

PREFACE

Every office should have a manual prescribing the office procedure to be followed so that a new entrant in service may equip himself with sufficient knowledge of office procedure to start work fairly satisfactorily without having to grope in the dark and also to remind the senior staff members and officers of their responsibilities in getting the work done efficiently and expeditiously. Having this in view, the Board office Manual has been compiled. As the manual is intended for all offices under the Board, except its Secretariat, the instructions therein are in general terms. No office Manual can, however, conceive of all the peculiar circumstances of every office and cater fully and satisfactorily to the requirements of every office. What can be done at best is only to offer a general guidance of principles and procedures and wherever it is absolutely necessary it is for the concerned officer or officers to issue detailed instructions either as supplementary to the instructions in this manual or in slight deviation from any of the instructions in this Manual by way of office orders. For instance, the officer, who has to function as the officer incharge of general supervision, has not been specified in respect of certain officers. This has to be specified by an office-order.

2. In small offices, where there are not more than 5 to 6 clerks, there is no need to divide the office into small sections. There is also no need to open 'New Case' register in such offices. The Distribution register will serve the purposes of both the Distribution and New Case Registers—vide procedure in Appendix 'I' to this Manual.

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