

BRUHATH BANGALORE MAHANAGARA PALIKE
EXECUTIVE ENGINEER, SHANTHINAGARA DIVISION,
[4(1)A]

INDEXING AND CATALOGING

Index	Sl. No.	Date on which opened (Files to listed chonologically)	Category. A.B.C.D.E. etc (Files to be listed alphabetically according to category)	File No.	Subject of file	Location of file : Room / Cupboard shelf numbers	Date on which file can be destroyed / custodian of file
1	2	3	4	5	6	7	8
A. Category Permanent Records / Files							
I	1	Till date	Bhagavan Manager	a	- Service Rigister Book	Almera No. 1 Rack 1	SDA
		Till date	Sri. Krishna SDA	b	Service Register Book	Almera No. 1 Rack 1	SDA
		1978	Sri. Chandra Typist	c	Service Register Book	Almera No. 1 Rack 1	SDA
		30-7-02	Smt. Ayyappa Class-4	d	Service Register Book	Almera No. 1 Rack 1	SDA

	2	06-12-2010	Nagendra Babu Class-4		Service Register Book	Almera No. 1 Rack 1	SDA	
	3	05-04-2007	Saravana, Driver		Service Register Book	Almera No. 1 Rack 1	SDA	
	4	1978 to Till Date	MB Stock Register	a	562 Measurment Book Issued Details	Almera No. 1 Rack 2	FDA	
	5	Till Date	Aqitence Register	a	Payment Made towards Employees Salary Details	Almera No. 1 Rack 3	SDA	
	6	Till Date	L.P.C Register	a	L.P.C Details	Almera No. 1 Rack 3	SDA	
	II	1	Till Date	C. Register's		Works and Payment Details	Almera No. 2 Rack 1	FDA
					Ward No.	No of Registers		
				a	116	1		
				b	117	1		
				c	111	1		
				d	115	1		
				e	114	1		
				f	112	1		
				g	89	1		

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1	2	3	4	5	6	7	8	
			B. Category (Upto 30 years recordable files)					
I	1	Till Date	Contractor Agreement Register	a	Vol-1	Works Agreement B/w Contractor and BBMP	Almera No. 4 Rack 1	D. M
	2	Till Date	Administrative Approval Register	a	Vol-1	General Works	Almera No. 4 Rack 1	D. M
				b	Vol-1	Emergency Grant Works	Almera No. 4 Rack 1	D. M
	3	Till Date	Technical Sanction Register	a	Vol-1	General Works	Almera No. 4 Rack 1	D. M
	4	to Till Date	Work Order Register	a	Vol-1	General Works	Almera No. 4 Rack 1	D. M
		to Till Date	Work Order Register	b	Vol-2	General Works	Almera No. 4 Rack 2	D. M
	5	to Till Date	462 Registers	a	Vol-1	Notice Issued to Unauthorised Constructions/Deviations	Almera No. 4 Rack 3	D. M
6	to Till Date	Estimate Registers	a	Vol-1	Estimate and Work Job No. Entered Book	Almera No. 4	D. M	

	7	to Till Date	Tender Notification Files	a	Vol-1	Tender Notification Copies, News Papers Notification Copy,	Almera No. 4 Rack 4	D. M
	8	to Till Date	B.R.. Register's		Vol-1	Works Details	Almera No. 3 Rack 1	A.S
	9	to Till Date	FSD Register	a	Vol-1	FSD Details	Almera No. 3 Rack 2	FDA
	10	to Till Date	EMD Register	a	Vol-1	EMD, Remittance Details	Almera No. 3 Rack 3	FDA
	11	to Till Date	Tender Opening Register	a	Vol-1	EMD, Reciepts and payments Details	Almera No. 3 Rack 4	DM
	9	to Till Date	Contractor Bank Account maintain Register	a	Vol-1	Contractor Bank Account Details	Almera No. 3 Rack 4	Cashier
	10	to Till Date	Work Cash Book Monthly Abstract Register	a	Vol-1	Work Cash Book Monthly Abstract Details	Almera No. 3 Rack 5.	Cashier
	11	to Till Date	Paid Vouchers	a		Contractor Bill paid Vouchers Copies	Almera No. 3 Rack 5.	Cashier
	12	to Till Date	Attendance Register	a	Vol-1	Employees Attendance Details	Almera No. 1 Rack 4	Cashier
	13	to Till Date	Recovery Register	a	Vol-1	Amount Recovery details from Employees	Almera No. 1 Rack 4	S.D.A.
	14	to Till Date	Bill Admit Register		Vol-1	Work Bill Admitted Details	Almera No. 4 Rack 4	FDA

