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The Manual of Office Procedure is intended to serve as a guide for regulating office procedure in the office of the Heads of Departments. It can also be adopted for use in the regional, district or sub-offices of various Departments with suitable changes if necessary. Definitions: Tappal: All communications received in the office which are official,

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Manual Of Office Procedure—Police Digitized by Facebook Group of iAPS Page 6 of 47 (2) In the Chief Office, tappals received from the Government will be sent unopened to the Assistant Inspector General. (3) When unopened covers are sent to an Officer's bungalow or Camp, the Tappal Clerk shall affix the Office

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STATE ELECTION COMMISSION, KERALA (Present: K.V Muraliedharan) Subject : - State Election Commission - Office Procedure - Manual of Office Procedure - further instructions - reg. Reference : - 1. Proceedings No. 548/2016/M/SEC dated 14.11.2016. 2. Circular No. 03/M/2014/SEC dated 28.05.2016. 3. Proceedings No.86/2016/SEC dated 26/02/2016

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