

FORM OF APPLICATION FOR COPIES

See Paragraph-335(1) of the Odisha Records Manual 1954

COUNTERFOIL

Name and Address
of applicant

No _____
Date and receipt of
application

Date and time of
which copy required
is to be ready

Date

Clerk-in-charge

1	Number and date of application
2	Name and address of the applicant
3	Whetehr a party to the case or stranger
4	Specification of paper of which such paper is to be found or was filed
5	Case of proceedings in which such paper is to be found or was filed
6	Name of Office or Branch where the paper in question is to be found
7	Purpose for which copy is required
8	Application Fee
9	Searching Fee
10	Expedition fee
11	Fees for copying
12	Price for printed form
13	Price for tracing cloth
14	Price for plain paper
15	Denomination
16	Number
17	Value
18	Number of sheets of plain paper
19	Date and (if expedition fees have been paid hour by which copy is required)
20	Name of copiest or Typist entrusted with the copying work
21	Initial of the Record keeper with date
22	Signature of officer receiving application with date
23	Remarks

VALUE OF COURT FEE IS FILED FORM FILED