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3. DISPOSAL OF FILES. (Furnish a comparative statement showing the disposal of files in the various sections during the month under review and the previous month in the prescribed proforma)

No. of files for disposal at the beginning of		No. of current cases received during		No. of files opened during		No. of new cases disposed of during		No. of old cases disposed of during		Percentage of Disposal	
Previ- ous month	Month under review	Previ- ous month	Month under review	Previ- ous month	Month under review	Previ- ous month	Month under review	Previ- ous month	Month under review	Previ- ous month	Month under review
1	2	3	4	5	6	7	8	9	10	11	12

4. DISPOSAL OF D.O. LETTERS AND TIME MARKED REFERENCES (Furnish statements in the following proforma)

Section	Receipts	Disposal within the time limit fixed	Balance
1	2	3	4
A			
B			
C			
etc.			

Total

(General Remarks)

8 223

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PROCEEDINGS OF

1. PUNCTUALITY

(Give your comments on the punctuality of the sections in submitting statements on due date)

2. RECEIPT AND DISPOSAL OF CURRENTS.

(Furnish statement in the following proforma)

Section	No. of currents brought forward from the previous month	No. of currents received during the month	Total No. of currents requiring action during the month	No. of currents dealt with during the month	Prescribed Norm (to be calculated at the rate of 10 currents a day multiplied by the No. of working days)	Percentage of disposal	Balance	No. of currents delayed beyond 5 days after receipt
1	2	3	4	5	6	7	8	9

- A.
- B.
- C.
- D.
- etc.

Total currents received
 Average receipt per day

General remarks on the work load

(General remarks on the short fall in seats where the disposal is below 90%)

(55) 31 ~~225~~
3-

5. DISPOSAL OF LONG PENDING FILES (Furnish a comparative statement showing the disposal of long pending files at the end of the previous month and the month under review in the following proforma)

Sections	Between six months and one year			Between one year and two years			Over two years		
	Previous Month	Month under review	Increase or decrease	Previous Month	Month under review	Increase or decrease	Previous Month	Month under review	Increase or decrease
1	2	3	4	5	6	7	8	9	10
A									
B									
C									
etc									
Total									

(General Remarks)

6. CALENDER OF PERIODICALS (Incoming / Outgoing)

No. & Name of periodical	Incoming / Outgoing	Due date	Date of receipt / date of despatch	remarks if any
1	2	3	4	5

7. INSPECTION OF PERSONAL REGISTERS:

No. of inspection due	Number actually conducted	No. in which no remarks were rendered	No. in which detailed instructions were issued	Whether entries in the P.R. tally with the position as disclosed by files (A few files may be checked up at random and furnish the remarks)
1	2	3	4	5