

# BRUHATH BENGALURU MAHANAGARA PALIKE

ENVIRONMENT ENGINEER KADUGONDANA HALLI SUB DIVISION RTI 2005 SECTION 4(1)  
(A) 4(1) (A) Maintenance of Records of this AEE/PN/ 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	01-08-2009 TO TILL DATE		A	20	Govt. Orders	Shelf No.2 Beauro No.1	
2	01-08-2009 TO TILL DATE		A	1	Stock Register	Shelf No.2 Beauro No.1	
3	01-08-2009 TO TILL DATE		A	15	Transfers Files	Shelf No.2 Beauro No.1	
4	01-08-2009 TO TILL DATE		A	1	Probationary Period Declaration File	Shelf No.2 Beauro No.1	
5	01-08-2009 TO TILL DATE		A	1	C.G. Ground Appointment Register	Shelf No.2 Beauro No.2	
6	Kondaiah		A	Vol-2	S.R Book	Shelf No.1 Beauro No.1	

7	Shanumugam	A	Vol-2	S.R Book	-----“-----	
8	Vijay Babu	A	Vol-2	S.R Book	-----“-----	
9	V. Balasubramaniam	A	Vol-2	S.R Book	-----“-----	
10	Venkata Ramana	A	Vol-2	S.R Book	-----“-----	
11	Ramachandra.N.	A	Vol-2	S.R Book	-----“-----	
12	Shivanna	A	Vol-2	S.R Book	-----“-----	
13	A.Narayanaswamy	A	Vol-1	S.R Book	-----“-----	
14	Thirupal	A	Vol-2	S.R Book	-----“-----	
15	D. Ravi	A	Vol-1	S.R Book	-----“-----	
16	S. Sanjany	A	Vol-2	S.R Book	-----“-----	
17	Papamma	A	Vol-1	S.R Book	-----“-----	
18	P. Kondamma	A	Vol-2	S.R Book	-----“-----	
19	Gangamma	A	Vol-2	S.R Book	-----“-----	
20	Yangamma	A	Vol-1	S.R Book	-----“-----	
21	Penchamma	A	Vol-1	S.R Book	-----“-----	
22	Chandra	A	Vol-1	S.R Book	-----“-----	
23	Shanthamma	A	Vol-1	S.R Book	-----“-----	

24	Muniyamma	A	Vol-2	S.R Book	-----“-----	
25	Lakshmi	A	Vol-2	S.R Book	-----“-----	
26	Arogya Das	A	Vol-1	S.R Book	-----“-----	
27	Varadaraju	A	Vol-2	S.R Book	-----“-----	
28	Ravanamma	A	Vol-2	S.R Book	-----“-----	
29	Dhanamma	A	Vol-2	S.R Book	-----“-----	
30	Chinnamma	A	Vol-2	S.R Book	-----“-----	
31	Muniyamma	A	Vol-1	S.R Book	-----“-----	
32	Muniswamy	A	Vol-2	S.R Book	-----“-----	
33	Ramakka	A	Vol-2	S.R Book	-----“-----	
34	Ramu	A	Vol-2	S.R Book	-----“-----	
35	Nagubhushan	A	Vol-1	S.R Book	-----“-----	
36	Venkatesh	A	Vol-2	S.R Book	-----“-----	
37	Chinamma	A	Vol-2	S.R Book	-----“-----	
38	Navaneetha	A	Vol-2	S.R Book	-----“-----	
39	Ambuja	A	Vol-2	S.R Book	-----“-----	
40	Jayamma	A	Vol-2	S.R Book	-----“-----	

41	Parvathi	A	Vol-2	S.R Book	-----“-----	
42	Anandammal	A	Vol-1	S.R Book	-----“-----	
43	Gangamma	A	Vol-2	S.R Book	-----“-----	
44	Hanumakka	A	Vol-2	S.R Book	-----“-----	
45	Kanthamma	A	Vol-2	S.R Book	-----“-----	
46	Renuka	A	Vol-1	S.R Book	-----“-----	
47	K. Venkatesh	A	Vol-1	S.R Book	-----“-----	
48	R. Venkatesh	A	Vol-2	S.R Book	-----“-----	
49	Kumar	A	Vol-1	S.R Book	-----“-----	
50	Ravanaiah	A	Vol-2	S.R Book	-----“-----	
51	R. Ravi	A	Vol-1	S.R Book	-----“-----	
52	Varalakshmi	A	Vol-2	S.R Book	-----“-----	
53	Gangamma	A	Vol-2	S.R Book	-----“-----	
54	Venkatamma	A	Vol-2	S.R Book	-----“-----	
55	Anjinamma	A	Vol-2	S.R Book	-----“-----	
56	M.C. Parvathi	A	Vol-2	S.R Book	-----“-----	
57	G. Venkatesh	A	Vol-2	S.R Book	-----“-----	

