

001

II. REGISTERS

lap-p-a

FORM NO. (R) 15A.

Register showing the detail of stamps and folios in respect of application for copies

	Application no.	Date of application.	Folios and stamps filed with application.	Folios and stamps estimated.	Total folios and stamps filed.	Folios and stamps used.	Folios and stamps returned.	Amount of expenditure fee if any.	Signature of applicant.	Remarks.
1										
2			Folio 70 p.	Folio 70 p	Folio 70 p.	Folio 70 p.	Folio 70 p.			
3			Folio 35 p.	Folio 35	Folio 35.	Folio 35 p.	Folio 35 p.			
			Stamps.	Stamps.	Stamps.	Stamps.	Stamps.			
4										
5										
6										
7										
8										
9										
10										

NOTE 1.—The number of folios bearing stamps of different values are to be shown separately under respective columns. The numbers of stamps of each denomination are to be shown under the columns for stamp. The amounts are to be shown within bracket after the number. For example, where two stamps of Re. 1 each are filed the entry is to be thus:—2 (Re 1).

NOTE 2.—At the end of each month or in the first week of the following month, the Head Compiling Clerk will scrutinize the register, find out the cases of over-estimation or under-estimation, and bring the same to the notice of the Judge-in-charge who may direct such action to be taken against the clerk or clerks at fault as he may consider necessary. In case, there be no case of over-estimation or under-estimation during the month, this fact may also be brought to the notice of the Judge-in-charge by the Head Compiling Clerk who may put up the register to him for this purpose also. It shall be the duty of the Judge-in-charge to satisfy himself that no undue over-estimation or under-estimation has been done in notifying the folios and stamps.

FORM NO. (R) 14.

Register of applications for copies and informations in the Court of the

1	Serial no.
2	Name of applicant.
3	Date of application.
4	Nature of document of which copy or information is applied for and number and year of case in which filed.
5	Date fixed for notifying requisite number of folios and stamps.
6	Date of putting in requisite folios and stamps or deficit in respect thereof.
7	Date on which document to be copied was received in the Copying Department.
8	Date on which copy or information was ready for delivery.
9	Date on which document copied was returned to the proper officer.
10	Date on which delivery was taken or unused folios and stamps returned.
11	Remarks.