

**Form IV**

[see rule 16]

**REGISTER OF CASES**

**A. To be maintained by the Designated Officer**

Sl. No.	Date of receipt of application	Name and address of the applicant	Nature of service requested	Date on which application is disposed of. If rejected the reasons there of	Whether service provided in time Yes/No
(1)	(2)	(3)	(4)	(5)	(6)

**B. To be maintained by the Appellate Officer**

Sl. No	Date of receipt of first appeal	Date of acknowledgment of first appeal	Name and address of the applicant	Nature of service requested	Date on which appeal is disposed of. Rejection of the appeal and its reasons	Details of fine, if any, imposed /collected
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**C. To be maintained by Reviewing Officer**

Sl. No.	Date of receipt of Second appeal	Date of acknowledgment of Second appeal	Name and address of the applicant	Nature of service requested	Date on which application is disposed of. Rejection of the appeal and its reasons	Details of fine, if any, imposed /collected
(1)	(2)	(3)	(4)	(5)	(6)	(7)