

BRUHATH BENGALURU MAHANAGARA PALIKE

ASSISTANT EXECUTIVE ENGINEER HEBBAL SUB-DIVISION RTI 2005 SECTION 4(1) (A)

4(1) (A) Maintenance of Records of this AEE/HBL/ 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	01-04-2006 to till date		A	1	Stock Register	AEE(HBL) Beauro No.1 Shelf No.3	Permanent Record
2	01-04-2005 TO TILL DATE		A	2	Road Cutting Register	Shelf No.1 Beauro No.1	-“-
3	01-04-2005 TO TILL DATE		A	15	Transfers Files	Shelf No.1 Beauro No.1	-“-

4	Krishnappa		A	Vol-2	S.R Book	AEE(HBL) Beauro No.1 Shelf No.1	Group A File cannot be Destroyed (Permanent Records)
5	D.H. Rangaraju		A	Vol-1	S.R Book	-----"	-----"
6	C.N.Anand Kumar		A	Vol-2	S.R Book	-----"	-----"
7	Muniraju .M		A	Vol-2	S.R Book	-----"	-----"
8	Mari Manchaiah		A	Vol-2	S.R Book	-----"	-----"
9	Priyadharshini		A	Vol-3	S.R Book	-----"	-----"
10	N. Kondaiah		A	Vol-2	S.R Book	-----"	-----"
11	N. Prabhakar		A	Vol-2	S.R Book	-----"	-----"
12	P. Venkatesh		A	Vol-3	S.R Book	-----"	-----"
13	G. Venkataiah		A	Vol-1	S.R Book	-----"	-----"
14	Muniraju		A	Vol-2	S.R Book	-----"	-----"
15	Pandian		A	Vol-2	S.R Book	-----"	-----"
16	Krishna Murthy R		A	Vol-2	S.R Book	-----"	-----"
17	Dodda Nagappa		A	Vol-2	S.R Book	-----"	-----"
18	Muni Kumar		A	Vol-2	S.R Book	-----"	-----"
19	Palani Velu		A	Vol-2	S.R Book	-----"	-----"
20	G. Ramachandrappa		A	Vol-2	S.R Book	-----"	-----"
21	Muniyappa		A	Vol-1	S.R Book	-----"	-----"
22	Devendran		A	Vol-1	S.R Book	-----"	-----"
23	Giriyappa		A	Vol-1	S.R Book	-----"	-----"
24	Krishna		A	Vol-1	S.R Book	-----"	-----"
25	Shanmugam		A	Vol-1	S.R Book	-----"	-----"

26	Thippa Raju		A	Vol-1	S.R Book	-----"	-----"
27	D. Muruges		A	Vol-1	S.R Book	-----"	-----"
28	Gangamma		A	Vol-1	S.R Book	-----"	-----"
29	Thimmarayappa		A	Vol-2	S.R Book	-----"	-----"
30	Muniyamma		A	Vol-2	S.R Book	-----"	-----"
31	Marappa		A	Vol-2	S.R Book	-----"	-----"
32	Sarojamma		A	Vol-2	S.R Book	-----"	-----"
33	Lakshamma		A	Vol-2	S.R Book	-----"	-----"
34	Muniyappa		A	Vol-2	S.R Book	-----"	-----"
35	Pullamma		A	Vol-2	S.R Book	-----"	-----"
36	Narasamma		A	Vol-2	S.R Book	-----"	-----"
37	Krishna Murthy		A	Vol-2	S.R Book	-----"	-----"
38	Shivagami		A	Vol-2	S.R Book	-----"	-----"
39	Penchalaiah		A	Vol-2	S.R Book	-----"	-----"
40	P. Lakshman		A	Vol-2	S.R Book	-----"	-----"
41	Subbaiah		A	Vol-2	S.R Book	-----"	-----"
42	N. Muniswamy		A	Vol-2	S.R Book	-----"	-----"
43	Jayamma		A	Vol-2	S.R Book	-----"	-----"
44	B. Raju		A	Vol-2	S.R Book	-----"	-----"
45	Kondaiah		A	Vol-2	S.R Book	-----"	-----"
46	Someshwar		A	Vol-2	S.R Book	-----"	-----"
47	P. Kondaiah		A	Vol-2	S.R Book	-----"	-----"
48	Kalavathi		A	Vol-2	S.R Book	-----"	-----"
49	Lakshamma		A	Vol-2	S.R Book	-----"	-----"
50	Dhanalakshmi		A	Vol-2	S.R Book	-----"	-----"

51	Rathnamma		A	Vol-2	S.R Book	----“-----	----“-----
52	Jayalakshamma		A	Vol-2	S.R Book	----“-----	----“-----
53	Manamma		A	Vol-2	S.R Book	----“-----	----“-----
54	Anjanappa		A	Vol-2	S.R Book	----“-----	----“-----

Category-“B”

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
1	18-01-1998 TO TILL DATE	B	1	Advance Register	AEE(HBL) Beauro No.1 Shelf No.2	2038
2	01-04-1999 TO TILL DATE	B	2	Audit Report Follow up Register	---“---	---“---
3	01-08-1996 TO TILL DATE	B	12	Salary Warranty Register	---“---	---“---
4	26-08-1996 to till date	B	2	Indent Book	---“---	---“---

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	01-04-2008 TO TILL DATE	C	801	Road Cutting Files	AEE(HBL) Beauro No.1 Shelf No.3	2017
2	01-10-2010 TO TILL DATE	C	5	Electricity Bill Register	---“---	2019
3	01-04-2010 TO TILL DATE	C	2	CASH BOOK	---“---	2015
4	01-10-2002 TO TILL DATE	C	5	Khiradi Book Register	---“---	2010
5	01-04-2005 TO TILL DATE	C	2	S B R Register	---“---	2017
6	01-04-2002 TO TILL DATE	C	2	Petrol Bill Register	---“---	2013
7	01-01-2010 TO TILL DATE	C	1	Telephone Bill Register	---“---	2013

Category-“D”

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
1	01-04-2010 TO TILL DATE	D	3	PR Registers	AEE(HBL) Beauro No.1 Shelf No.4	2012
2	01-04-2010 TO TILL DATE	D	4	Tappal Register	---“---	2012
3	01-04-2010 TO TILL DATE	D	2	Office Attendance Register	---“---	2015
4	01-04-2010 to till Date	D	1	D C Bill Register	---“---	2012
5	01-04-2010 to till date	D	2	Lorry Log Book	---“---	2014
6	01-04-2010 to till date	D	10	Receipt Register	---“---	2012

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	01-04-2010 TO TILL DATE	E	2	Public Complaint Files	AEE(HBL) Beauro No.1 Shelf No.4	2012
2	01-04-2010 TO TILL DATE	E	1	Public Grievance Register	---“---	---“---
3	01-05-2010 TO TILL DATE	E	1	RTI Register	---“---	---“---
4	01-04-2010 TO 31-03-2011	E	1	CL Register	---“---	---“---
5	01-04-2010 TO TILL DATE	E	1	Movement Register	---“---	---“---
6	01-04-2010 TO 31-03-2011	E	10	Leave Letters , Leave Sanction Files, Complaints Letters	---“---	---“---