

# District Office Manual

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Working as Comptroller  
Professor Jayashankar Telangana Agricultural University

DOM

Tottenham System

GO Ms No 1825 GAD 26.12.1959

Sir Richard  
Tottenham

Office

District Collector,  
North Arcot

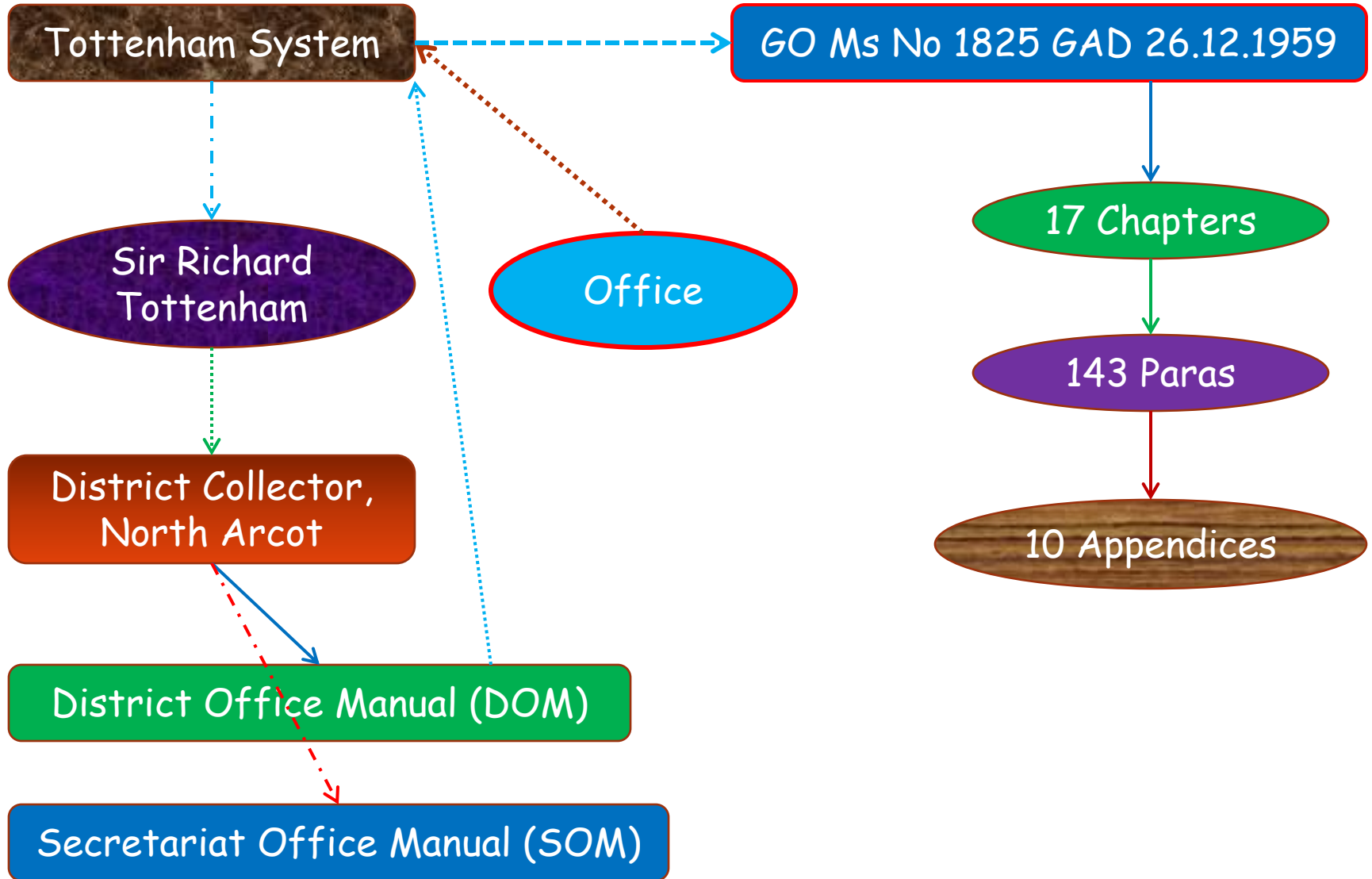
District Office Manual (DOM)

Secretariat Office Manual (SOM)

