(*ii*) *Subsidiary.*

G. L. 7/44, H. C. letter no. 4757-72, dated the 3rd May 1966.

FORM NO. (R) 8.

DIARY.

Arrived at.....A. M. and took his seat at A. M. { District Judge/District Magistrate. / Subordinate Judge/Subdivisional Magistrate. / Munsif/Magistrate.

Petitions nos. to received.

The following cases fixed for the day were then dealt with in the manner indicated in column 2:—

1	2	3 Number of witnesses examined.*

The Court rose at P. M.

* NOTE.—A running total in red ink should be inserted, from day to day, in order to show the total number of witnesses examined during each quarter of the year.—(*Rule no. 3 of 1909; see also Rule 2, page 2, Volume I*).

FORM NO (R) 5 G. L. 6/65

I.—Register of Money Appeals.
II.—Register of Rent Appeals
III.—Register of Title Appeals.

IN THE COURT OF.....

Register of Appeals from Decrees in the year 19 .

Date of memorandum.	Number of appeal.	APPELLANT.			RESPONDENT.			DECREE APPEALED FROM.				JUDGMENT.			REMARKS.
		Name.	Description.	Place of residence.	Name.	Description.	Place of residence.	Of what Court.	Number of Original Suit.	Particulars.	Amount of value.	Date with Court.	Confirmed reversed or varied.	For what, or amount	(The particulars of any orders passed on Second Appeal or Revision shall be entered in this column.)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

NOTE 1—Where there are numerous appellants or numerous respondents, the name of the first appellant only or the first respondent only as the case may be need be entered in the Register, the words "and ors" being added to indicate the fact that more than one party is concerned—(G. L. no. 13 of August 25th 1909).

NOTE 2—(Column 12 is intended to show the actual value of the subject matter of the Appeal—(G. L. no. 4 of 25th May 1905)

NOTE 3—The date of sending copies of Judgment and Decree to the lower court shall be entered in the remarks column.

NOTE 4—In column 14 should be indicated whether the decision was *ex-parte* on compromise or on contest against all or any of the respondents.

FORM NO. (R) 42.

Stock Register of books in the Library of the Court of.....at.. .....

(Not to be printed but to be kept in manuscript)

[*See* rule 544(*a*), Part VIII, Chapter 1]

Serial no.	Date of receipt	Title of book.	Number of copies.	Price if any.	From whom received.	How disposed of.	Library number.		Remarks.
							Head.	Number.	
1	2	3	4	5	6	7	8	9	10

Note :—In column 7 how disposed of should be noted whether a particular book has been kept in the Library or made over to some officer. The Librarian's signature should appear in the remarks column against each book received.

FORM NO. (R) 9.

G. L. 2/62

Register of Petition and Court-fees in the Court of the

Serial no.		Nature of the documents.	Number of the case, if any, in which filed.	Date.	Process fees.	Affidavit fees.	Other fees.	Remarks.
1		2	3	4	5	6	7	8
a	*b*							

Note 1.—In column 2 use P. for petitions, V. for Vakalatnamas, M. for Mukhtarnamas, Pl. for plaints, etc. Column 3 is to be left blank if no number has been assigned and also where the register is separately maintained in the Copying Department. The entries are to be totalled daily and daily totals are to be added up at the end of the month and the total is to be carried forward to the next month, and so on.

Note 2.—In column 1 (*a*) a running serial number is to be given to all petitions, etc. and court-fees, while in column 1 (*b*) a separate serial number is to be assigned only to petitions. On each petition its serial number shown in column 1 (*c*) and the corresponding serial in column 1 (*b*) the former below the latter, separated by a line, clearly noted.

FORM NO. (R) 22.

Register of applications for the return of documents.

Serial no.	Date of application.	Name of Applicant.	Name of Court and serial number and year of suit or proceeding in which the document was filed.	Date and description of document.	Final order with date (whether application granted or rejected).	Date of return of document/ application	Signature of the person to whom the document/ application is returned with date.
1	2	3	4	5	6	7	8

FORM NO. (R) 26.

Register of Commissions issued under the Code of Civil Procedure and also writs of delivery of possession in respect of immovable property under the Code requiring knowledge of surveying in the Court of District.

Serial no. for the year.	Number and year of suit and valuation of suit.	Name of the party applying.	Date of application.	Nature of commission etc. applied for and section or rule of the Code under which it is issued.	Court or person or persons to whom addressed.	In the case of commissions under Order XXVI, number of witnesses to be examined.	Fees deposited with date	Fees paid with date.	Date of issue.	Date fixed for return.	Date of return	Whether or not executed.	The date of objection.	The date of disposal of the objection.	The date of sending the report to the District Judge under Rule 160.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

NOTE 1.—Inspection etc. done in pursuance of orders under Order XXXIX, Rule 7, C. P. C., should be treated as commissions for the purpose of this Register and entered in it.