58	Jayamma	A	Vol-2	S.R Book	-----“-----	
59	K. Narasimhaiah	A	Vol-2	S.R Book	-----“-----	
60	Muniyamma	A	Vol-2	S.R Book	-----“-----	
61	K. N.Narayana	A	Vol-2	S.R Book	-----“-----	
62	Subbamma	A	Vol-2	S.R Book	-----“-----	
63	Shobha	A	Vol-2	S.R Book	-----“-----	
64	Chinnamma	A	Vol-2	S.R Book	-----“-----	
65	Malliga	A	Vol-2	S.R Book	-----“-----	
67	Pollamma	A	Vol-2	S.R Book	-----“-----	
68	Devamma	A	Vol-2	S.R Book	-----“-----	
69	Lakshamma	A	Vol-2	S.R Book	-----“-----	
70	Das	A	Vol-2	S.R Book	-----“-----	
71	Seethamma	A	Vol-2	S.R Book	-----“-----	
72	Jeejamma	A	Vol-2	S.R Book	-----“-----	
73	Vijiyamma	A	Vol-2	S.R Book	-----“-----	
74	Rudrappa	A	Vol-2	S.R Book	-----“-----	
75	Gangamma	A	Vol-2	S.R Book	-----“-----	

76	Saraswathi	A	Vol-2	S.R Book	-----“-----	
77	Jayalakshmi	A	Vol-2	S.R Book	-----“-----	
78	D. Narayanappa	A	Vol-2	S.R Book	-----“-----	
79	Raniyamma	A	Vol-2	S.R Book	-----“-----	
80	Srinivasa	A	Vol-2	S.R Book	-----“-----	
81	Ankaiah	A	Vol-1	S.R Book	-----“-----	
82	Devaraju	A	Vol-2	S.R Book	-----“-----	
83	Krishna	A	Vol-1	S.R Book	-----“-----	
84	N. Narasimha	A	Vol-1	S.R Book	-----“-----	
85	N. Lakshman	A	Vol-1	S.R Book	-----“-----	
86	Vijaya	A	Vol-1	S.R Book	-----“-----	
87	Y.Nagaraj	A	Vol-1	S.R Book	-----“-----	
88	Muniyappa.M	A	Vol-1	S.R Book	-----“-----	
89	Chinnamma	A	Vol-1	S.R Book	-----“-----	
90	Mariyamma	A	Vol-1	S.R Book	-----“-----	
91	Sagary Mary	A	Vol-1	S.R Book	-----“-----	
92	R. Narasamma	A	Vol-1	S.R Book	-----“-----	

93	Ankamma	A	Vol-1	S.R Book	----“-----	
94	Velangini	A	Vol-1	S.R Book	----“-----	
95	Ramakka	A	Vol-1	S.R Book	----“-----	
96	Kondamma	A	Vol-1	S.R Book	----“-----	
97	N. Penchamma	A	Vol-1	S.R Book	----“-----	
98	Kanthamma	A	Vol-1	S.R Book	----“-----	
99	R. Penchamma	A	Vol-1	S.R Book	----“-----	
100	Lalitha	A	Vol-1	S.R Book	----“-----	
101	A.G.Penchamma	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	01-08-2009 TO TILL DATE	B	4	Advance Register	Shelf No.2 Beauro No.2	2037
2	01-08-2009 to till date	B	2	Indent Book	Shelf No.2 Beauro No.2	----“-----

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	01-08-2009 TO TILL DATE	C	1	Electricity Bill Register	Shelf No.4 Beauro No.2	2019
2	01-08-2009 TO TILL DATE	C	2	CASH BOOK	Shelf No.4 Beauro No.2	2015
3	01-08-2009 TO TILL DATE	C	1	Petrol Bill Register	Shelf No.3 Beauro No.2	2013
4	01-08-2009 TO TILL DATE	C	1	Telephone Bill Register	Shelf No.3 Beauro No.2	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	01-08-2009 TO TILL DATE	D	2	PR Registers	Shelf No.3 Beauro No.2	2012
2	01-08-2009 TO TILL DATE	D	1	Tappal Register	Shelf No.2 Beauro No.2	2012
3	01-08-2009 TO TILL DATE	D	1	Office Attendance Register	Shelf No.2 Beauro No.2	2015



4	01-08-2009 to till Date	D	10	D C Bill Register	Shelf No.2 Beauro No.2	2012
5	01-08-2009 to till date	D	5	Lorry Log Book	Shelf No.2 Beauro No.2	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	01-08-2009 TO TILL DATE	E	1	RTI Register	Shelf No.3 Beauro No.2	---“---
2	01-08-2009 TO 31-03-2011	E	1	CL Register	Shelf No.3 Beauro No.2	---“---
3	01-08-2009 TO TILL DATE	E	1	Movement Register	Shelf No.3 Beauro No.2	---“---
4	01-08-2009 TO 31-03-2011	E	30	Leave Letters , Leave Sanction Files, Complaints Letters	Shelf No.3 Beauro No.2	---“---