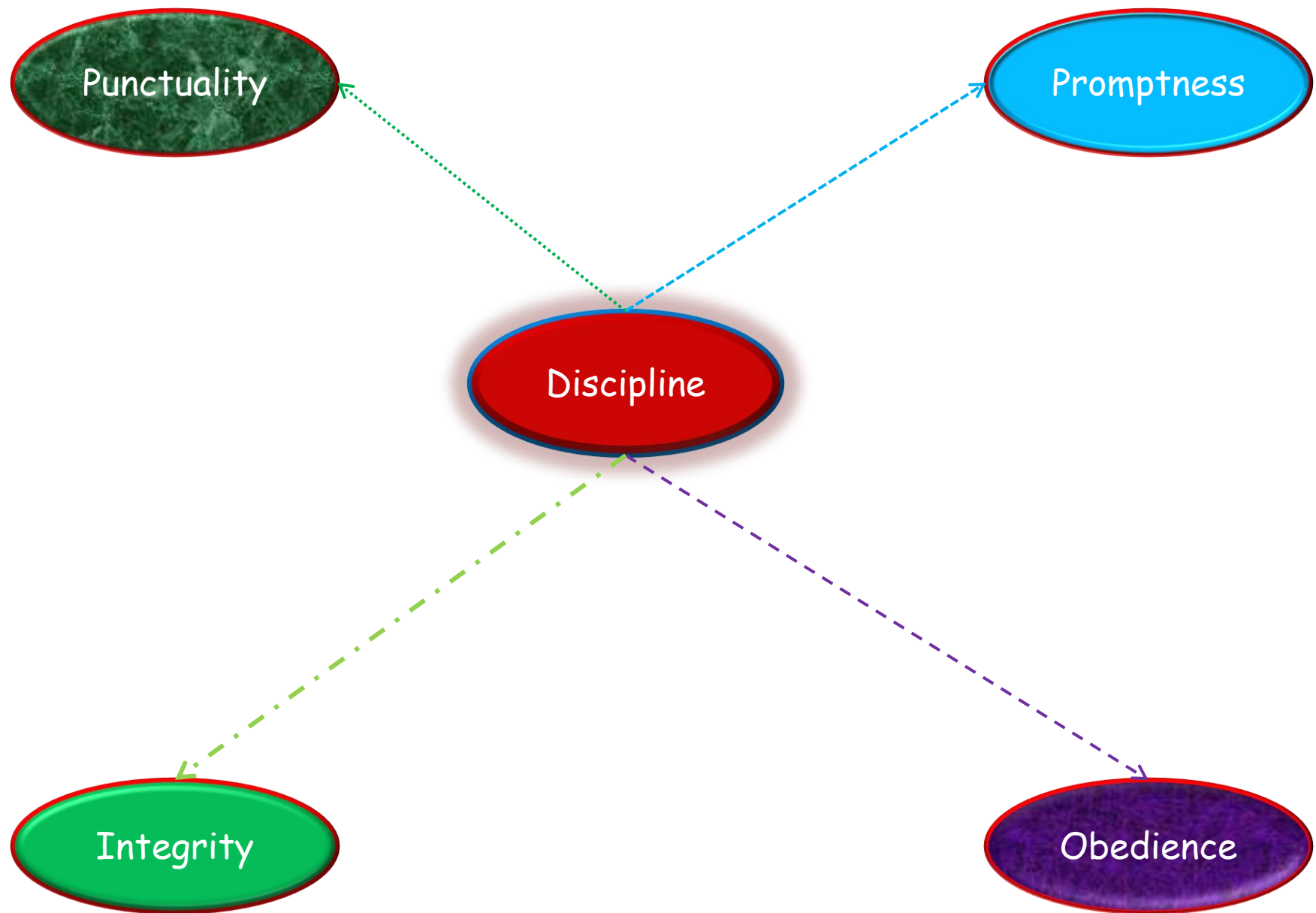
17 Chapters

143 Paras

10 Appendices



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Office Hours  
(10.30am to 5.00pm)

10.30am & 2.00pm

Lunch Time – GO Ms No 1931 GA (Ser.C) Department dated 27.10.1965

Attendance

Grace Time

10 Minutes

GO Ms No 361 GA (Ser.C) Department dated 06.02.1961

GO Ms No 156 GA (Ser.C) Department dated 06.02.1961

GO Ms No 574 GA (Ser.C) Department dated 03.07.1971

Turn Duty

Late

1 Hour

CCLs

Maximum – 10  
Ceiling – 7  
Validity – 6 Months

Not more than Twice

GO Ms No 751 GA (Ser.C) Department dated 28.06.1967

