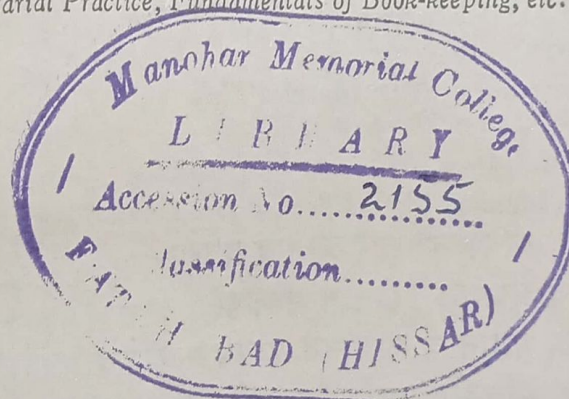


AN OUTLINE OF
SECRETARIAL PRACTICE
AND
OFFICE MANAGEMENT

[A Textbook written for students of the
B.Com. Pass course of Indian Universities]

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SECOND EDITION

1971

2155

SULTAN CHAND & SONS

PUBLISHERS

4792/23, Daryaganj, Delhi-6

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