Form - 2

[See sub-rule (3) of rule 5]

Transfer List

Name of the	records	creating	agency	i.e.	Ministry/
Department/	Office/	Public Ur	ndertaki	ngs	etc.:

Name and particulars of the records officer:

Name of the Branch/ Section:

Year:

S. No.	File No.	Subject matter of the file	Remarks, If any
	- to - 1		
			7
			1
	8 8		

Signature a	and	seal	of	the	records	officer	
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