been in the recent past, and still is, under heated discussion in the context of Right to Information Act, 2005. It has, thus, been drawing a lot of interest from all concerned. Basic note in a file is written by an Office Assistant/ Assistant Section Officer. A good note should properly define and analyse the problem; refer to relevant rules, regulations, policies and precedents; talk about alternative solutions; discuss implications of these various alternatives and then suggest a suitable solution and a draft reply. Noting and drafting has, therefore, always been a vital part of decision-making process in the Government. the quality of Noting and Drafting has deteriorated over the years. There is hardly any publication on the subject except for some references in the manuals of office procedures. Hence, this attempt, A book for Government Officials to Master Noting and Drafting. It is a comprehensive book which talks about various concepts, the significance, features of good and bad notings, and skilful drafts citing examples drawn from actual files. Different exercises, their solutions, and samples of some good file notings and useful drafts make this book valuable for all its readers.

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Vols. 1- contain separately paged sections Journal & summaries, Acts and notifications, and Reports.

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