

# BRUHATH BENGALURU MAHANAGARA PALIKE

ASSISTANT EXECUTIVE ENGINEER HEBBAL SUB DIVISION RTI 2005 SECTION 4(1) (A)

4(1) (A) Maintenance of Records of this AEE/HEBBAL/office Indexed in a manner and form as per RTI Act Ref: - Addl. Comm (East) PR/61/11-12

Dated: 20-05-2011

## INDEXING AND CATALOGING [4(1)A]

### Category-“A”

Sl No	Date on which opened (files to listed chronologically)		Category A,B,C,D,E,etc (files to listed alphabetically according to category)	File no PAGE Nos	Subject of file	Location of File Room/ cupboard shelf number	Date on which file can be destroyed
	NAME	DATE					
1	01-04-2001 TO TILL DATE		A	20	Govt.orders	Shelf No.2 Beauro No.1	
2	01-04-2006 TO TILL DATE		A	1	Stock Register	Shelf No.2 Beauro No.1	
3	01-04-2009 TO TILL DATE		A	2	Road Cutting Register	Shelf No.2 Beauro No.1	
4	01-04-2005 TO TILL DATE		A	15	Transfers Files	Shelf No.2 Beauro No.1	
5	01-04-2005 TO TILL DATE		A	1	Probationary Period Declaration File	Shelf No.2 Beauro No.1	
6	01-04-2005 TO TILL DATE		A	1	C.G. Ground Appointment Register	Shelf No.2 Beauro No.2	
7	Bheemaraj	FDA	A	Vol-2	S.R Book	Shelf No.1 Beauro No.1	
8	Narasimha. K	SDA	A	Vol-2	S.R Book	-----“-----	

9	Maraiah	SDA	A	Vol-2	S.R Book	-----"-----	
10	Krishnamurthy. K	Work Inspector	A	Vol-2			
11	Nagaraj. C	JHI	A	Vol-2	S.R Book	-----"-----	
12	Prabhakar. S	JHI	A	Vol-2	S.R Book	-----"-----	
13	Akyab Salman	JHI	A	Vol-2			
14	Venkataiah. J	Driver	A	Vol-2	S.R Book	-----"-----	
15	Pandiyan. N	Peon	A	Vol-2	S.R Book	-----"-----	
16	Krishnmurthy. A.R	Watchman	A	Vol-2	S.R Book	-----"-----	
17	Babu	Gangman	A	Vol-2	S.R Book	-----"-----	
18	Devendran	Gangman	A	Vol-2	S.R Book	-----"-----	
19	Giriyappa	Gangman	A	Vol-2	S.R Book	-----"-----	
20	Krishna	Gangman	A	Vol-2	S.R Book	-----"-----	
21	Munikumar	Gangman	A	Vol-2	S.R Book	-----"-----	
22	Venkatesh. P	Sanitary Dafedar					
23	Muruges. D	Gangman	A	Vol-1	S.R Book	-----"-----	
24	Palanivelu	Gangman	A	Vol-2	S.R Book	-----"-----	
25	Ramachandarappa. G	Gangman	A	Vol-2	S.R Book	-----"-----	
26	Thipparaju	Gangman	A	Vol-1	S.R Book	-----"-----	
27	Anjanappa. G	Pourakarmika	A	Vol-2	S.R Book	-----"-----	
28	Dhanalakshmi	Pourakarmika	A	Vol-2	S.R Book	-----"-----	
29	Jayalakshamma	Pourakarmika	A	Vol-2	S.R Book	-----"-----	
30	Jayamma	Pourakarmika	A	Vol-2	S.R Book	-----"-----	
31	Lakshamma	Pourakarmika	A	Vol-2	S.R Book	-----"-----	
32	Lakshamma	Pourakarmika	A	Vol-2	S.R Book	-----"-----	
33	Marappa	Pourakarmika	A	Vol-2	S.R Book	-----"-----	
34	Muniyappa	Pourakarmika	A	Vol-2	S.R Book	-----"-----	

35	Narasamma	Pourakarmika	A	Vol-2	S.R Book	-----“-----	
36	Penchalaiah	Pourakarmika	A	Vol-2	S.R Book	-----“-----	
37	Raju. B	Pourakarmika	A	Vol-2	S.R Book	-----“-----	
38	Rathnamma	Pourakarmika	A	Vol-2	S.R Book	-----“-----	
39	Sarojamma	Pourakarmika	A	Vol-2	S.R Book	-----“-----	
40	Shivagami	Pourakarmika	A	Vol-2	S.R Book	-----“-----	
41	Someshwara	Pourakarmika	A	Vol-2	S.R Book	-----“-----	
42	Venkatesh. T	Pourakarmika	A	Vol-2	S.R Book	-----“-----	

