

Index	Sl. No.	Date on which opened (Files to listed chronologically)	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	09.01.2002	Sri. Betegowda. B. R.	a	First Division Assistant - Service Rigister Book	Almera No. 1 Rack 1	Ramchandra S.D.A.	
		19.02.2000	Smt. Mary Shobha .J	b	Class IV Employee-Service Register Book	Almera No. 1 Rack 1	Ramchandra S.D.A.	
		16.07.1990	Sri. Ramachandra.V	c	Second Division Assistant-Service Register Book	Almera No. 1 Rack 1	Ramchandra S.D.A.	
		21.10.1994	Sri. Sreedhar..M	d	Account Superintendent-Service Register Book	Almera No. 1 Rack 1	Ramchandra S.D.A.	
	2	20.06.2009 to Till Date	MB Stock Register	a	Measurment Book Issued Details	Almera No. 1 Rack 2	Ramchandra S.D.A.	
	3	20.06.2009 to Till Date	Aquitence Register	a	Payment Made towards Employees Salary Details	Almera No. 1 Rack 3	Ramchandra S.D.A.	
	4	20.06.2009 to Till Date	L.P.C Register	a	L.P.C Details	Almera No. 1 Rack 3	Ramchandra S.D.A.	
II	1	20.06.2009 to Till Date	C. Register's	Works and Payment Details		Almera No. 2 Rack 1	Betegowda. B. R F.D.A.	
				Ward No.	No of Registers			
				a	27			1
				b	28			1
				c	29			1
				d	49			1
				e	59			1
				f	23			1
				g	24			1
h	30	1						

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B. Category (Upto 30 years recordable files)								
I	1	20.06.2009 to 31.03.2011	Contractor Agreement Register	a	Vol-1	Works Agreement B/w Contractor and BBMP	Almera No. 4 Rack 1	D. M
		01.04.2011 to Till Date	Contractor Agreement Register	b	Vol-2	Works Agreement B/w Contractor and BBMP	Almera No. 4 Rack 2	D. M
			Contractor Agreement Register	c	Vol-1	Works Agreement B/w Contractor and BBMP Emergency Works	Almera No. 4 Rack 2	
	2	20.06.2009 to 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	20.06.2009 to Till Date	Technical Sanction 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
				c	Vol-1	Sub / Revised Estimates	Almera No. 4 Rack 1	D. M
	4	20.06.2009 to 31.03.2011	Work Order Register	a	Vol-1	General Works	Almera No. 4 Rack 1	D. M
		01.04.2011 to Till Date	Work Order Register	b	Vol-2	General Works	Almera No. 4 Rack 2	D. M
				c	Vol-1	Emergency Grant Works	Almera No. 4 Rack 2	D. M
	5	20.06.2009 to Till Date	462 Registers	a	Vol-1	Notice Issued to Unauthorised Constructions/Deviations	Almera No. 4 Rack 3	D. M
	6	01.04.2011 to Till Date	Estimate Registers	a	Vol-1	Estimate and Work Job No. Entered Book	Almera No. 4 Rack 4	D. M
	7	2009-10, 2010-11 and 2011-12	Tender Notification Files	a		Tender Notification Copies, News Papers Notification Copy,	Almera No. 4 Rack 4	D. M
II	1	20.06.2009 to Till Date	B.R.. Register's	a		Works Details	Almera No. 3 Rack 1	Prasad. B. S. A.S
				b		Vol-01		
	2	20.06.2009 to 31.03.2010	FSD Register	a	Vol-1	FSD Details	Almera No. 3 Rack 2	B. S. Prasad A.S
		01.04.2010 to Till Date	FSD Register	b	Vol-2	FSD Details	Almera No. 3 Rack 2	
	3	2009-10	EMD Register	a	Vol-1	EMD, Remittance Details	Almera No. 3 Rack 3	B. S. Prasad