NOTE 2.—The date of sending letter to the District Judge for nomination of Commissioner under Rule 157, Chapter VII, Part I of the High Court General Rules and Circular Orders, Civil, Volume I and the date of receipt of the nomination from the District Judge should be noted in the remarks column against the particular entry.

FORM NO. (R) 19 A.

Register of requisitions for records received.

Serial no.	Date of receipt.	From whom received.	Number and date of requisition.	Particulars of documents called for with purpose	Number and date of reminders (if any), received.	Date of compliance with the requisition,	Number and date of reminders issued for return of the record.	Date of return of the record.	Remarks.
1	2	3	4	5	6	7	8	9	10

FORM NO. (R) 35

Statistical register of appeals disposed of

Number of appeal in Register of Appeals.	Serial number of appeal in this register.*	Transferred to other Courts.	Dismissed for default, or otherwise not prosecuted.	Aggregate number of days occupied in trial.	Decision confirmed under Order XLI, rule 11, C. C. P.	Heard *ex parte*.				Contested.				Aggregate number of days occupied in trial of appeals entered in columns 6 to 14.	Objection under Order XLI, rule 22, C. C. P.	Remarks.
						Confirmed.	Modified.	Reversed.	Remanded.	Confirmed.	Modified.	Reversed.	Remanded.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

*A fresh series of consecutive numbers may be started at the beginning of each month in column 2.

FORM NO. (R) 4.

Register of application for the execution of decrees in the Court of———————District———

Serial number of application.	Date of application.	Year of suit and number in General Register.	Date and nature of decree and where it has been transferred the name of the Court which passed the decree.	Number and date of previous application (if any) to the executing court with the date of final order passed thereon.	Amount of decree still unsatisfied.	Name of persons applying for execution.	Person or persons against whom execution is required.	Mode in which assistance of Court is required.	Miscellaneous Judicial cases.		Result of execution and date.	Amount realised.	Amount still due under decree.	In the case of sale of immovable properties							Remarks. (The particulars of any order passed in Appeal or Revision shall be entered in this column.)
									Nature and number of case.	Result with date.				Date of confirmation of sale.	Date of filing ofsale certificate stamp.	Date of preparing the sale certificate.	Date of delivery of the certificate to the auction-purchaser with his signature.	Date of sending copy to the Registry Office.	Application with date under Order XXI, rules 95 and 96, Civil Procedure Code.	Results with date.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

C.S.No.13.

Insert the following as "Note 4" below "Note 3" at the foot of the register no.(R)-4 at page 84.:-

"Note 4- In column 3, the number of suit shall be noted along with class of suit e.g. Title, Money etc.and in column 4, the nature of decree shall be specified by indicating whether the decree to be executed is for recovery of money, for recovery of possession, for partition or for specific performance etc.".

(XLIXD-15-70).

ecr.es received

e Court decree the Appeal or

Note 3—The date of destruction of undelivered sale certificates shall be noted in column 18 in red ink.

Note-4 - Added vide C.S. 13

FORM NO. (R) 3.

Register of applications under the Bihar Tenancy Act, in the Court of , District

Serial no.	Name and residence and status of applicant.	Date and nature of application.	Section under which made.	Result.	Date of order.	REMARKS. [Particulars of any orders passed on Appeal or Revision shall be entered in this column. Note also each case in which an agreement to pay enhanced rent is executed and filed by a raiyat under section 46(3) of Act VIII of 1885.]
1	2	3	4	5	6	7

FORM NO. (R) 23.

Register of inspection of records in the Court of G. L. 8/63

Serial no.	Name of applicant.	Date.	Amount of Court fee.	No. of the case of which the record is wanted	Date of inspection or rejection of the application.	Remarks.
1	2	3	4	5	6	7

NOTE.—In case where the application is rejected, the word 'rejected' with the date of rejection below it should be entered in column no. 9 In other cases only date on which the inspection is actually done should be entered.

FORM NO. (R) 40.

Register of Interlocutory Injunctions issued in the Court of the *District.*

Serial no.	No. and year of suit or case or appeal.	Date of application.	Date and nature of order passed by the court.	Date fixed for appearance of opposite party where interim injunction granted.	Date of actual appearance of opposite party where interim injunction granted.	Date and nature of the final order passed by the court after hearing the opposite party.	Duration between the preliminary order of interim injunction and final order.	Remarks.
1	2	3	4	5	6	7	8	9

FORM No. (R) 2.

