

ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ

ಸಹಾಯಕ ಕಾರ್ಯನಿರ್ವಾಹಕ ಅಭಿಯಂತರರು (ಕೆ.ಆರ್.ಪುರ)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	19
2	ಬಿ	56
3	ಸಿ	03
4	ಡಿ	01
5	ಇ	05
5	ಒಟ್ಟು	84

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
				Category – A		
				Circular File		
1	01-04-2007	A	1	Circular File	Almira-2 Shelf 1	31-03-2008
2	01-04-2008	A	2	Circular File		31-03-2010
3	01-04-2010	A	3	Circular File		Running
				Service Register (AEE , K.R.P)		
4	04-10-2007	A	1	R.Chandra Shekar WI	Almira-1 Shelf 4	Till date
5	01-08-2008	A	2	C.Mukundappa JHI		Till date
6	01-08-2008	A	3	J.N.Raghavendra JHI		Till date
7		A	4	Gurappa	Send to head office for merging employees to BBMP	Till date
8		A	5	B.Venkatamma		Till date
9		A	6	Kamala		Till date
10		A	7	Kenchappa		Till date
11		A	8	Munihanumaiah		Till date
12		A	9	Muniyappa		Till date
13		A	10	Naranayappa		Till date
14		A	11	Ramaiah		Till date
15		A	12	Ravanamma		Till date
16		A	13	R.Subbaiah		Till date
				S.B.R. Register AEE (KRP)	Almira-1 Shelf 1	
17	01-04-2007	A	1	S.B.R. Register		31-3-2008
18	01-04-2008	A	2	S.B.R. Register		31-3-2009
19	01-04-2009	A	3	S.B.R. Register	Running	
				Category B:-		
				Stock Register		
20	01-04-2007	B	1	Stock Register,	Almira-1 Shelf 1	Running

				Staff Personal file		
21	01-04-1997	B	1	V.Gopal Reddy TA	Almira-1 Shelf 4	01-04-2017
22	19-4-2005	B	2	N.Nanje Gowda JE		01-04-2035
23	4-2-2005	B	3	Chittaiah , JE		04-02-2035
24	14-11-2007	B	4	M.N Narayana Swamy JE		14-11-2037
25	1-7-2008	B	5	M.Venkateshappa AE		1-7-2038
26	26-8-2009	B	6	H.V Krishna reddy AE		26-08-2039
27	2-7-2008	B	7	J.D Somaiah JE		2-7-2038
28	29-7-2008	B	8	Ramjanya SDA		29-7-2038
29	1-10-2010	B	9	H.M Ramaiah SDA		1-10-2040
30	1-8-2010	B	10	R.Chandra Shekar WI		1-8-2040
31	2-2-2009	B	11	M.Narana Swamy JHI		2-2-2039
32	19-1-2009	B	12	C.Mukundappa JHI		19-1-2039
33	19-1-2009	B	13	J.N.Raghavendra JHI		19-1-2039
34	4-11-1996	B	14	Gurappa		4-11-2026
35	12-7-1999	B	15	B.Venkatamma		12-7-2029
36	30-3-1998	B	16	Kamala		30-3-1928
37	10-2-1994	B	17	Kenchappa		10-2-2024
38	23-7-1994	B	18	Munihanumaiah		23-7-2024
39	12-3-1996	B	19	Muniyappa		12-3-2026
40	20-4-1993	B	20	Naranayappa		20-4-2023
41	14-8-1990	B	21	Ramaiah		14-8-2020
42	6-6-2002	B	22	Ravanamma		6-6-2032
43	8-10-1993	B	23	R.Subbaiah		8-10-2023
				P.R. Register		
44	01-04-2007	B	1	P.R. Register	Almira-2 Shelf 3	01-04-2037
45	01-04-2010	B	2	P.R. Register		01-04-2040
				OS Register	Almira-2 Shelf 1	
46	01-12-2010	B	1	OS Register		Running
47	01-12-2010	B	2	OS File	Running	
				Lokayukta Register	Almira-2 Shelf 3	
48	01-04-2011	B	1	Lokayukta Register		Running
				CL Register	Almira-2 Shelf 3	
49	01-04-2011	B	1	CL Register		Running

