Register to be maintained by the Designated Officer , (Format 11)

Sl. No	Name of the Applicant with address	Application acknowldgement number	Name of the Designated Officer, with designation and address	Details of services sought	Details of relevant documents enclosed to the application	Services		
						Delivered (In how many days)	Rejected (with reasons for rejection)	Delayed (No.of days delayed)
1	2	3	4	5	6	7	8	9

Register to be maintained by Competent Officer,(Format 12)

Sl. No	Name and Address of the Appellant	Date of application with Ack.No	Details of services sought	Name of the designated Officer appealed against	Details of relevant documents enclosed with appeal	Date of Compensatory Cost paid	Basis for appeal	Relief asked	Date of disposal of appeal
1	2	3	4	5	6	7	8	9	10

Register to be maintained by Appellate Authority, (Format 13)

Sl. No	Name and Address of the Appellant	Date of first application with Ack.No	Details of services sought	Date of application for first appeal	Details of documents accompanying the application for second appeal	Grounds on which appeal is filed	Name and designation of the Designated Officer	Name and designation of the Competent Officer to whom first appeal lies	Date of disposal
1	2	3	4	5	6	7	8	9	10