Register of Miscellaneous Judicial cases in the Court of District.

Serial no.	Date of application, reference or proceedings.	Act and section of Act under which preferred or started.	Names of the parties with description and place of residence.	Particulars of the case.	Name of the objector, if any, with description and place of residence.	Order passed and date.	Remarks. (The particulars of any orders passed on appeal or revision shall be entered in this column.)
1	2	3	4	5	6	7	8

NOTE 1.—In this register should be entered all Miscellaneous Judicial cases mentioned in rule 459 except Insolvency petitions which shall be entered in a separate register in form no. (R)2-A.

NOTE 2.—Where there are numerous applicants or opposite parties or objectors, the names of the principal applicant and principal opposite party only need be entered in column 4 and of the principal objector, if any, in column 6, and the fact of omission of the name's of the other parties may be indicated by adding the words 'and ors. after the names of the principal applicant, opposite party and objector. In cases which relate to suits or other cases and where the descriptions and addresses can be traced out with reference to other registers containing the descriptions and addresses of the parties in those suits and cases the descriptions and place of residence need not be noted in column nos. 4 and 6.

NOTE 3.—The following information should also be noted in the column for remarks :—

(*i*) In the case of applications for Probates and Letters of Administration—

(*a*) The action taken by the Court in cases in which an estate has been found to have been under valued in the first instance.

(*b*) The date of filing of the inventory mentioned in section 317 of the Succession Act (XXXIX of 1925).

(*c*) The date or dates of submission of the accounts referred to in the same section.

(*d*) Value of estates and value of court-fee paid there.

(*ii*) In the case of applications in respect of minors and lunatics—

(*a*) The date of filing of the inventory mentioned in section 34 of Act VIII of 1890, Section 76, Act IV of 1912.

(*b*) The date or dates of submission of accounts referred to in the same section.

(*c*) In regard to Act VIII of 1890, if no inventory or accounts have been required by the Court the fact should be stated.

(*d*) The order requiring proof to be furnished within a certain time of the manner of disposal of the sale-proceeds of a minor or lunatic's property should be quoted and a note made when it has been complied with.

(*e*) Value of the estate.

(*iii*) In the case of applications to sue or appeal, as a pauper—

(*a*) The corresponding number of the suit or appeal as the case may be.

(*b*) Date of sending the decree to the Collector.

(*iv*) In case of Garnishee applications under rules 63A to 63H, Order XXI, Civil Procedure Code, the amount realised, the amount deducted as court-fees, the number of chalan with date showing the deposit of court-fees in the Treasury.

(*v*) In other Miscellaneous Judicial cases relating to suits and other cases, the number of the suit or the case out of which the Miscellaneous Judicial Case has arisen.

FORM NO. (R) 7.

Register of Miscellaneous Appeals instituted in the Court of....., District.....

Serial no.	Date of appeal.	Name and residence of Appellant.	Name and residence of respondent.	Court which passed the order under Appeal.	No. and year of suit or proceeding.	Date of order.	Particulars of order.	Date of decision on Appeal. with the name of the Court	Order on appeal.	REMARKS. (The particulars of any orders passed on Second Appeal or Revision shall be entered in this column.)
1	2	3	4	5	6	7	8	9	10	11

NOTE—Where there are numerous appellants or numerous respondents, the name of the first appellant only or the first respondent only, as the case may be, need be entered in the register, the words "and ors." being added to indicate the fact that more than one party is concerned.

Note: Words "with the name of the Court" in Column no. 9 has been added vide C.S. No.-7.

REGISTERS.

mary.

No. (R) **1.**

and movable suits.

suits.

suits.

at

year 19 .

G.L. I/39

H. C. memo no. 9119-33, dated the 24th August 1963.

Adjustment of satisfaction of decrees otherwise than by execution.		Execution.				Result of execution.			Orders in appeals, revisions or under section 144, C.P.C. in execution with date and name of Court.	Relief or amount still due.	Remarks.
Particulars.	Date	Number and date of application.	Against whom.	For what, and amount of money.	Amount of costs.	Amount realised.	Name of person, if any, detained in civil prison.	Minute of other return than payment or arrest and date of every return.			
18	19	20	21	22	23	24	25	26	27	28	29

NOTE 3.—In column 14 should be indicated whether the decision was *ex-parte*, on compromise or on contest against all or any of the defendants.

NOTE 4.—When the court of execution is other than the court which passed the decree, the name of the executing court should be given in column 20.

FORM NO. (R) 19.

