

D.I.L R. Poona

It has been observed that the Jacket system not been adopted properly by all the MSs as some of them have not understood its true significance. The object of the system is to show in short the history of a CTS Property and to impose liability on a MS for any loss or destruction of a paper from the SI file. In order that both these objects are not missed the following instructions are issued

- (1) All the papers in the SI file must be noted on the jacket chronologically
- (2) The purpose of each correspondence should be written briefly on the Jacket
- (3) The numbering of the pages should be consecutive and they should be noted against each entry on the Jacket
- (4) If any SI file, contains papers relating to other CTS Nos also, these CTS Nos should be written in red pencil on the jacket. This will show that this file contains correspondence relating to other properties also and thus facilitate the inspection of the cross reference sheets
- (5) Where the Municipal and CTS numbering is not the same both the Nos should be written on the Jacket

The following form will exemplify the above points

Jacket

Municipal No.	C.T.S. No.	4109, 4205
	3005	
Date	Nature of each case	Pages
1 1 21	Heirship entry of X	1-5
2 3 23	Amalgamation with CTS 3006	6-11
3 3 95	Encroachment on Govt Land	12-25
4 6 29	Grant of site from the Municipality	26-30

The DI is requested to see that each MS follows the above instruction strictly

Sd/xxx

Supdt Land Records, CD