

## BRUHATH BENGALURU MAHANAGARA PALIKE

ASSISTANT EXECUTIVE ENGINEER J.C.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:- JC (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	01-10-2009 to till date		A	1	Stock Register	AEE(JCN) Beauro No.1 Shelf No.1	Permanent Record
2	28-10-2009 TO TILL DATE		A	2	Road Cutting Register	Shelf No.1 Beauro No.1	-“-
3	01-10-2009 TO TILL DATE		A	8	Transfers Files	Shelf No.1 Beauro No.1	-“-

7	K. Shivakumar		A	Vol-2	S.R Book	AEE(JCN) Beauro No.1 Shelf No.1	Group A File cannot be Destroyed (Permanent Records)
8	M. Rajanna		A	Vol-2	S.R Book	-----"	-----"
9	S.A. Munirathna Kumar		A	Vol-2	S.R Book	-----"	-----"
10	Narasimha Murthy		A	Vol-2	S.R Book	-----"	-----"
11	V. Mohan Kumar		A	Vol-1	S.R Book	-----"	-----"
12	Smt. K. Shanthala		A	Vol-4	S.R Book	-----"	-----"
13	Lakshmi		A	Vol-1	S.R Book	-----"	-----"
14	C. Nagaraj		A	Vol-1	S.R Book	-----"	-----"
15	C.M. Rachaiah		A	Vol-1	S.R Book	-----"	-----"
16	B. Anand		A	Vol-2	S.R Book	-----"	-----"
17	Anthony		A	Vol-1	S.R Book	-----"	-----"
20	Chikka Muniyappa		A	Vol-2	S.R Book	-----"	-----"
21	Kabilan .D		A	Vol-1	S.R Book	-----"	-----"
22	K. Nagaraj		A	Vol-2	S.R Book	-----"	-----"
23	Narasimha		A	Vol-1	S.R Book	-----"	-----"
24	Mohan		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	01-10-2009 TO TILL DATE	B	1	Advance Register	AEE(JCN) Beauro No.1 Shelf No.1	2037
2	01-10-2009 TO TILL DATE	B	1	Audit Report Follow up Register	---“---	---“---
3	01-03-2010 TO TILL DATE	B	1	Salary Warranty Register	---“---	---“---
4	01-10-2009 to till date	B	1	Indent Book	---“---	---“---

**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	333	Road Cutting Files	AEE(JCN) Beauro No.1 Shelf No.1	2019
2	01-04-2011 TO TILL DATE	C	1	Electricity Bill Register	---“---	2019

3	28-10-2009 TO TILL DATE	C	1	CASH BOOK	---"---	2019
4	28-10-2009 TO TILL DATE	C	4	Khiradi Book Register	---"---	2019
5	30-11-2009 TO TILL DATE	C	2	S B R Register	---"---	2019

Category-"D"

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	01-10-2009 TO TILL DATE	D	2	PR Registers	AEE(JCN) Beauro No.1 Shelf No.2	2014
2	01-10-2009 TO TILL DATE	D	2	Tappal Register	---"---	2014
3	01-10-2009 TO TILL DATE	D	2	Office Attendance Register	---"---	2014
4	01-04-2010 to till Date	D	1	D C Bill Register	---"---	2015
5	28-10-2009 to till date	D	6	Receipt Register	---"---	2014

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	AEE(JCN) Beauro No.1 Shelf No.2	2012
2	01-04-2010 TO TILL DATE	E	1	Public Grievance Register	---“---	---“---
3	01-05-2010 TO TILL DATE	E	1	RTI Register	---“---	---“---
4	01-04-2010 TO 31-03-2011	E	1	CL Register	---“---	---“---
5	01-04-2010 TO TILL DATE	E	1	Movement Register	---“---	---“---
6	01-04-2010 TO 31-03-2011	E	10	Leave Letters , Leave Sanction Files, Complaints Letters	---“---	---“---