50	01-04-2007	B	2	CL file		31-03-2010
51	01-01-2011	B	3	CL file		Running
				GL Register		
52	01-04-2007	B	1	GL Register		01-04-2037
53	01-03-2009	B	2	GL Register		01-03-2039
54	21-10-2009	B	3	GL Register		21-10-2039
55	01-04-2010	B	4	GL Register		01-04-2040
56	01-09-2010	B	5	GL Register		01-09-2040
57	17-01-2011	B	6	GL Register		Running
				Work Order Book		
58	1-4-2011	B	1	Work Order Book		19-02-2016
				Road Cutting Register		
59	1-4-2011	B	1	Road Cutting Register		01-04-2034
				Road Cutting Files		
60	1-4-2011	B	1	2011-12 Total File 1		2046-2047
				Tap pal Book		
61	21-9-2007	B	1	Office Tap pal Book		21-9-2037
62	01-04-2008	B	2	Office Tap pal Book		01-4-2038
63	05-06-2009	B	3	Office Tap pal Book		Running
				Estimate Register		
64	01-04-2011	B	1	Estimate Book		Running
				PO and CO Register		
65	01-04-2011	B	1	PO and CO		Running
				RTI Register		
66	1-4-2009	B	1	RTI Register		Running
				Receipt Book Register		
67	01-04-2011	B	1	Receipt Book Register		03-06-2017
				Attendance		
68	01-03-2007	B	1	AEE .K.R.Pura Staff		31-07-2009
69	01-08-2009	B	2	AEE .K.R.Pura Staff		Running
				Office Staff Aquitance Register		
70	01-03-2007	B	1	Office Staff	Almira-1 Shelf-2	31-3-2011
71	01-04-2011	B	2	Office Staff		running

				D.C. Bill Register	
72	01-12-2009	B	1	Telephone bill Register	Running
73	01-04-2011	B	1	Silt & Tractor Bill	01-04-2041
				M.B. Book	
74	2007-2008	B	1	M.B. No-1780,1781,1782,1783, 1785,1771,1772, 1773	2010-2011
75	2008-2009	B	2	M.B. No-1784,1786,1787,2251,2252, 1559, 1560,1561,1562,1563,1774,1576, 1577,1578,2271,2272,2273,1590, 1591, 1592	Running
				Category C:-	
				L.P.C Book	
76	26-04-2010	C	1	AEE KRP	Running
77	01-04-2011	C	2	Budget File	Running
78	01-04-2011	C	3	Adminstrative report file	Running
				Category D:-	
				Indent Book	
79	1-04-2008	D	1	AEE KRP	Running
				Category E:-	
80	2011-12	E	1	4 1(A)B	Running
81	2011-12	E	1	Sainika Dala file	Running
82	1-6-2011	E	1	2011-12 Block Period Encashment File (O/c)	Running
83	2010-11	E	1	Assets & Liabilities	Running
84	1-1-2009	E	1	Casual Leave File	Running

ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ ೨೦೦೫ರ ಸೆಕ್ಷನ್
4(1ಎ) (ಬಿ) ಅಡಿಯಲ್ಲಿ ಸಹಾಯಕ
ಕಾರ್ಯನಿರ್ವಾಹಕ ಅಭಿಯಂತರರು
ಕೆ.ಆರ್.ಪುರ ಉಪ ವಿಭಾಗದ ಮಾಹಿತಿಗಲು

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.
		Category A:- Circular files Service Register SBR Register-	3 Nos 13 Nos. 3 Nos	
		Total-19		
		Category B:- Stock Staff Personal file P.R. Register OS Register & File Lokayuktha Register CL Register & File GL Register Work order Book 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 MB Book	1 No. 23 Nos 2 Nos 2 Nos. 1 No. 3 Nos. 6 Nos. 1 No. 1 No. 1 No. 3 No. 1 No. 1 No. 1 No. 1 No. 2 Nos. 2 Nos. 2 Nos. 2 Nos.	
		Total-56		

		Category C:- LPC Book Budget file Administrative report & Budget file Total : 3	1 no 1 no 1 no	
		Category D:- Indent Book Total : 1	1 no	
		Category E:- RTI file Sainika Dala Miscellance file Total 13	3 Bundle 1 1 No 9 Nos	