**FORM 2 (see Rule 5)**

**FORM OF NOTICE BOARD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME, DESIGNATION, OFFICE ADDRESS OF DESIGNATED OFFICER** | | | | | |
| Sl.No | Notified Service | Documents to be annexed with application | Stipulated time limit for services | Designation & Address of 1st Appellate Officer | Designation & Address of 2nd Appellate Officer |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |

|  |  |
| --- | --- |
| **Name of person authorized to receive application in the Office of Designated Officer** |  |
| **Time limit for filing first appeal** | Within 30 days from the decision of the Designated Officer |
| **Time limit for filing 2nd appeal** | Within 30 days from the order of the 1st Appellate Authority |

**FORM 1**

**(see Rule 3)**

**ACKNOWLEDGEMENT RECEIPT**

|  |  |
| --- | --- |
| Name of Designated Office with Office Address |  |
| Name & Address of the Applicant |  |
| Date of receipt of application in the Designated Officer’s Office |  |
| Name of notified service for which the application is given |  |
| Particulars of documents which are essential for receiving the services but not enclosed with the application |  |
| Last date of stipulated time limit |  |

Place:

Date:

Signature of recipient

Name & Designation with Seal

**FORM 3**

**(See Rule 15)**

**FORM OF REGISTER TO BE MAINTAINED IN THE OFFICE OF DESIGNATED OFFICER**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Office of Designated Officer** | | | |  | | |
| **Month** | | | |  | | |
| **Year** | | | |  | | |
| Sl.No | Name & Address of applicant | Service for which applicant is given | Date of receipt of application | Last date of stipulated time limit | Whether application allowed or rejected | Date and details of orders passed |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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**FORM 4**

**(See Rule 15)**

**FORM OF REGISTER TO BE MAINTAINED IN THE OFFICE OF FIRST APPELLATE AUTHORITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Office of 1st Appellate Authority** | | | |  | |
| **Month** | | | |  | |
| **Year** | | | |  | |
| Sl.No | Name & Address of appellant | Date of filing 1st appeal | Name & Designation of Designated Officer against whose decision the appeal is filed | Date & details of disposal of the first appeal | Amount of penalty imposed, if any |
| 1 | 2 | 3 | 4 | 5 | 6 |
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**FORM 5**

**(See Rule 15)**

**FORM OF REGISTER TO BE MAINTAINED IN THE OFFICE OF 2nd APPELLATE AUTHORITY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Office of 2nd Appellate Authority** | | | |  | | |
| **Month** | | | |  | | |
| **Year** | | | |  | | |
| Sl.No | Name & Address of appellant | Date of filing 2nd appeal | Name & Designation of 1st Appellate Authority against whose decision the appeal is filed | Date & details of disposal of the second appeal | Amount of penalty imposed, if any | Whether disciplinary action recommended |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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