

Form – 2

[See sub rule (3) of rule 5]

Transfer List

Name of the records creating
agency i.e. Ministry/Department/
Office/ Public Undertakings etc.:
Name and particulars of the records officer:
Name of the Branch/ Section:
Year:

S. No.	File No.	Subject matter of the file	Remarks, if any
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Signature and seal of the records officer