

ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ

ಸಹಾಯಕ ಕಾರ್ಯನಿರ್ವಾಹಕ ಅಭಿಯಂತರರು (ಹೊರಮಾವು) ಉಪ ವಿಭಾಗ

ವಿಷಯ: ಕಡತಗಳನ್ನು ವರ್ಗೀಕರಣ ಮಾಡಿರುವ ಬಗ್ಗೆ (Indexing & Cataloging)

ಉಲ್ಲೇಖ: 1) ಮಾನ್ಯ ವಿಶೇಷ ಆಯುಕ್ತರು (ಆಡಳಿತ) ರವರ ಅಧ್ಯಕ್ಷತೆಯಲ್ಲಿ ದಿನಾಂಕ: 10-09-2008 ರಂದು ನಡೆದ ಸಭೆಯ ನಡವಳಿಕೆಗಳ ಬಗ್ಗೆ.

2) ಜಿ12(1ಜಿ)ಪಿಆರ್-109/2006-07 ದಿನಾಂಕ: 13-11-2008

3) ಜಿ12(5ಜಿ)ಆರ್.ಇ.ಐ/ಪಿಆರ್/43/09-10, ದಿನಾಂಕ: 12-01-2011.

Template for service 4(1)(a) Indexing information

ಕ್ರ.ಸಂ.	ವರ್ಗ	ಒಟ್ಟು ಕಡತಗಳ ಸಂಖ್ಯೆ
1	ಎ	06
2	ಬಿ	65
3	ಸಿ	01
4	ಡಿ	01
5	ಇ	01
5	ಒಟ್ಟು	74

Template for section 4(1)(a)-indexing and cataloguing of all information

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	Location of file room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
				<u>Category – A</u>		
				Circular File		
1	01-04-2007	A	1	Circular File	Almira-1 Shelf 1	31-03-2008
2	01-04-2008	A	2	Circular File		31-03-2010
3	01-04-2010	A	3	Circular File		31-03-2011
4	01-04-2011	A	4	Circular File		Running
				Service Register (AEE , Horamavu)		
		A			Send to head office for merging employees to BBMP	
		A				
		A				
				S.B.R. Register (AEE, Horamavu)	Almira-1 Shelf 1	
5	07-06-2007	A	1	S.B.R. Register		31-3-2011
6	01-04-2011	A	2	S.B.R. Register		Running
7				<u>Category B:-</u>		
				Stock Register		
8	17.09.2007 25-01-2011	B	1	Stock Register, Stock Register	Almira-1 Shelf 1	24.01.2011 Running
				Staff Personal file		
9	13-09-2007	B	1	P.N.Srinivas	Almira-1 Shelf 1	01-04-2035
10	26-06-1997	B	2	Prasad		01-04-2035
11	08-07-1997	B	3	G.Muniyappa		04-02-2035
12	03-07-1997	B	4	B.Srinivas		01-04-2035
13	07-11-1996	B	5	Ashwathamma		01-04-2035

14	13-09-2007	B	6	P.N.Srinivas		01-04-2035
15	17-01-2007	B	7	A.M.vijay Kumar		01-04-2035
16	04-08-2008	B	8	B.Jayaprakash A.E		01-04-2035
17	17-01-2007	B	9	Ramesh J.E		01-04-2035
				P.R. Register		
18	01-04-2007	B	2	P.R. Register	Almira-1 Shelf 2	31-03-2007
19	01-04-2011	B	2	P.R. Register		Running
				Lokayukta Register	Almira-1 Shelf 2	
20	01-04-2011	B	1	Lokayukta Register		Running
				CL Register	Almira-1 Shelf 2	
21	01-04-2011	B	1	CL Register		Running
22				GL Register		
23				Work Order Book		
24				Road Cutting Register		
25	1-4-2010	B	1	Road Cutting Register	Almira-1 Shelf 2	01-03-2011
26	1-4-2011	B	1	Road Cutting Register	Almira-1 Shelf 2	Running
27				Road Cutting Files		
28	01-04-2010			23 Files	Almira-1 Shelf -3	31-03-2011
29	01-04-2011			8 files	Almira-1 Shelf -3	Running
30	1-4-2011	B	1	2011-12 Total File 1		Running
31				Tap pal Book		
32	17-01-2007	B	1	Office Tap pal Book	Almira-1 Shelf -3	31-03-2011
33	01-04-2011	B	2	Office Tap pal Book	Almira-1 Shelf -3	Running
34				Estimate Register		
35	24-01-2010	B	1	Estimate Book		Running
36				PO and CO Register		
37	26-08-2010	B	1	PO and CO		Running

38				RTI Register		
39	1-4-2011	B	1	RTI Register		Running
				Receipt Book Register	Almira-1 Shelf -4	
40	01-04-2011	B	1	Receipt Book Register 5 Nos		Running
				Attendance		
41	01-04-2010	B	1	AEE .Horamavu Sub Division Staff	Almira-1 Shelf -4	Running
42	01-06-2010	B		AEE .Horamavu Sub Division Staff Water man & P.K	Almira-1 Shelf -4	Running
				Office Staff Aquitance Register		
43	01-03-2007	B	2	Office Staff	Almira-1 Shelf-2	Running
				D.C. Bill Register		
44	01-03-2007	B	1	Telephone bill Register		Running
45	01-04-2011			All works Bill register		Running
46	2007-2008	B	1	M.B. Book		2010-2011
47	2008-2009	B				Running
48	2009-2010	B				
49	2010-2011	B		<u>Category C:-</u>		
				L.P.C Book	Almira-1 Shelf -5	
51	01-04-2011	C	1	AEE Horamavu		
				<u>Category D:-</u>		
				Indent Book	Almira-1 Shelf -5	
52	21-04-2008	D	1	AEE Horamavu		Running
				<u>Category E:-</u>		
53				RTI File	Almira-1 Shelf -5	Running

ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ ೨೦೦೫ರ ಸೆಕ್ಷನ್
4(1ಎ) (ಬಿ) ಅಡಿಯಲ್ಲಿ ಸಹಾಯಕ
ಕಾರ್ಯನಿರ್ವಾಹಕ ಅಭಿಯಂತರರು
ಹೊರಮಾನ್ಯ ಉಪವಿಭಾಗದ ಮಾಹಿತಿಗಳು

Template for section 4(1)(a)-indexing and cataloguing of all information					
SL. No.	Date on which opened (files to be listed chronologically)	Category A,B,C,D,E etc., (files to listed alphabetically according to category)	File No.	Subject of file.	
	A)	Category A:- Circular files Service Register SBR Register-	4 Nos 2 Nos		
		Category B:- Stock Staff Personal file P.R. Register Lokayuktha Register CL Register & File Road cutting Register Road cutting File Tapal Book Estimate Book PO and CO Register RTI Register Receipt Book Attendance Book Aquitance (Office) DC bill register	2 No. 9 Nos 4Nos 1 No. 1 Nos. 2 No. 31 No. 2No. 1 No. 1 No. 1 No. 5 No. 2 Nos. 2 Nos. 1 Nos		
		Category C:- LPC Book	Total : 1 1 no		
		Category D:- Indent Book	Total : 1 no		
		Category E:- RTI file	1 File		
			Total 1		