

BRUHATH BENGALURU MAHANAGARA PALIKE

ASSISTANT EXECUTIVE ENGINEER K.G.HALLI SUB-DIVISION RTI 2005 SECTION 4(1) (A)

4(1) (A) Maintenance of Records of this AEE/KGH/ 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	01-04-2006 to till date		A	4	Stock Register	AEE(K.GH) Beauro No.1 Shelf No.3	Permanent Record
2	01-04-2005 TO TILL DATE		A	2	Road Cutting Register	Shelf No.1 Beauro No.1	-“-
3	01-04-2005 TO TILL DATE		A	15	Transfers Files	Shelf No.1 Beauro No.1	-“-

7	Bheemraj		A	Vol-2	S.R Book	AEE(K.GH) Beauro No.1 Shelf No.1	Group A File cannot be Destroyed (Permanent Records)
8	K. Shivakumar		A	Vol-2	S.R Book	-----"	-----"
9	M. Muniswamy		A	Vol-2	S.R Book	-----"	-----"
10	E. Mohan		A	Vol-2	S.R Book	-----"	-----"
11	Mohan Raju		A	Vol-2	S.R Book	-----"	-----"
12	M. Raju		A	Vol-2	S.R Book	-----"	-----"
13	A. Munivenkatappa		A	Vol-1	S.R Book	-----"	-----"
14	Kempaiah		A	Vol-2	S.R Book	-----"	-----"
15	N. Prakash		A	Vol-2	S.R Book	-----"	-----"
16	H. Mari Hegde		A	Vol-2	S.R Book	-----"	-----"
17	K. Aswatha		A	Vol-1	S.R Book	-----"	-----"
20	K. Shanmugam		A	Vol-2	S.R Book	-----"	-----"
21	S.K. Kajavalli		A	Vol-1	S.R Book	-----"	-----"
22	Syed Javar		A	Vol-2	S.R Book	-----"	-----"
23	Nagaraj		A	Vol-1	S.R Book	-----"	-----"
24	Isak Babu		A	Vol-1	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	01-04-2007 TO TILL DATE	B	1	Advance Register	AEE(K.GH) Beauro No.1 Shelf No.1	2037
2	01-04-2006 TO TILL DATE	B	2	Audit Report Follow up Register	---“---	---“---
3	01-04-2006 TO TILL DATE	B	3	Salary Warranty Register	---“---	---“---
4	01-04-2006 to till date	B	5	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	01-04-2008 TO TILL DATE	C	303	Road Cutting Files	AEE(K.GH) Beauro No.1 Shelf No.1	2017
2	01-04-2009 TO TILL DATE	C	1	Electricity Bill Register	---“---	2019
3	01-04-2005 TO TILL DATE	C	2	CASH BOOK	---“---	2015

4	01-08-2002 TO TILL DATE	C	4	Khiradi Book Register	---"---	2010
5	01-04-2005 TO TILL DATE	C	2	S B R Register	---"---	2017
6	01-04-2002 TO TILL DATE	C	2	Petrol Bill Register	---"---	2013
7	01-02-20010 TO TILL DATE	C	1	Telephone Bill Register	---"---	2013

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	01-04-2005 TO TILL DATE	D	3	PR Registers	AEE(K.GH) Beauro No.1 Shelf No.2	2012
2	01-04-2004 TO TILL DATE	D	4	Tappal Register	AEE(K.GH) Beauro No.1 Shelf No.2	2012
3	01-04-2006 TO TILL DATE	D	2	Office Attendance Register	---"---	2015
4	01-04-2010 to till Date	D	1	D C Bill Register	---"---	2012

5	01-04-2002 to till date	D	1	Lorry Log Book	---“---	2014
6	01-04-2006 to till date	D	26	Receipt Register	---“---	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	2	Public Complaint Files	AEE(K.GH) 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	AEE(K.GH) Beauro No.1 Shelf No.2	---“---
4	01-04-2010 TO 31-03-2011	E	1	CL Register	---“---	---“---
5	01-04-2011 TO TILL DATE	E	1	Movement Register	---“---	---“---
6	01-04-2010 TO 31-03-2011	E	10	Leave Letters , Leave Sanction Files, Complaints Letters	---“---	---“---

