FORM NO (R) 17.

H. C. memo no 4164—76, dated the 21st April 1964

Regiters of requisitions from the Copying Departme t.

Date of receipt of the application in Record Room or department.	Serial no.	Serial no. of the application for copy.	Description of record or document.	Date or dates of rec ipt on return of the application (with defects) in the Copying Department.	Date or dates of receipt of the application in the Record Room or Department after removal of the defects.
1	2	3	4	5	6

Date of estimating the folios with initial of the estimating clerk	Date of sending the document or record to the Copying Department with initial of the receiving clerk.	Date of return of document with initial of the clerk receiving back the document.	Date of restoration of the document to its place.	Remarks.
7	8	9	10	11 12

a new Column no. 8 inserted Vide GS.14

NOTE.—If the application is rejected for otherwise disposed of, a note to that effect shall be entered in the remarks column against the particular entry.