

**REGISTER OF REQUISITION FROM THE COPYING DEPARTMENT**

Date of receipt of application in record room of department	Serial no.	Serial No. of the application for copy	<b>Document of record or document</b>	Date of dates on return of the application (with effect) in the copying department	Date or dates of receipt of the application in record Room or Department after removal of the defects	Date of estimating the folios with initial of the estimating clerk	Date of receipt of the application in the officer of record room after filing of requisites folios	Date of sending the document or record to the copying 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
1	2	3	4	5	6	7	8	9	10	11	12

