

SUB-DIVISIONAL LEGAL SERVICES COMMITTEE
..... :TRIPURA

LIST OF REGISTERS WITH SIZE
AND REQUIRED COLUMN-INDEX
(Wef. 01.04.2010)

<p>01. <u>Register of File- Index</u> : (see Page 160)</p> <p>★ Sl. No. // Establishments // Collections // Colour of file // Page No.</p> <p>★ Sl. No. // File –Index with previous reference // Subject –Index // Custodian</p>	No. 3
<p>02. <u>Register of Assets</u> :</p> <p>★ Sl. No. // Descriptions of Assets // Quantity // Reference to order // Date of receipt // To whom issued // <u>SIGNATURE</u> – (i) <u>Actt</u> / (ii) <u>MS</u> // Remarks</p>	No. 3
<p>03. <u>Register of Leaflets</u> :</p> <p>★ Sl. No. // Description of Leaflets with identifying Sl. No. // Quantity // Date of receipt // Issued to // Balance // Remarks</p>	No. 7
<p>04. <u>Register of Law Books / Journals</u> :</p> <p>★ Same as in Sl. No. 3 above.</p>	No. 3
<p>05. <u>Register of Office Order</u> :</p> <p>★ Generally original of Orders are pasted one after another in the Register.</p>	No. 4
<p>06. <u>Register of Correspondence Received</u> :</p> <p>★ Date of receipt // Sl. No. // Reference No. // <u>RECEIVED FROM</u> – (i) <u>Name</u> / (ii) <u>Address</u> // Subject // Contents // File No. // Remarks</p>	No. 8
<p>07. <u>Register of Paper Issued</u> :</p> <p>★ Sl. No. // Date of issue // To whom addressed // Subject-matter // <u>DRAFT PLACED IN</u> – (i) <u>Collection</u> / (ii) <u>File</u> // No and date of reply // Remarks</p>	No. 8
<p>08. <u>Register of Leave Account</u> :</p> <p>★ Same as in format given at Page 130</p>	No. 3
<p>09. <u>Register of Postal Stamp</u> :</p> <p>★ Sl. No. // Date // To whom addressed // Postal service availed of // Stamp worth Rs. // Remarks</p>	No. 5
<p>10. <u>Register of Double-entry Cash Book</u> :</p> <p>★ Same as in the printed Format at Page 91</p>	No. 12
<p>11. <u>Register of Bills</u> :</p> <p>★ Bill No. & date // Particulars of Bill // Bill payable to // Amount Payable // STATE / NALSA Fund // <u>SIGNATURE</u> – (i) <u>Cashier</u> / (ii) <u>MS</u> // Remarks</p>	No. 5

<p>12. <u>Register of Cheques</u> :</p> <p>★ Date // Cheque No. with date // Cheque in favour of // Amount Payable // <u>SIGNATURE</u> – (i) <u>Cashier</u> / (ii) <u>MS</u> // Date of encashment // Remarks</p>	No. 5
<p>13. <u>Register of Payment of Cheques</u> :</p> <p>★ Sl. No. // Date // Cheque payable to // Cheque No. with date // Amount Signature of the recipient</p>	No. 5
<p>14. <u>Register of Ledger Books</u> :</p> <p>★ Index : Account Head // Folio // Account Head // Folio Account Head // Folio // Account Head // Folio</p> <p>★ Ledger : Date // Particulars // Folio No. // Dr. Amount // Cr. Amount // Dr. or Cr. // Balance Amount</p>	No. 6
<p>15. <u>Register of Acquittance Roll</u> :</p> <p>★ Item No. // Name // Designation // Net amount payable // Dated signature with stamp where necessary (NB : Unpaid items to be noted as such and attested.)</p>	No. 6
<p>16. <u>Register of</u> :</p> <p>i) Legal Services Volunteers (LSVs)</p> <p>ii) Trained Resource Persons (TRPs)</p> <p>★ Sl. No. // Name and address of volunteers // Qualification // Date of training // Name of GP / ADC / NP Wards // Signature</p>	No. 5 & 10
<p>17. <u>Register of Empanelled NGOs:</u></p> <p>★ Sl. No. // Particulars of the NGO // Date of empanelment // Name and address of the President and the Secretary with his / her Contact No. // Remarks</p>	No. 5
<p>18. <u>Register of LA Camp / Seminar / Workshop</u> :</p> <p>★ Sl. No. // Date // Name of the Organization // Venue // Name of Resource Person(s) // No. of participants</p>	No. 10
<p>19. <u>Register of Legal Literacy and Awareness Campaign relating to NREGA matters</u> :</p> <p>★ Same as given at Page 72</p>	No. 4
<p>20. <u>Register of Lok Adalats relating to NREGA matters</u> :</p> <p>★ Same as given at Page 72</p> <p>★</p>	No. 5
<p>21. <u>Register of Training of LSVs / RPs</u> :</p> <p>★ Sl. No. // Name and address of LSVs / RPs with his / her Contact No. // Date of Training // No. of Certificate issued // Signature of LSV / RP</p>	No. 5
<p>22. <u>Register of Counselling & Conciliation Proceedings</u> :</p> <p>★ Sl. No. // Name and address of Petitioner(s) // Name & address of Opp-party(ies) // Nature of dispute // Result</p>	No. 8

<p>23. <u>Register of Lok Adalat / Permanent Lok Adalat (PUS) :</u> ★ Dispute No. with date // Name and address of Petitioner(s) // Name & address of Opp-party(ies) // Nature of dispute // Result</p>	No. 10
<p>24. <u>Register of Permanent Lok Adalat (PUS) :</u> ★ Same as in Sl. No. 23 above</p>	No. 5
<p>25. <u>Register of Disposal of Disputes / Proceedings :</u> ★ Dispute No. // Name Parties // Name of Presiding Officer // Name of Conciliator // Signature of the PO</p>	No. 6
<p>26. <u>Register of Legal Aid Applications :</u> ★ LAP. No. with date // Name & Address of the first Petitioner // Name & Address of the first Opp-party // Status of the Petitioner (ST/ SC / GEN / Women / Child / In Custody) // Name of LAC / Result (with the name of Court, Case No. and Date of disposal) // Remarks</p>	No. 10
<p>27. <u>Register of Applications under RTI. Act :</u> ★ Sl. No. with date // Name and address of the Applicant // Nature of the application // Date of receipt of Application fee, or date of receipt of the application on transfer // Date of receipt of further fee, if any // Manner of disposal with date // Remarks</p>	No. 3
<p>28. <u>Register of Jail Appeals :</u> ★ Sl. No. with date // From whom received // Name of convicts with File No. // To whom sent // Remarks</p>	No. 3
<p>29. <u>Register of Micro Legal Literacy Projects :</u> ★ Same as given at Page 83</p>	No. 4
<p>30. <u>Register of Student Legal Literacy Clubs / Legal Aid Clubs in High Schools and Colleges :</u> ★ As required in Letter No. L/60/2009-NALSA/2455, dated 06.01.2010 (PP.-63-64) Sl. No. // Name of College / High School // Name of the teacher-in-charge and of Members // Activities // Annual Reports, if any // Remarks</p>	No. 5
<p>31. <u>Register of Case Diary :</u> ★ Date // Dispute No. with year // Result // Remarks</p>	No. 5
<p>32. <u>Register of Performance of work done by Jdl. Officers in Counselling & Conciliation proceedings:</u> ★ Date // Dispute No. with year // Name of the Jdl. Officer or PO // Name of Conciliator // Signature of Member-Secretary // Remarks</p>	No. 5