Register of records removed from the Record Room.
entered in the despatch list but kept back by the despatching Court—[Rule 261(c), Part III, Chapter III, Volume I]

Record-keeper's number and date (on the requisition) or date of receipt of despatch list.	Designation of the Court or office to which the record is sent or by which the record has been kept back after due date with purpose.	Court's date and number (on the requisition). (a)	Consecutive number in despatch list and date of dicision of record kept back. (b)	Nature, number and year of case with date of disposal and the name of the court to which the record relates.	Names of the parties.	Date of removal of record (with initials of the clerk who removed it). (a)	Date of return of record from Court.	Date of restoration of record to its proper place with initials of the clerk who restored it.	Remarks.
1	2	3	4	5	6	7	8	9	10

(a) This column need not be filled up when the record has been kept back by a despatching Court.
(b) This column need not be filled up when record is removed from Record Room on requisition.
NOTE.—(1) When a portion only of the record is removed particulars should be entered in column 5.
(2) The number and date of each reminder issued should be entered in column 10.

FORM NO. (R) 4-A

Register of decrees of other Courts received for execution under Sections 38 and 39, of the Civil Procedure Code.

Serial No.	Date of receipt.	Number and class of suit and the names of parties.	The Court from which received	Name of the Court to which the decree has been made over for execution.	Number and year of the connected execution case.	Result with date and the date of its communication to the Court which passed the decree.	Remarks
1	2	3	4	5	6	7	8

C.S. No. 8.

Insert the words "with date " after the word "Result" and before the word "and" in column 7 of the Register in Form no.(R)4-A at page 85. (IX-13-64)

FORM NO. (R) 14.

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

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

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.

G. L. 6/65

FORM NO. (R) 6.

SUPPLEMENTARY REGISTER.

I.—Money Appeals.

II.—Rent Appeals.

III.—Title Appeals.

IV.—Miscellaneous Appeals.

Serial no.	Number of the Appeal in the District Judge's Register.	Names of parties.	Date of receipt in the Additional Judge's or the Subordinate Judge's Court.	Date of disposal.	Result of Appeal.	REMARKS.
1	2	3	4	5	6	7

NOTE 1.—In column 3, the name of the first appellant and of the first respondent only need be entered. When there are other appellants and respondents, the fact may be indicated by the words "and ors."

NOTE 2—The date of sending copies of Judgment and decree to the lower court shall be entered in the remarks column.

FORM NO. (R) 10-A.

G. L. 11/29

Register of service of summons by the parties under Order XVI, rule 8 Code of Civil Procedure, on their witnessess in the Court of.....

Serial number.	Nature, number and year of the suit or case.	Date of order.	Date of making over the process to the party.	Date fixed for the appearance of the witness.	Amount of process-fees chargeable for effecting service through court.	Remarks.
1	2	3	4	5	6	7

NOTE.—The signature of the applicant, receiving the summons, with date should be taken in the remarks column.

FORM NO. (R) 19 B.

Register of requisitions for record issued.

Serial no.	To whom addressed.	Date of order.	Date of sending requisitions.	Particulars of document called for.	Particulars of the record in which called for.	Reminder issued—number and date.	Date of receipt of record in office or any reply—number and date.	Date of disposal of the case in connection with which the record was called for.	Reminders received for return of the document.	Date of return of the record.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12

FORM NO.(R) 16.

Register of copies and information ready for delivery.

(To be laid at some conspicuous place for inspection of the party.)

Date of entry in the Register.	Name of the applicant.	Number of the application.	Remarks.
1	2	3	4

FORM NO. (R) 36. G. L. 1/42.

Statistical Register showing the results of Application for the execution of decrees disposed of

No. of application in Register of Application for the execution of decrees.	Serial no. of Application in this Register.	Transferred. To another Court.	Transferred. To the Collector.	Decree satisfied. In whole.	Decree satisfied. In part.	Application wholly Infructuous.	Amount realized.	Judgment debtor imprisoned.	Judgment debtor arrested but released	Movable property sold.	Movable property attached but subsequently released.	Immovable property sold.	Immovable property dealt with under Order XXI, R. 83, Section 72, and Such, 3, P. 2, C. C. P.	Immovable property attached but subsequently released.	Specific performance enforced.	Possession of movable property given.	Possession of immovable property given.	Portion effected.	Execution other wise effected.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

NOTE.—To avoid inconveniently high figures fresh series of consecutive numbers may be started at the beginning of each month.

FORM NO. (R) 20B.

Register showing the due date of destruction of cumbrous and bulky exhibits.

