

Form 1

(See rule 4)

FORM OF ACKNOWLEDGEMENT

Name of the Designated Officer and Office Address.	
Name and address of the applicant.	
Date of receiving application in the office of designated officer.	
Name of the service for which the application is given.	
Particulars of the documents which are essential for receiving service, but are not enclosed with the application.	
Last date of the stipulated time limit.	

Place:

Date:

Signature of Recipient

Name and Designation with seal

Note: In case of not receiving all the documents with the application, the last date of the stipulated time limit shall not be specified

Form 2

(See rule 6)

FORM OF NOTICE BOARD

Name, designation and Office of the designated officer						
S. No.	Notified service	Documents to be annexed with the application	Stipulated time limit for the services	Designation and address of the first appellate officer	Stipulated time limit for the disposal of first appellate	Designation and address of the second appellate authority.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Name of the person authorized to receive application in the office of designated officer	
Time limit for filing first appeal	Within thirty days from the decision of designated officer
Time limit for filing second appeal	Within sixty days from the decision of first appeal officer.

Form 3

(See rule 16)

FORM OF REGISTER TO BE MAINTAINED IN THE OFFICE OF DESIGNATED OFFICER

Name of the Office of the designated officer					
Month					
Year					
S. No.	Name and address of applicant	Service for which the application is given	Last date of the stipulated time limit	Application allowed / disallowed	Date and details of the order passed
(1)	(2)	(3)	(4)	(5)	(6)

Form 4

(See rule 16)

FORM OF REGISTER TO BE MAINTAINED IN THE OFFICE OF FIRST APPELLATE AUTHORITY

Name of the Office of the First appellate officer					
S. No.	Name and address of appellant	Date of filing first appeal	Designation of the Designated Officer (Along with the name of officer) against whose decision the appeal is filed	Last date of the stipulated time limit	Date and detail of order in appeal
(1)	(2)	(3)	(4)	(5)	(6)

Form 6

(See rule 17)

FORM OF REGISTER TO BE MAINTAINED IN THE OFFICE OF REVISIONAL AUTHORITY

Name of the Office of the Revisional authority					
S. No.	Name, designation and address of the Person in revision	Details of order against which the revision is made	Details of proof of depositing penalty	Details of order of revision	Remarks
(1)	(2)	(3)	(4)	(5)	(6)