### HO EAST OFFICE 4(1)A INFORMATION

Sl.No.	Date on which	Category	File No.	Subject of File	Lacation of File:	Date on Which file can
	opened (Files to be	A,B,C,D,E, etc,			Room/Cupboard/Shelf	be destroyed/custodian
	listed	((Files to be listed			numbers	of file
	Chronologically)	alphabetically				
		according to				
		Category)				
1	01-04-2011	1.Service Records	1 to 6	-	Cup Board /Shelf A	Permanent Files
	B Category	1. Cash Book	1	-	Room No.3/ Cup Board	To be Saved for 30
		2. Aquittance book			/Shelf B	Years
		3. DC Bill Book	1			
		4. LPC Book				
		5. Petrol Bill Book	1			
		6. Telephone bill				
		Book	1			
			1			
			1			
	C Category	1.PR Registers	9			
		2.Tappal Books	9			
	D Category	1. Transfer Files	9			
		2. Office Memo				
		Copies	5			
		_				
	E Category	RTI files	1			
		Complaint Letters				

# Template for Section 4(1)(a) – indexing and cataloguing of all information in MOH Shivajinagar Range

Sl.No.	Date on which	Category	File No.	Subject of File	Location of File:	Date on Which file
	opened (Files to be listed	A,B,C,D,E, etc, ((Files to be listed			Room/Cupboard/S helf numbers	can be destroyed/custodian
	Chronologically)	alphabetically according to Category)			nen numbers	of file
	Cirionologically)					of file
	01-04-2011	1.Service Records	1 to 30		Room No 2/	Permanent Files
	A Category	2.DCB Register	7		Cupboard No 01	
			1400		Cupboard No 02	
		3. License Files			Cupboard No 3/4	
		3. Electise Files				
	B Category	1. Cash Book	1		Room No 2/	To be Saved for 30
		2. License Fee Remittence book	2		Cupboard No 01	Years
		3.Aquittance book	4			
		4. DC Bill Book	1			
		5. LPC Book	1			
		6. Petrol Bill Book	1			
		7. Telephone bill Book	1			
		8.PR Registers	2			
		9.Tappal Books	1			

	10. Annual Increment File	1		
	11. transfer Files	5		
	12. Water Bill Register	1		
	13. electricity Bill Register	1		
C Category	1. Probationary Period Declaration		Room No 2/	
	Files		Cupboard No 01	
	2. Deputation File			
D Category	Medical Re Imbursement Files		Room No 2	
	2. Ordinary Public Correspondence Letters		Cupboard No 05	
E Category	RTI files	120	Room No 2/	
	Complaint Letters		Cupboard No 01	

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.	Subject of File	Lacation of File: Room/Cupboard/Shelf numbers	Date on Which file can be destroyed/custodian of file
1	01-04-2011	1.Service Records	1 to 26	-	Room No.3/ Cup Board /Shelf A	Permanent Files
2	B Category	1. Cash Book 2. Licence Fee Remittence book 3. Aquittance book 4. DC Bill Book 5. LPC Book 6. Petrol Bill Book 7. Telephone bill Book 8.PR Registers 9. Tappal Books 10. Annual Increment File 11. transfer Files	1 1 1 1 1 1 1 2 4 1	-	Room No.3/ Cup Board /Shelf B	To be Saved for 30 Years
	C Category	1. Probationary Period Declaration Files 2. Deputation File	5 2			
	D Category	Medical Re Imbursement Files 2. Ordinary Public Correspondence Letters	Nil 50			Room No.3/ Cup Board/Shelf D

E Category	RTI files	5		Room No.3/	Cup
	Complaint Letters	6		Board /Shelf E	

#### MOH SARVAGNANAGAR RANGE

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.	Subject of File	Lacation of File: Room/Cupboard/ Shelf numbers	Date on Which file can be destroyed/custodian of file
1	Import Memo/Circular / Stock Book-01 DCB -08 Appointment Files-01 S R Books-14	Category A	-	-	Cupboard	Manger
2	Indent Book-01 AvanceRegister-01 Legal Files-Nil RTI Files-41 Auditreport-02	Category B	-	-	Cupboard	Manager
3	Inquary Files-nil DCB Books-8 Cash Book-01 Aquittance Books-01	Category C	-	-	Cupboard	Manager
4	PR Books-02 Tapal Books-02 Office Attandance-01 LPC Book-01	Category D	-	-	Cupboard	Manager

#### MOH PULIKESHINAGAR RANGE

Sl.No.	Date on which	Category	File No.	Subject of File	Lacation of File:	Date on Which file can
	opened (Files to be	A,B,C,D,E, etc,			Room/Cupboard/Shelf	be destroyed/custodian
	listed	((Files to be listed			numbers	of file
	Chronologically)	alphabetically				
		according to				
		Category)				
1	01-04-2011	1.Service Records	1 to 12	-	Room No.3/ Cup Board	Permanent Files
					/Shelf A	
2	B Category	1. Cash Book	1	=	Room No.3/ Cup Board	To be Saved for 30
		2. Licence Fee			/Shelf B	Years
		Remittence book	1			
		3.Aquittance book				
		4. DC Bill Book	1			
		5. LPC Book				
		6. Petrol Bill Book	1			
		7. Telephone bill				
		Book	1			
		8.PR Registers	1			
		9.Tappal Books				
		10. Annual	1			
		Increment File				
		11. transfer Files	2			
			4			
			1			
			5			
	C Category	1. Probationary	2			
		Period Declaration				
		Files				
		2. Deputation File				
		1	1			
	D Category	Medical Re	Nil			Room No.3/ Cup

