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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 Glimpse Through Its Contents Suffices To Convince The Teachers And The Taught That It Takes Good Care Of All That They Need.

This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures. The book, an updated and expanded version of the previous (fourth) edition, is divided into seventeen sections, covering such topics as law office organization, management, and administration, support personnel, office polices, personnel policies and benefits, office security and emergency procedures, financial management, file systems, technology, and communications systems. The book contains numerous sample forms and documents, as well as extensive bibliographies. A CD containing the entire text of the manual is included, allowing customization of the manual for particular user needs.

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