

OFFICE PROCEDURE, NOTING, DRAFTING & CORRESPONDENCE MANUAL

Compiled & Edited
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PREFACE

There has been a long felt need to bring out a manual containing office procedure, method and procedural requirements for Noting, Drafting and Government instructions on the subject, the knowledge of which is essentially required while dealing with the official business of Government Secretariat and other Departments. Keeping the pressing demand in view the book in hand has been prepared which comprises not only the above subject matters but also the procedure of maintenance of files, detailed instructions/guidelines for noting, drafting, technique of dictation, drafting of minutes of meetings/ conferences, précis/summary writing, forms of communications with their standardized specimens, recording, indexing and weeding of old records/files etc. Thus it has made the manual very comprehensive and informative.

It is hoped that the Manual would not only prove very useful for Government functionaries especially to the officers of Secretariat Group, OMG probationers, new entrants in the Government service, while dealing with the day to day official business but also to the candidates of promotional examination of Section Officers.

Any suggestion for further improvement of the Manual will be welcome and may be addressed to the publisher.

Asghar Jameel

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