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Definitions: Tappal: All communications received in the office which

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are official,

MANUAL OF OFFICE PROCEDURE

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92. Reply to a reference issued from the office has to be filed with a current already pending is called: Old case. 93. Process of putting up previous correspondence for disposal of a case is : Referencing. 94. A minor division of office consisting of a superintendent and one or more clerks under him is called: Section. 95.

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document will be maintained and updated by designated staff members.
If you have any feedback on the contents of this manual, please let
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The procedures prescribed in the Central Secretariat Manual of Office
Procedure (CSMOP), attempt to balance the conflicting considerations
of speed, quality, transparency and propriety. In a dynamic context,
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