

**ASSIANT EXECUTIVE ENGINEER OFFICE VASANTH NAGAR
NAGAR SUB-DIVISION
RTA 2005 SECTION 4(1) (A)
4(1) (A) Maintenance of Records of this Assistant Executive
Engineer office Indexed in a manner and from as per RIT Act**

Category –“A” Service Register

Sl. No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E etc (Files to be 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/custodian of file
1	2	3	4	5	6	7
1	11-1-1979 KRISHNAMURTHY K	A	2	S.R Book	Self No 1	-
			2	S.R Book	Self No 1	-
2	16-3-2000 D.P.MOSHA	A	2	S.R Book	Self No 1	-
3	5-12-1994 LAKSHMINARAYAN B N		2	S.R Book	Self No 1	-
4	1-1-1996 N.M.THOPEGOWDA	A	2	S.R Book	Self No 1	-
5	28-7-1993 GHOUSE MOHUDDIN		2	S.R Book	Self No 1	-
6	1-1-1993 HANUMANTHA	A	2	S.R Book	Self No 1	-
7	1-1-1993 PARVATHAMMA		2	S.R Book	Self No 1	-
8	18-3-1980 SYED JAFFAR	A	2	S.R Book	Self No 1	-
9	1-12-1978 SHANTHA MARIYAMMA		2	S.R Book	Self No 1	-
10	1-5-1974 RAJENDRA H	A	2	S.R Book	Self No 1	-
11	9-8-1983 Muruges.S		2	S.R Book	Self No 1	-
12	14-3-2000 A. Joseph Prakash	A	2	S.R Book	Self No 1	-
13	22-12-2003 A.Satish		2	S.R Book	Self No 1	-
14	24-8-1993 Anajanappa	A	2	S.R Book	Self No 1	-
15	26-3-1996 Chandrappa 77		2	S.R Book	Self No 1	-
16	12-1-1996 chandrappa 78	A	2	S.R Book	Self No 1	-

17	15-7-2004 Harish		2	S.R Book	Self No 1	-
18	16-9-1999 K. RAJENDRAN	A	2	S.R Book	Self No 1	-
19	29-2-1979 K. VENKATESH PERUMAL		2	S.R Book	Self No 1	-
20	14-3-2000 K.R. MUNIRAJU	A	2	S.R Book	Self No 1	-
21	28-8-1978 K.Ravi		2	S.R Book	Self No 1	-
22	21-2-2003 K.S. Hariprasad	A	2	S.R Book	Self No 1	-
23	30-8-1983 M. Narayana Swamy		2	S.R Book	Self No 1	-
24	4-9-1990 M.Narayana	A	2	S.R Book	Self No 1	-
25	19-9-2008 N.Raja		2	S.R Book	Self No 1	-
26	18-2-1980 Narayana	A	2	S.R Book	Self No 1	-
27	5-7-1997 O.Subramani		2	S.R Book	Self No 1	-
28	13-3-2003 Rachaiah	A	2	S.R Book	Self No 1	-
29	1-1-1986 S. Jaganathan		2	S.R Book	Self No 1	-
30	24-2-1986 S.Krishna Murthy	A	2	S.R Book	Self No 1	-
31	21-3-1995 Sarangapani		2	S.R Book	Self No 1	-
32	6-2-2008 SHANKAR	A	2	S.R Book	Self No 1	-
33	23-1-2003 Subbiah		2	S.R Book	Self No 1	-
34	3-2-1976 Syeadh Jamaluddin	A	2	S.R Book	Self No 1	-
			2			-

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Category –“A” ACUTAMNC Register

Sl. No	Date on which opened (Files to be listed chronologically	Category A,B,C,D,E etc (Files to be 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/custodian of file
1	2	3	4	5	6	7
1	Sept 1990 to Nove 2010	A	9	Acutance Book H.R.M.S copies	Self No -2	
2	01-01-2009	A	2	S.B.R Book	Self No-2	
3	2009 to 2011	A	2	Road cutting Book	Self No-2	
4	01-01-2009	A	10	Trancefar file	Self No-2	

Category –“B” Register

Sl. No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E etc (Files to be 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/custodian of file
1	2009	B	3	Indent Book	Self No-3	
2	01-04-2006	B	1	Receipt Book	Self No 3	
3	15-04-2006	B	1	Receipt Book	Self No 3	
4	18-05-2006	B	1	Receipt Book	Self No 3	
5	11-07-2006	B	1	Receipt Book	Self No 3	
6	22-08-2006	B	1	Receipt Book	Self No 3	
7	11-10-2006	B	1	Receipt Book	Self No 3	
8	18-11-2006	B	1	Receipt Book	Self No 3	
9	13-12-2006	B	1	Receipt Book	Self No 3	
10-	08-02-2007	B	1	Receipt Book	Self No 3	
11	14-05-2007	B	1	Receipt Book	Self No 3	
12	14-08-2007	B	1	Receipt Book	Self No 3	
13	16-10-2007	B	1	Receipt Book	Self No 3	
14	13-03-2008	B	1	Receipt Book	Self No 3	
15	21-06-2008	B	1	Receipt Book	Self No 3	
16	16-09-2008	B	1	Receipt Book	Self No 3	

17	07-01-2009	B	1	Receipt Book	Self No 3	
18	16-05-2009	B	1	Receipt Book	Self No 3	
19	03-02-2010	B	1	Receipt Book	Self No 3	
20	27-05-2010	B	1	Receipt Book	Self No 3	
21	20-09-2010	B	1	Receipt Book	Self No 3	
22	17-01-2011	B	1	Receipt Book	Self No 3	
23	31-03-2011	B	1	Receipt Book	Self No 3	
24	24-05-2011	B	1	Receipt Book	Self No 3	
25	29-05-2011	B	1	Receipt Book	Self No 3	
26	2009	B	1	Court file	Self No 3	
27	2009	B	1	R.T.I Book	Self No 3	
28	2009	B	2	Stock Book	Self No 3	
29	2009	B	1	Audit Book	Self No 3	

Category –“C” Register

Sl. No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E etc (Files to be 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/custodian of file
1	3-04-2002	C	1	Kirdi (cash)	Self No 4	
2	05-10-2005	C	1	Kirdi (cash)	Self No 4	
3	02-04-2011	C	1	Kirdi (cash)	Self No 4	
4	01-04-2010	C	1	Cash Book	Self No 4	

Category –“D” Register

Sl. No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E etc (Files to be 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/custodian of file
1	2009	D	1	Attandance Book	Self No4	
2	2009	D	1	Telephone Book	Self No4	
3	2009	D	1	K.E.B Book	Self No4	
4	2009	D	1	Desil Book	Self No4	
5	2009	D	10	P.R Book	Self No4	
6	2009	D	3	Tapal book	Self No4	
7	2009	D	1	P.O.C.O Book	Self No4	
8	2009	D	248	Road Cutting Files	Self No4	
9	2009	D	130	R.T.I Files	Self No4	
10	2009	D	1	Helth Card Book	Self No4	
11	2009	D	1	Increment Book	Self No4	
12	2009	D	1	C.L.Register Book	Self No4	
13	2009	D	1	L.P.C Book	Self No4	