

Form-3  
[See sub-rule (1) of rule 6]  
Requisition slip

Name of the records creating agency (i.e. Ministry/Department/Office):

Name and particulars of the records officer:

Particulars of records or File No. requisitioned:

Purpose for which required:

Undertaking by the records officer.- I..... hereby declare that the records/ file requisitioned shall be returned to the Director General/the head of the Archives before the expiry of six months as required under sub-rule (2) of rule 6.

Date

Signature and seal of the records officer.