

**Weekly pending list**  
(Regulation 1097)

File No.	Date of receipt issue of letter	From whom received To whom issued. With No. and date.	No and date of reply received issued	Subject	Present stage showing the date from which and with whom pending	Superintendent's
1	2	3	4	5	6	7

N.B. – (i) In column 3 the word —From or —To should be inserted according as a letter is received from or issued to, an officer, Viz., From I.G. P. or — to I.G.P., etc.

(ii) Entries in column 4 to be in red ink: and all other entries to be in black ink.

(iii) When an interim reply is received or issued, the fact should be briefly mentioned in column 6.

(iv) When a file is finally disposed of, the entry should be scored through.