Category-“B”

SI No	Date on which opened (files to listed chronologically)	Category A,B,C,D,E,etc (files to listed alphabetically according to category)	File no PAGE Nos	Subject of file	Location of File Room/ cupboard shelf number	Date on which file can be destroyed
1	18-01-1998 TO TILL DATE	B	4	Advance Register	Shelf No.2 Beauro No.2	2037
2	01-04-1999 TO TILL DATE	B	2	Audit Report Follow up Register	Shelf No.2 Beauro No.2	---“---
3	01-08-1996 TO TILL DATE	B	2	Salary Warranty Register	Shelf No.2 Beauro No.2	---“---
4	01-04-1996 to till date	B	2	Stock Register	Shelf No.2 Beauro No.2	---“---
5	01-04-1996 to till date	B	2	Indent Book	Shelf No.2 Beauro No.2	---“---

Category-“C”

Sl No	Date on which opened (files to listed chronologically)	Category A,B,C,D,E,etc (files to listed alphabetically according to category)	File no PAGE Nos	Subject of file	Location of File Room/ cupboard shelf number	Date on which file can be destroyed
1	01-04-2007 TO TILL DATE	C	6	Road Cutting Register	Shelf No.4 Beauro No.2	2017
2	01-04-2009 TO TILL DATE	C	1	Electricity Bill Register	Shelf No.4 Beauro No.2	2019
3	01-04-2005 TO TILL DATE	C	2	CASH BOOK	Shelf No.4 Beauro No.2	2015
4	01-04-2000 TO 31-03-2004	C	1	Khirdi Book Register	Shelf No.4 Beauro No.2	2010
5	01-04-2007 TO TILL DATE	C	1	S B R Register	Shelf No.3 Beauro No.2	2017
6	01-04-2003 TO TILL DATE	C	1	Petrol Bill Register	Shelf No.3 Beauro No.2	2013
7	01-04-2003 TO TILL DATE	C	1	Telephone Bill Register	Shelf No.3 Beauro No.2	2013
8	01-04-2003 TO TILL DATE	C	2	Water Bill Register	Shelf No.3 Beauro No.2	2013

Category-“D”

Sl No	Date on which opened (files to listed chronologically)	Category A,B,C,D,E,etc (files to listed alphabetically according to category)	File no PAGE Nos	Subject of file	Location of file Room/cupboard shelf number	Date on which file can be destroyed
1	01-04-2010 TO TILL DATE	D	3	PR Registers	Shelf No.3 Beauro No.2	2012
2	01-04-2010 TO TILL DATE	D	7	Tappal Register	Shelf No.2 Beauro No.2	2012
3	01-04-2010 TO TILL DATE	D	1	Office Attendance Register	Shelf No.2 Beauro No.2	2015
4	01-04-2010 to till Date	D	1	D C Bill Register	Shelf No.2 Beauro No.2	2012
5	01-04-2010 to till date	D	1	Lorry Log Book	Shelf No.2 Beauro No.2	2014
6	01-04-2010 to till date	D	3	Receipt Register	Shelf No.4 Beauro No.2	2012

Category-“E”

SI No	Date on which opened (files to listed chronologically)	Category A,B,C,D,E,etc (files to listed alphabetically according to category)	File no PAGE Nos	Subject of file	Location of file Room/cupboard shelf number	Date on which file can be destroyed
1	01-04-2010 TO TILL DATE	E	8	Public Complaint Files	Shelf No.3 Beauro No.2	2012
2	01-04-2010 TO TILL DATE	E	1	Public Grivence Register	Shelf No.3 Beauro No.2	---“---
3	01-05-2010 TO TILL DATE	E	1	RTI Register	Shelf No.3 Beauro No.2	---“---
4	01-04-2010 TO TILL DATE	E	1	CL Register	Shelf No.3 Beauro No.2	---“---
5	01-04-2010 TO TILL DATE	E	1	Movement Register	Shelf No.3 Beauro No.2	---“---
6	01-04-2010 TO TILL DATE	E	48	Leave Letters , Leave Sanction Files, Complaints Letters	Shelf No.3 Beauro No.2	---“---