Serial no.	Nature and number of the case and name of he Court which decided the case.	Description of bulky and cumbrous exhibits.	Name of the persons filing the exhibits.	Name of the pleader of the person filing the exhibits.	Date of final order.	Date of service of notice in form no. (P) 41.	Date of return of the exhibits.	Date of destruction of the exhibits.	Remarks.
1	2	3	4	5	6	7	8	9	10

NOTE.—The register should be put up at the close of every quarter before the Judge-in-charge and the District Judge for necessary orders.

FORM No. (R) 1-A.

Supplementary Register, Court of the Additional.....

I. Register of money and movable suits.

II. Register of rent suits.

III. Register of title suits.

Serial no.	Number of suit in the original court.	Name of parties A, B (and others) *vs.* C, D (and others).	Date of receipt in the Additional Court.	Judgment.		Remarks.
				Date.	Result.	
1	2	3	4	5	6	7

NOTE 1.—Cases remanded by Appellate Courts will be entered under its original number with letter 'R' against it.

NOTE 2.—When cases are received on transfer from several courts the designation of such courts should also be indicated in column 2.

FORM NO. (R) 41.

Register of cases in which the proceedings have been stayed.

Serial no.	Number and date of institution of the case of which the proceeding is stayed.	Name of the Court staying the proceedings.	Description of the proceedings in which stay order was passed.	Date of stay order.	Remarks
1	2	3	4	5	6

C.S.No.1.

Add the following as "Note" at the foot of the Register in form no.(R)41 at page 135:-

"Note:- The date of cacation of stay order should be noted in the remarks column."

(XLIXD-100-64).

"Note:- The date of ~~accission~~ Cancellation of Stay order should be noted in the remarks column.

(Added vide C.S. No. 2)

FORM NO. (R) 15.

G. L. 8/62
G. L 1/64

Register of informations to parties about stamps and folios necessary for copies applied for.

NOTICE.—Applicants are informed that if folios and stamps specified in columns 5, 6, 7 and 8 are not supplied and the defects noted in column no 9 are not removed within three days of the date given in column 1, their applications will be struck off. In counting the period of three days, the date of notification should be excluded

Date of entry in this register.	Serial number of application.	Case number.	Name of applicant.	To be supplied				Defect to be removed.	Remarks
				Number of impressed stamped sheets at 35 paise.	Number of adhesive stamps at 35 paise.	Searching fee.	Expenditure fee.		
1	2	3	4	5	6	7	8	9	10

NOTE 1.—The Judge in charge shall put his signature below the last entry for each day.

NOTE 2.—Entries about urgent applications shall be made in red ink.

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 expenditon fee if any.	Signature of applicant.	Remarks.
		Folio 70 p.	Folio 35 p.	Stamps.	Folio 70 p.	Folio 35	Stamps.	Folio 70 p.	Folio 35.	Stamps.	Folio 70 p.	Folio 35 p.	Stamps.	Folio 70 p.	Folio 35 p.	Stamps.			
1	2	3			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 stamps. The amounts are to be shown within brackets 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 Comparing Clerk will scrutinise 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 Comparing 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) 34. G. L. 3/62

H. C. letter no. 6305-20, dated 4th July 1964.

Statistical register of suits / cases *disposed of*

Number of suit case in Register of suits / cases.	Serial number of suit case in this Register.	Transferred to other Courts.	Without trial.			Without contest.					After full trial.			On reference to arbitration.	Aggregate number of days occupied in trial.	Remarks.
			Under Order IX, rule 3 and Order IX, rule 8 of C. P. C. where defendant does not admit the claim.	Otherwise.	Aggregate number of days occupied in trial.	Ex-parte.	Aggregate number of days occupied in trial.	On admission of claim.	Aggregate number of days occupied in trial.	On compromise.	Aggregate number of days occupied in trial.	Judgment for plaintiff.	Judgment for defendant.	Aggregate number of days occupied in trial.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

NOTE 1.—To avoid inconveniently high figures a fresh series of consecutive number may be started at the beginning of each month in column 2.

NOTE 2.—Column 16 embraces only cases described in footnote 3 of Annual Statement no. 4, Part I.

FORM NO. (R) 18.

Register of Requisitions for documents and records.

Date received in Record Room.	Serial no.	To whom handed for compliance.	Date of compliance, or (in the case of a defective requisition) of returns with initials of Record-keeper.	Date received in Record Room.	Serial no.	Te whom handed for compliance	Date of compli. nce, or (in the case of a defective requisition) of returns with initials of Record-keeper.
1	2	3	4	1	2	3	4

Note.—Compliance or return should also be noted in column 4 by writing the letter 'C' or 'R', as the case may be, along with the required date and initial.