

APPENDIX 22

FILE REGISTER

[ Vide Para. 97 ]

STANDARD HEAD No. ....

STANDARD HEADING .....

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



APPENDIX 23  
FILE MOVEMENT REGISTER

[ Vide Para. 100 ]

SUBJECT .....							File No.	
To whom	Date	To whom	Date	To whom	Date	To whom	Date	
Space for recording movements of part files								

NOTES.— (1) Movement will be marked by indicating the officer, section or department to which the file has been sent with date of sending below it, e.g., DS (N) MHA  
1-1-2001 24-1-2001

ASSISTANT'S DIARY

DATE OF RECEIPT .

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

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

Date .....

Sl. No.	Number of the issue	Addressee	Issued			Remarks— Nature of the issue, e.g., letter, telegram, etc.
			in Hindi	in English	Bilingually	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

APPENDIX 24

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

Section ..... Month and Year .....

Files marked for record during the month		Files recorded during the month	
Sl. No. (1)	File No. (2)	Sl. No. (3)	File No. (4)
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	
18		18	
19		19	
20		20	

APPENDIX 27

**PRECEDENT BOOK**  
[ *Vide* Para. 110 ]

Heading .....

Decision or ruling in brief	File No.	Page No.	Date

