

FORMAT

ಅಭಿಲೇಖಾಲಯದಲ್ಲಿ ಸಂರಕ್ಷಿಸಿಡಲಾಗಿರುವ ಕಡತಗಳ ವಿವರಗಳು

Name of the office : **Assistant Executive Engineer, & Environment Office.**
Domlur sub Division,

Reference : 1) J.C. (E) (1)P.R/61/11-12. Dated: 20-5-2011.

Name of the Zone : **East Zone**

Sl.No.	Total No. of files remaining in our Office	ತಹವಲ್‌ವರೆಗೆ ಅಭಿಲೇಖಾಲಯಕ್ಕೆ ಕಳುಹಿಸಿರುವ ಕಡತಗಳ ಸಂಖ್ಯೆ					Balance Files					Remarks/ Reason for not disposal
		A	B	C	D	E	A	B	C	D	E	
1	751	145	12	13	581	--	Nil	Nil	Nil	Nil	Nil	No balance files in Assistant Executive Engineer & Environment Office. (Domlur) Office

"A" GRADE (1-9-2009 to till Date)

1. Service registers – 90
2. Personal Files -- 18
3. Cash register -- 01
4. Check disposal register –01
5. Indent Book --02
6. Receipt Book --10
7. Kirdi Book --01
8. Vehicle Maintenance File – 09
9. Domlur sub Division P.R. Register Book.
10. Tapal Book-1 (From 01-09-2009)
11. Tapal Book-1 (From 01-07-2010)

12. Tapal Book-1 (From 01-04-2011)
13. Maintenance works Files Ward No-1112-114-115-89
14. Acquaintance Register -- 08

“B” GRADE (1-5-2005 to till Date)

1. Staff Salary Disposal Book –03
2. Officers Salary Disposal Book –01
3. Stationary Salary Disposing Book –01
4. Right To information Act 2005 Book –02
5. Recovery Register – 01
6. Class 4 Uniform Bill Book –01
7. Staff Address details Book --01
8. Health Card Distribution Book –01
9. Medical Advance Book–01

“C”GRADE (1-9-2009 to till Date)

1. Staff Budget Book –01
2. Casual Leave Sanction Book –01
3. Telephone Book/Fuel Bill Register –01
4. Attendance Book –04
5. Staff Movement register -01

6. Cash Book –02
7. Income Tax File –01
8. Road Cutting Register –02

“D” GRADE (1-5-2007 to till Date)

1. LPC Book --01
2. Audit Details Book -01
3. P.R. Book –02
4. Annual Report Files –01
5. RTI Files -72
6. RIT Annual Report File –02
7. Lokayuktha Files –03, Book -1.
8. Tapal Book -09
9. Government Letters Details Register –02
10. Audit Report Files –01
11. Vehicles File –10
12. Miscellanies file –01
13. Road Cutting Permission File –2007-08 /2008-09/2009-10
2010-11/2011-12 Total -475 FILE