				Ward No.	2010-11 Total No of Files	Completed	Balance	Location	Incharge
2	to Till Date	Tender Files (Completed)	a	89	56	33	26	Almera No. 5 Rack 1	DM
			b	111	72	33	39	Almera No. 5	
			c	112	53	25	28	Almera No. 5 Rack 2	
			d	114	58	30	28	Almera No. 5 Rack 2	
			e	115	66	45	21	Almera No. 5 Rack 3	
			f	116	139	35	134	Almera No. 5 Rack 3	
			g	117	55	31	24	Almera No. 5 Rack 4	
			Total		499	232	267	Almera No. 5 Rack 4	

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1		2	3	4	5	6	7	
C. Category Ten years Recordable files								
I	1	Till Date	Cash Book - Establishment Register	a	Vol- 1	Cash Book - Employees Payment Details	Almera No. 1 Rack 4	S.D.A.
	2	Till Date	Army Flag Register	a		Army Flag Amount submitted to Army Department Details	Almera No. 4 Rack 5	S.D.A.
	3	Till Date	Increment Register	a	Vol- 1	Employees Annual Increment details	Almera No. 4 Rack 5	S.D.A.
	4	2009-10	Budget File Establishment	a		Establishment anticipated budget amount details	Almera No. 4 Rack 5	S.D.A.
	5	2010-11	Budget File Establishment	a		Establishment anticipated budget amount details	Almera No. 4 Rack 5	S.D.A.
II	1	Till Date	Cash Book - Works	a	Vol- 1	Cash Book - Work Payment Details	Almera No. 4 Rack 5	Cashier
		2010-11	EMD / FSD Cash Book	a	Vol- 1	Cash Book - EMD/FSD Payment Details	Almera No. 4 Rack 5	Cashier

	2	2009-10	Annual Administration Reports Accounts	a		Annual Report details	Almera No. 4 Rack 5	Cashier
	3	2009-10	Parawise remarks of Chief Account Auditor	a		Audited, But report not received	Almera No. 4 Rack 5	A.S
III	1	2009-10	Budget File works	a		Work anticipated budget amount details	Almera No. 4 Rack 5	D.M
	2	2010-11	Budget File works	a		Work anticipated budget amount details	Almera No. 4 Rack 5	D.M

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1		2	3	4	5	6	7	
			D. Category Five Years					
I	1	2009-10 and 2010-11	Play Ground , Community hall Booking Register	a	Play Ground and community hall Booking Varius functions Details	Almera No. 1 Rack 4	Typist	
	2	Till date	Indent Book	a				Indent Details - (Received from stores
	3	Till date	GL Register	a	B.-1	Letters / files received from various BBMP departments and Despatch details	Almera No. 1 Rack 4	S.D.A.
				b	B.-2			
				c	B.-3			
	4	Till date	PR Register Book	a	B.-1	Letters / files Despatch details	Almera No. 1 Rack 4	S.D.A.
	5	2009-10 and 2010-11	DC Bill Register	a	B.-1	Garbage Details	Almera No. 1 Rack 4	S.D.A.
				b	B.-2	Revolving Funds and Others	Almera No. 1 Rack 4	S.D.A.
				c	B.-3	Silt and Tractors, Pot hole fillings	Almera No. 1	S.D.A.

	6	Till Date	Telephone Bill Register	a	B1	Telephone Bill Payment details	Almera No. 1 Rack 4	S.D.A.	
	7	Till Date	Tappal Books	a	7 Books	Tappal paper distribution details	Almera No. 1 Rack 4	S.D.A.	
II	1	Till Date	Stationary Register - Store		Vol-1	Stationary's Received from BBMP Stores	Almera No. 2 Rack 3	S.D.A.	
	2	Till Date	Stationary Register Janatha Bazar		Vol-1	Stationary's Received from Janatha Bazar	Almera No. 2 Rack 3	S.D.A.	
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1		2	3	4		5	6	7	
			E. Category One Year Recordable files						
I	1	Till Date	RTI Register	a	Vol-1	RTI Letters / Papers received from Various applicants and Departments	Almera No. 1	S.D.A.	
	2	Till Date	CL Register	a		Employees Leave Letters Maintained details	Almera No. 1	S.D.A.	
	3	Till Date	Diesel Bill Register	a	Vol-1	Health and Engineering Lorries Diesel Bill Details	Almera No. 1	S.D.A.	