

# Polaris Office Manual

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this completely revised second edition of the popular jargon free guide to greener working practices highlights the opportunities for achieving cost savings and environmental improvements to enhance competitiveness in organizations of all sizes with specific guidance for small businesses the manual sets out effective and simple mechanisms to encourage participation and commitment from both staff and suppliers it builds on the sound advice of the first edition with a wide range of new case studies from different sectors including retailers hotels and hospitality schools and educational institutions airports and prisons as well as plenty of office based examples written with the busy office manager in mind the manual offers clear and reliable independent information and easy to follow guidelines for businesses of all sizes profiles are provided of useful organizations who can help together with their contact details and website information

this textbook has been specifically designed for the undergraduate students of all the universities in odisha as per choice based credit system cbcs it will acquaint students with significant skills required in an office for managing day to day responsibilities efficiently and effectively

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

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