

PHONE NO: 24560

FROM

No: 4643-B1/ 5338 - S.T.I.  
Board of Revenue, Punjab,  
Lahore, dated the 28th November, 81.

The secretary (settlements),  
Board of Revenue, Punjab.

TO

1. All the Deputy Commissioners,  
(except Deputy Commissioner, Jhang);
2. All district & session Judges,  
in the Punjab;
3. All Assistant Commissioners,  
in the Punjab.

Subject:- MAINTENANCE OF APPLICATIONS FOR SUPPLY OF COPIES.

MR. S. M. NASEEM, MEMBER (REVENUE & COLONIES), BOARD OF REVENUE, PUNJAB.  
MEMORANDUM,

It has been observed that in certain copy agencies in the Punjab, applications bearing court fee stamp as copying fees are being maintained in accordance with the entries recorded in Register CD 3. It may be pointed out that Register CD 3 is a daily routine income register, which represents daily receipt of payments irrespective of the fact whether copies in lieu of such payments have been prepared or not. Obviously, keeping of disposed of applications according to the entries made in Register CD 3 would not serve the purpose of audit as it indicates payments in respect of those copies only which have duly been prepared and delivered. This process suffers from the following shortcomings:-

- i) Register CD 3 does not indicate, as to how many application were received during a particular period how many disposed of and the balance, as pending alongwith reasons.
  - ii) It does not indicate the number of copies duly prepared but not delivered for failure of the applicants to attend. It cannot also be verified what steps have been taken by the office for recovery of the outstanding fees.
2. In the circumstances, both in the interest of office work and revenue/audit it has been decided that in future all disposed of applications should invariably be kept in accordance with the entries recorded in the general register CD 2, and not register CD 3.

P. T. O.

3- These instructions should strictly be followed  
in future.

secretary (settlements),  
Board of Revenue, Punjab.

No: 4611-81/ 3339 - ST.II.,

A copy is forwarded to the Deputy Commissioner,  
Jhang, for information & guidance with reference to the  
annotation of the audit and inspection note recorded on  
the Sader copying Agency, Jhang, received in this office  
vide his endorsement No: 121-23/GA dated the 17th October,  
1981.

secretary (settlements),  
Board of Revenue, Punjab.

No: 4611-81/ 3340 - ST.II.,

A copy is forwarded to the Registrar, Board of  
Revenue, Punjab, Lahore, for information and necessary  
action.

secretary (settlements),  
Board of Revenue, Punjab.

No: 4611-81/ 3341 - ST.II.,

A copy is forwarded to all the Inspectors of  
stamps, in the Punjab, for information and necessary action.

secretary (settlements),  
Board of Revenue, Punjab.

QURESHI \*