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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://eminenceinc.com/userfiles/canon-dr1210c-manual.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. Big Saving Days Sale Ends in 19 hrs 31 mins 40 secs Home Books Other Books The Andhra Pradesh District Office Manual Paperback, Padala Rama Reddi. Opening The Tappal; Vii. Registering; Viii. Reference, Arrangement Of File, Noting, Etc.; Ix. Drafting; X. Style In Notes And Drafts; Xi. Disposals; Xii. Fair Copying And Despatch; Xiii. Records; Xiv. Indexing And Titles; Xv. Prevention And Checking Of Arrears And Delays; Xvi. Post your question Safe and Secure Payments. Easy returns. 100% Authentic products. Some features of WorldCat will not be available. By continuing to use the site, you are agreeing to OCLC's placement of cookies on your device. Find out more here. Numerous and frequently updated resource results are available from this WorldCat.org search. OCLC's WebJunction has pulled together information and resources to assist library staff as they consider how to handle coronavirus issues in their communities. However, formatting rules can vary widely between applications and fields of interest or study. The specific requirements or preferences of your reviewing publisher, classroom teacher, institution or organization should be applied.

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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.

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