

ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು, ಮಲ್ಲೇಶ್ವರಂ ವಿಭಾಗ, ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ ಸೆಕ್ಷನ್ 4[1][ಎ] ಅಡಿಯಲ್ಲಿ ಮಾಹಿತಿ ಹಾಗೂ ಕಡತಗಳು

[Indexing Catalogue] ಮಾಡಿರುವ ಬಗ್ಗೆ ಮಾಹಿತಿಯು ಈ ಕೆಳಕಂಡಂತಿರುತ್ತದೆ.

Index	Sl No	Date on which opened (Files to 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 numbers	Date on which file can be destroyed/ custodian of file
1	2	3	4	5	6	7	8
<b>A Category Permanent Records / Files</b>							
1	1	From appointment date to till date	Smt M.H. Shwetha	1	Assistant Engineer-Service Rigister Book	Almera No.1 Rack 1	SDA
2	2	From appointment date to till date	Sri Betegowda BR	2	First Division Assistant-Service Rig	Almera No.1 Rack 1	SDA
3	3	From appointment date to till date	Sri Padmavathi G	3	First Division Assistant-Service Rigister Book	Almera No.1 Rack 1	SDA
4	4	From appointment date to till date	Asha C	4	Second Division Assistant-Service Rigister Book	Almera No.1 Rack 1	SDA
5	5	From appointment date to till date	Smt Rangamma	5	Class IV Employee-Service Rigiste	Almera No.1 Rack 1	SDA
6	6	From appointment date to till date	Sri Raja	6	Class IV Employee-Service Rigister Book	Almera No.1 Rack 1	SDA
7	7	From appointment date to till date	Sri Ravi R	7	Class IV Employee-Service Rigister Book	Almera No.1 Rack 1	SDA
8	8	01-04-2016 to Till Date	MB Stock Register	a	Measurement Book Issued Details	Almera No.2 Rack 4	SDA
9	9	01-04-2016 to Till Date	Aquitence Register	a	Payment made towards Employees Salary Details	Almera No.1 Rack 1	SDA
10	10	01-04-2016 to Till Date	LPC Register	a	L.P.C Details	Almera No.1 Rack 1	SDA

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<b>I</b>	<b>B. Category (Upto 30 years recordable files)</b>						
1	1	01.04.2016 to 31.03.2021	Contractor Agreement Register	1	Works Agreement B/W Contractor and BBMP	Almera No.1 Rack 1	D.M
2	2	01.04.2016 to 31.03.2021	Administrative Approval Register	2	General Works	Almera No.1 Rack 1	D.M
	3	01.04.2016 to 31.03.2021	Technical Sanction Register	3	General Works	Almera No.1 Rack 1	D.M
	4	01.04.2016 to 31.03.2021		4	Emergency Grannts works		D.M
	5	01.04.2016 to 31.03.2021		5	Sub/ Revised Estimate		D.M
	6	01.04.2016 to 31.03.2021	Work Order Register	6	General Works	Almera No.1 Rack 1	D.M
	7	01.04.2016 to 31.03.2021	Work Order Register	7	General Works	Almera No.1 Rack 1	D.M
	8	01.04.2016 to 31.03.2021	Tender Notification Files and Tender B	8	Tender Notification Copies, News	Almera No.1 Rack 1	D.M
II	9	01.04.2016 to 31.03.2021	B.R Register's	9	Works Details	Almera No.1 Rack 1	A/S
	10	01.04.2016 to 31.03.2021	FSD Register	10	FSD Details	Almera No.2 Rack 4	FDA- 1
	11	01.04.2016 to 31.03.2021	Bank Guarantee Register	11	Bank Guarantee Works	Almera No.1 Rack 1	FDA- 1
II	12	01.04.2016 to 31.03.2021	Tender opening Register	12	Tender Details	Almera No.1 Rack 1	DM
	13	01.04.2016 to 31.03.2021	VAT 157 Register	13	Contractor KST Details	Almera No.2 Rack 4	FDA- 1
	14	01.04.2016 to 31.03.2021	Statutory Deductions Register	14	Contractor Deductions Full Details	Almera No.1 Rack 1	A/S
	15	01.04.2016 to 31.03.2021	Statutory Deductions monthly submitted Files	15	Statutory Deductions monthly submitted Details	Almera No.1 Rack 1	FDA- 1
	16	01.04.2016 to 31.03.2021	Work cash Book	16	Work cash Book	Almera No.1 Rack 1	FDA- 1
	17	01.04.2016 to 31.03.2021	Paid Vouchers	17	Contractor Bill paid Vouchers Cop	Almera No.1 Rack 1	FDA- 1
	18	01.04.2016 to 31.03.2021	Attendance Register	18	Employees Attendnace Details	Almera No.2 Rack 4	SDA

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<b>C. Category Ten years Recordable files</b>								
	1	01-04-2016 to 31.03.2021	Budget file Estblishment	<i>a</i>		Establishment aticipated budget amount Details	Almera No.1 Rack 1	SDA
	2	01-04-2016 to 31.03.2021	Annual Administrative Reports Accounts	<i>a</i>		Annual Report Details	Almera No.1 Rack 1	A/S
	3	01-04-2016 to 31.03.2021	Parawise remarks of chief Account Auditor	<i>a</i>		Audited, But report not received	Almera No.1 Rack 1	A/S
	4	01-04-2016 to 31.03.2021	Budget File Works	<i>a</i>		Work anticipated budget amount Details	Almera No.1 Rack 1	D.M