Form - 7 [See sub-rule (4) of rule 9]

Half yearly report on recording, indexing, reviewing and weeding of records during the Half year ending

SI. No.	Total number of files recorded	Total numbers of files indexed	Total No. of files reviewed	Total number of files weeded out, if any	Remarks
1	2	3	4	5	6
			i i	>	
8			8	30 8	20
	i.				3
	×			(a)	85
				4.2)	25