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		01.04.2010 to Till Date	EMD Register	b	Vol-2	EMD, Remittance Details	Almera No. 3 Rack 3	A.S
	3	20.06.2009 to Till Date	EMD Register	a	Vol-1	EMD, Reciepts and payments Details	Almera No. 3 Rack 4	B. S. Prasad A.S
	4	2009-10	Tender Opening Register	a	Vol-1	EMD, Reciepts and payments Details	Almera No. 3 Rack 4	B. S. Prasad A.S
		2010-11	Tender Opening Register	b	Vol-2	EMD, Reciepts and payments Details	Almera No. 3 Rack 4	B. S. Prasad A.S
	5	2009-10	Sale of Tender Form Remittance Register	a	Vol-1	Sale of Tender Form work Details	Almera No. 3 Rack 4	B. S. Prasad A.S
		2010-11	Sale of Tender Form Remittance Register	b	Vol-2	Sale of Tender Form work Details	Almera No. 3 Rack 4	B. S. Prasad A.S
	6	2010-11	L.O.C Register	a	Vol-1	LOC Letter Received from CAO Section	Almera No. 3 Rack 4	B. S. Prasad A.S
	7	20.06.2009 to Till Date	VAT 157 Register	a	Vol-1	Contractors KST Details	Almera No. 3 Rack 4	B. S. Prasad A.S
	8	2009-10	Statutory Deductions Register	a	Vol-1	Contractors Deductions Full Details	Almera No. 3 Rack 4	B. S. Prasad A.S
		2010-11	Statutory Deductions Register	b	Vol-1	Contractors Deductions Full Details	Almera No. 3 Rack 4	B. S. Prasad A.S
		20.06.2009 to Till Date	Statutory Deductions Monthly Submitted Register	a	Vol-1	Statutory Deductions Monthly Submitted Details	Almera No. 3 Rack 4	B. S. Prasad A.S
	9	20.06.2009 to Till Date	Contractor Bank Account maintain Register	a	Vol-1	Contractor Bank Account Details	Almera No. 3 Rack 4	B. S. Prasad A.S
	10	2010-11	Work Cash Book Monthly Abstract Register	a	Vol-1	Work Cash Book Monthly Abstract Details	Almera No. 3 Rack 5.	B. S. Prasad A.S
	11	20.06.2009 to Till Date	Paid Vouchers	a		Contractor Bill paid Vouchers Copies	Almera No. 3 Rack 5.	B. S. Prasad A.S
III	1	20.06.2009 to Till Date	Attendance Register	a	Vol-1	Employees Attendance Details	Almera No. 1 Rack 4	Ramchandra S.D.A.
	2	20.06.2009 to Till Date	Recovery Register	a	Vol-1	Amount Recovery details from Employees	Almera No. 1 Rack 4	Ramchandra S.D.A.
IV	1	20.06.2009 to Till Date	Bill Admit Register	a	Vol-1	Work Bill Admitted Details	Almera No. 4 Rack 4	Betegowda. B. R F.D.A.
				b	Vol-2	Work Bill Admitted Details	Almera No. 2 Rack 2	
				c	Vol-3	Work Bill Admitted Details	Almera No. 2 Rack 2	

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					2009-10	2010-11	Total No of Files		
	2	20.06.2009 to Till Date	Tender Files (Completed)	Ward No.					
				a 27	1	15	16	Almera No. 5 Rack 1	Betegowda. B. R F.D.A.
				b 28	7	22	29	Almera No. 5 Rack 1	
				c 29	5	8	13	Almera No. 5 Rack 2	
				d 49	-	-	0	Almera No. 5 Rack 2	
				e 59	5	27	32	Almera No. 5 Rack 3	
				f 23	3	31	34	Almera No. 5 Rack 3	
				g 24	4	40	44	Almera No. 5 Rack 4	
				h 30	3	16	19	Almera No. 5 Rack 4	
				Total	28	159	187	Almera No. 5 Rack 4	

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C. Category Ten years Recordable files

