FILE REGISTER

[Vide Para. 97]

STANDARD HEAD No.

STANDARD HEADING

File No.	Cubinet	Date	e of	Classification	Remarks
FIIE NO.	Subject	Opening	Closing	(and year of review)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

SECTION / DESK DIARY FOR RECEIPTS [Vide Para. 17 (1) and (2)]

Sl. No.	Diary Number	Number and date of receipt		From Br	Brief	Brief To whom	7711		ate		
NO.		Number	Date	whom	subject	marked	File	Replied to		No reply was	-
(1)	(2)	(3)	(4)	(5)	(6)	(7)	No. (8)	In Hindi (9)	In English	necessary	Remark
		4					(0)	(2)	(10)	(11)	(12)

SECTION / DESK DIAR

FILE MOVEMENT REGISTER

[Vide Para. 100]

To whom	Date	To whom	Date	To whom	Date	To whom	Date
		1 1					
Solvania) (1	5	Space for rec	ording	movements	of part	files	
	·				arast.	T T	-097. Vi
Morro	(1) 1	1	100.0			g the office	11 - 1

ASSISTANT'S DIARY

DATE OF RECEIPT .

SI. No.	DIARY NO / FILE NO .	SUBJECT	FILE No.	DATE OF SUBMISSION.
(1)	(2)	(3)	(4)	(5)
	*			

APPENDIX 19 SECTION DESPATCH REGISTER [Vide Para. 91 (1) (d)]

No. of the issue Addressee in in Nature e.g	marks-	Rema	was fo's and	Issued			Number	SI.
(1) (2) (3) (4) (5) (6)	of the issue g., letter, gram, etc.	e.g., I	Bilingually			Addressee	of the issue	No.
	(7)	(7	(6)	(5)	(4)	(3)	(2)	(1)
							-	

REGISTER FOR WATCHING THE PROGRESS OF RECORDING [Vide Para. 104 (2) (b) and (3)]

Section	- oa ickinoari	Month and Y	ear		
Files ma durin	rked for record g the month	Files reco	orded month		
Sl. No.	File No.	Sl. No.	File No.		
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20		20			

PRECEDENT BOOK [Vide Para. 110]

		0.007
	1	

SECTION / DESK DIARY FOR RECEIPTS [Vide Para. 17 (1) and (2)]

Sl. No.	Diary	Number and date of receipt		From	Brief	. . T		Date			
	Number	Number	T		subject	To whom	File	Replied to		No reply was	
(1)	(2)	(3)	Date (4)	(5)	(6)	marked (7)	No. (8)	In Hindi (9)	In English (10)	necessary	Kemarks
- 1		4					• •		(10)	(11)	(12)
		18	1 1								

SECTION / DESK DIAR