

## Polaris Office Manual

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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

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