Form - 1

[See sub-rule (2) of rule 5]

Particulars of records of permanent nature due for appraisal during the year .....

Total number of files of 'A' & 'B' categories lying in the records rooms of the records creating agencies	Total numbers of files of 'A' & 'B' categories transferred to records rooms by the Sections during the period under report	Total No. of files referred to under column 1 and 2	Total No. of files due for appraisal	Remarks if any
1	2	3	4	5

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