

Orderly Room Register
(Regulation 893.)

Serial No.	Date	Name of officers	Name of the Officers by whom produced	Reason for appearance	Orders passed by Superintendent	Action taken on the orders passed
1	2	3	4	5	6	7

Note. – The register shall be maintained in two parts – part I for punishment and part II for petitions and requests which the Superintendent deals with summarily in the orderly room.

There should be an alphabetical index of names.