I	1	20.06.2009 to Till Date	Cash Book - Establishment Register	a	Vol- 1	Cash Book - Employees Payment Details	Almera No. 1 Rack 4	Ramchandra S.D.A.
	2	2009-10	Army Flag Register	a		Army Flag Amount submitted to Army Department Details	Almera No. 4 Rack 5	Ramchandra S.D.A.
	3	20.06.2009 to Till Date	Increment Register	a	Vol- 1	Employees Annual Increment details	Almera No. 4 Rack 5	Ramchandra S.D.A.
	4	2009-10	Budget File Establishment	a		Establishment anticipated budget amount details	Almera No. 4 Rack 5	Ramchandra S.D.A.
	5	2010-11	Budget File Establishment	a		Establishment anticipated budget amount details	Almera No. 4 Rack 5	Ramchandra S.D.A.
II	1	20.06.2009 to Till Date	Cash Book - Works	a	Vol- 1	Cash Book - Work Payment Details	Almera No. 4 Rack 5	B. S. Prasad A.S
		2010-11	EMD / FSD Cash Book	a	Vol- 1	Cash Book - EMD/FSD Payment Details	Almera No. 4 Rack 5	B. S. Prasad A.S
	2	2009-10	Annual Administration Reports Accounts	a		Annual Report details	Almera No. 4 Rack 5	B. S. Prasad A.S
	3	2009-10	Parawise remarks of Chief Account Auditor	a		Audited, But report not received	Almera No. 4 Rack 5	B. S. Prasad 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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D. Category Five Years

I	1	2009-10	Play Ground Booking Register	a		Play Ground Booking Varius functions Details	Almera No. 1 Rack 4	Ramchandra S.D.A.
	2	20.06.2009 to Till date	Indent Book	a		Indent Details - (Received from stores	Almera No. 1 Rack 4	Ramchandra S.D.A.
	3	20.06.2009 to Till date	GL Register	a	B.-1	Letters / files received from various BBMP departments and Despatch details	Almera No. 1 Rack 4	Ramchandra S.D.A.
				b	B.-2			
				c	B.-3			
	4	20.06.2009 to Till date	PR Register Book	a	B.-1	Letters / files Despatch details	Almera No. 1 Rack 4	Ramchandra S.D.A.
	5	2009-10 and 2010-11	DC Bill Register	a	B.-1	Garbage Details	Almera No. 1 Rack 4	Ramchandra S.D.A.
b				B.-2	Revolving Funds and Others	Almera No. 1 Rack 4	Ramchandra S.D.A.	
c				B.-3	Silt and Tractors, Pot hole fillings	Almera No. 1 Rack 4	Ramchandra S.D.A.	
6	20.06.2009 to Till Date	Telephone Bill Register	a	B1	Telephone Bill Payment details	Almera No. 1 Rack 4	Ramchandra S.D.A.	
7	20.06.2009 to Till Date	Tappal Books	a	7 Books	Tappal paper distribution details	Almera No. 1 Rack 4	Ramchandra S.D.A.	
II	1	2009-10 to Till Date	Stationary Register - Store		Vol-1	Stationary's Received from BBMP Stores	Almera No. 2 Rack 3	Betegowda. B. R F.D.A.
	2	2009-10 to Till Date	Stationary Register Janatha Bazar		Vol-1	Stationary's Received from Janatha Bazar	Almera No. 2 Rack 3	Betegowda. B. R F.D.A.

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E. Category One Year Recordable files

I	1	20.06.2009 to Till Date	RTI Register	a	Vol-1,2,3	RTI Letters / Papers received from Various applicants and Departments	Almera No. 1 Rack 4	Ramchandra S.D.A.
	2	20.06.2009 to Till Date	CL Register	a		Employees Leave Letters Maintained details	Almera No. 1 Rack 4	Ramchandra S.D.A.
	3	20.06.2009 to Till Date	Diesel Bill Register	a	Vol-1	Health and Engineering Lorries Disel Bill Details	Almera No. 1 Rack 4	Ramchandra S.D.A.