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"Report of the Dominion fishery commission on the fisheries of the province of Ontario, 1893", issued as vol. 26, no. 7, supplement. With 25 Years Teaching Experience Behind, The Author, M.E. Thukaram Rao, Has Dexterously Authored This Book. It Comprehensively Provides The Seekers With A Thorough Insight Of The Subject Offered To Students Of B.Com., B.B.A, B.B.M. Intermediate, Diploma Course In Office Organisation And Management, Etc.Need For Such A Book Was Felt Since Long For Want Of Any Other One Of Its Kind.A Cursory Glance Through Its Contents Suffices To Convince The Teachers And The Taught That It Takes Good Care Of All That They Need. This book has been thoroughly revised in view of the changes in the syllabi of various universities and Professional institutes in the country and abroad. Many new features have been added, including a separate chapter on 'Security'. The present study deals with various facets of management and organization in the light of

growing need for information in business organizations. Besides throwing light on the basic principles and functions of management, it further highlights the managerial functions of planning, communication and control in the light of their applicability in the area of office management. The salient feature of book is that, while discussing the subject-matter, author has tried to provide the latest information about different types of office machines and equipments which are usable in business organizations and are easily available in the country. A Section on personnel management has also been given for those professional managers who take management as human relations. This book will serve as a textbook for degree, post degree. Institute of Company Secretaries and I.C.W.A. The text will also be a useful source of information for office managers. Modern Office \* Office Management \* Office Organisation \* Office Accomodation And Layout \* Office Environment \* Furniture \* Correspondence And Mail \* Record Administration \* Office Stationary And Forms \* Office Appliances \* Office Communication \* Personnel Management \* Office Services \* Office Supervision \* Collection Of Data \* Presentation Of Data \* Work Measurement And Standards \* Office Reports And Precis Writing \* Office Cost Reduction And Cost Savings \* Modern Technology \* Common Abbreviations Supplement to 3d ed. called Selected characteristics of occupations (physical demands, working conditions, training time) issued by Bureau of Employment Security.

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