

MODERN OFFICE

DEFINITION - OFFICE

According to Random House Dictionary ,” An office is a place where business is transacted or professional service are available”.

“ An office is the place where work in connection with preparing & furnishing of information is done”.

Functions of an office

The office of any organization performs several functions , they are as follows:

1. Basic functions

- (i) Receiving information
- (ii) Recording information
- (iii) Arranging information
- (iv) Giving information

2. Administrative functions

(i) Organizing the office

(ii) Office routines & systems

(iii) Supply of stationary

(iv) Selection & purchase of office
appliances

(v) Public relations functions



THANK U