

BRUHATH BENGALURU MAHANAGARA PALIKE

ASSISTANT EXECUTIVE ENGINEER JC NAGAR SUB DIVISION RTI 2005 SECTION 4(1) (A)
4(1) (A) Maintenance of Records of this AEE/JCN/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	Geetha. C		A	Vol-2	S.R Book	----“-----	
2	Marimanchariah		A	Vol-2	S.R Book	----“-----	
3	Praveen A.R		A	Vol-2	S.R Book	----“-----	
4	S.A. Munirathna kumar		A	Vol-2	S.R Book	----“-----	
5	Deva Sagayam		A	Vol-4	S.R Book	----“-----	
6	K. Shanthala		A	Vol-3	S.R Book	----“-----	
7	Rashmi. N		A	Vol-3	S.R Book	----“-----	
8	Pushpalatha N.D		A	Vol-3	S.R Book	----“-----	
9	Priyadarshini V.C		A	Vol-2	S.R Book	----“-----	
10	Shruthi. G		A	Vol-2	S.R Book	----“-----	
11	Lakshmi. V		A	Vol-1	S.R Book	----“-----	

12	Divya. S		A	Vol-1	S.R Book	-----“-----	
13	C.M. Rachaiah		A	Vol-1	S.R Book	-----“-----	
14	B. Anand		A	Vol-2	S.R Book	-----“-----	
15	Kabilan. D		A	Vol-1	S.R Book	-----“-----	
16	K. Nagaraj		A	Vol-2	S.R Book	-----“-----	
17	Narasimha		A	Vol-1	S.R Book	-----“-----	
18	Mohan		A	Vol-2	S.R Book	-----“-----	

Category-“B”

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	01.10.2009 TO TILL DATE	B	1	Advance Register	Shelf No.1 Beauro No.1	2037
2	01.10.2009 TO TILL DATE	B	2	Audit Report Follow up Register	Shelf No.1 Beauro No.1	---“---
3	01.03.2010 TO TILL DATE	B	2	Salary Warranty Register	Shelf No.1 Beauro No.1	---“---
4	01.10.2009 to till date	B	2	Stock Register	Shelf No.1 Beauro No.1	---“---
5	01.10.2009 TO TILL DATE	A	-	Govt. rders	Shelf No.2 Beauro No.1	

Category-“C”

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	28.10.2009 TO TILL DATE	C	5	Road Cutting Register	Shelf No.1 Beauro No.1	2019
2	01.04.2011 TO TILL DATE	C	1	Electricity Bill Register	Shelf No.1 Beauro No.1	2019
3	28.10.2009 TO TILL DATE	C	1	CASH BOOK	Shelf No.1 Beauro No.1	2019
4	28.10.2009 TO TILL DATE	C	4	Khiradi Book Register	Shelf No.1 Beauro No.1	2019
5	30-11-2009 TO TILL DATE	C	2	S B R Register	Shelf No.1 Beauro No.1	2019

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	01-10-2009 TO TILL DATE	D	2	PR Registers	Shelf No.1 Beauro No.1	-
2	01-10-2009 TO TILL DATE	D	2	Tappal Register	Shelf No.1 Beauro No.1	-
3	01-10-2009 TO TILL DATE	D	2	Office Attendance Register	Shelf No.1 Beauro No.1	-
4	01-04-2010 to till Date	D	2	D C Bill Register	Shelf No.1 Beauro No.1	-
5	28-10-2009 to till date	D	2	Receipt Register	Shelf No.1 Beauro No.1	-

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	2	Public Complaint Files	Shelf No.2 Beauro No.1	-
2	01-04-2010 TO TILL DATE	E	1	Public Grivence Register	Shelf No.2 Beauro No.1	-
3	01-05-2010 TO TILL DATE	E	1	RTI Register	Shelf No.2 Beauro No.1	-
4	01-04-2010 TO TILL DATE	E	1	CL Register	Shelf No.2 Beauro No.1	-
5	01-04-2011 TO TILL DATE	E	1	Movement Register	Shelf No.2 Beauro No.1	-
6	01-04-2010 TO TILL DATE	E	10	Leave Letters , Leave Sanction Files, Complaints Letters	Shelf No.2 Beauro No.1	-