

OFFICE PROCEDURE

❑ RECEIPT AND DIARISING OF PAPERS

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The Receptionist will acknowledge receipt of papers by signing his name in full in ink, with date and time on the Receipt Book / Challan.

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- **Registration of Dak:** The communications so received will be entered in the 'Central Diary' maintained in the format given in Appendix 1

The unopened covers / communications will be stamped on their outer covers and diarised without being opened, on the basis of whatever particulars are available outside.

The S.No. of the communication entered in the Central Diary will be referred to as its 'Diary Number'.

The 'Diary Number' will start afresh from Serial No. (1) on the first working day of every calendar year.

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Office Policy And Procedure Manual Template

**Sheila C. Grossman, Martha Burke
O'Brien**



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web jul 13 2012 man unterscheidet gemeinhin die aktive und die passive sterbehilfe die aktive sterbehilfe wird wiederum in die direkte sowie in die indirekte sterbehilfe unterteilt daneben ist noch die beihilfe zur selbsttötung zu beachten welche auch als freitodbegleitung bezeichnet wird

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web aktive passive und indirekte sterbehilfe bevor das spannungsfeld das durch die unterschiedliche betrachtung der in direkten sterbehilfe vonseiten der verschiedenen disziplinen geschaffen wurde näher erläutert werden kann müssen aktive passive und indirekte sterbehilfe gegeneinander abgegrenzt werden

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