

APPENDIX 4

File Movement Register

File No.

File No.

File No.

File No.

Note :—Movement will be marked by indicating the Officer, Branch to which the file has been sent with date of sending below it, e.g. DS(N)/8-7-71 MHA/1-10-71.

APPENDIX 6

Distribution Chart

Name of typist		Units of (pages) of typing work allotted																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

INSTRUCTIONS

1. When a typist is initially assigned typing work, a red line of appropriate length (i.e. representing the units of typing work allotted) will be drawn against his name. When a further item of typing work is given to the same typist, the red line already drawn will be extended to by an appropriate length.
2. Matter required to be typed should be measured in terms of pages according to the norms, prescribed by the Staff Inspection Unit.

Date	Issue diary No. of draft	Date on which typed
1	2	3

INSTRUCTION

If the Section Officer/Superintendent re-allocates the unfinished work to any other typist, he will score out the relevant entry and attest it with his dated initials.