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manual will likely be made of a series of tasks, some related and  
others completely separate. Obviously, group related tasks together.  
Include lines or flow charts to indicate connection between the  
tasks. Example 1: The task: Take inventory of the office snack  
station

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separate. Obviously, group related tasks together. Include lines or flow charts to indicate connection between the tasks.

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Departments. It can also be adopted for use in the regional, district or sub-offices of various Departments with suitable changes if necessary. Definitions: Tappal: All communications received in the office which are official,

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### Introduction | Operating Procedures Manual

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