		Imbursement Files 2. Ordinary Public Correspondence	50		Board /Shelf D
		Letters			
E	Category	RTI files	5		Room No.3/ Cup
		Complaint Letters	6		Board /Shelf E

### MOH K.G.HALLI RANGE

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.	Subject of File	Lacation of File: Room/Cupboard/Shelf numbers	Date on Which file can be destroyed/custodian of file
1	01-04-2011	1.Service Records	1 to 7	-	Room No.1/ Cup Board /Shelf A	Permanent Files
2	B Category	Cash Book     Licence Fee     Remittence book	1	-	Room No.1/ Cup Board /Shelf A	To be Saved for 30 Years
		3.Aquittance book 4. DC Bill Book	1			

	5. LPC Book				
	6. Telephone bill	1			
	Book				
	7.PR Registers	_			
	8.Tappal Books	1			
		1			
	9 Annual Increment File				
		1			
		1			
		1			
C Category	1.Probationary	2	-		
D Category	Medical Re	Nil		Room No.1/ Cup	
	Imbursement Files			Board /Shelf A	
	2. Ordinary Public				
	Correspondence	55			
	Letters				
E Category	RTI files	12		Room No.1/ Cup	
	Complaint	7		Board /Shelf A	
	Letters				

## MOH DOMLUR (RANGE)

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)  1.Service Records	File No.	Subject of File	Lacation of File: Room/Cupboard/Shelf numbers	Date on Which file can be destroyed/custodian of file  Permanent Files
1	01-04-2011	1.Service Records	1 to 13	-	Room No.3/ Cup Board /Shelf A	Permanent Files
2	B Category	1. Cash Book 2. Licence Fee Remittence book 3. Aquittance book 4. DC Bill Book 5. LPC Book 6. Petrol Bill Book 7. Telephone bill Book 8. PR Registers 9. Tappal Books 10. Annual Increment File	1 2 1 2 1 1 1 1	-	Room No.3/ Cup Board /Shelf B	To be Saved for 30 Years
	C Category	-	-			
	D Category	Medical Re Imbursement Files	Nil			Room No.3/ Cup Board/Shelf D

## MOH(C.V.Raman Nagar)

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.	Subject of File	Lacation of File: Room/Cupboa rd/Shelf numbers	Date on Which file can be destroyed/custodian of file
1	1.Service Records	A Category	1 to 17	Service Registers	Cup Board	Permanent Files
	opened as per entry of					
	the employee					
2	1. Cash Book	A Category	1 - 3	Cash transactions	Cup Board	To be Saved for 30
	2. Remmittance		1 – 3	Cash remittance		Years
	Registers			details		
	3. Aquittance book		1 – 3	Employees salary		
	4. Receipt Book		1 – 50	Fees collection		
	5. Licence Fees		1-50	Licence collection		
	collection receipt			receipt details		
	details		1.250	T 1 4 11		
	6.Licence Files		1-350	Licence details		
	7. Bank Pass Sheets		1-40	Bank ack.cash		
	5. Bank Ack.Cash		1 40	remittance		
	remittance		1-40	T.:		
	6. DCB Books		1-7	Licence amt. details		
	7. Audit reports		1-5 15	2005-till date		
	8. Birth & death files		13	With details		
	9.Stock register		3	Stock details		
	B Category	1. Attendance	1-3	Staff Attendance		
	D Category	1. Attenuance	1-3	Start Attenuance		

	Registers 2. To registers 3. From Register 4. Tappal Book	1-5	Out going tappal Incoming tappal	
C Category	1. Circulars & Memo Copies and order copies 2. Transfer Order copies 3. Duty report copies	1 1 1		Cup Board
D Category	C.L. Letters & Show cause Notice	1		Cup Board
E Category	RTI Files	3		

#### MOH HEBBAL RANGE

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.	Subject of File	Lacation of File: Room/Cupboard/Shelf numbers	Date on Which file can be destroyed/custodian of file
1	01-04-2011	1.Service Records	1 to 17	-	Room No.1/ Cup Board /Shelf A	Permanent Files
2	B Category	Cash Book     Licence Fee	1	-	Room No.3/ Cup Board /Shelf B	To be Saved for 30 Years

	Remittence book	1		
		1		
	3. Aquittance book	_		
	4. DC Bill Book	2		
	5. LPC Book			
	6. Petrol Bill Book	1		
	7. Telephone bill			
	Book	1		
	8.PR Registers	1		
	9.Tappal Books	-		
	10. Annual	1		
	Increment File	1		
		2		
	11. transfer Files	2		
		2 2 1		
		1		
		1		
C Category	1. Probationary	0		
	Period Declaration			
	Files			
	2. Deputation File			
	1	1		
D Category	Medical Re	Nil		Room No 1/ Cup
	Imbursement Files			Board /Shelf D
	2. Ordinary Public			E cara , Shall B
	Correspondence	10		
	Letters	10		
E Cotton		1.6		Decree No. 1/ C
E Category	RTI files	16		Room No.1/ Cup
	Complaint Letters	2		Board /Shelf E