

Boraiah FDA

West Zone Details

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/cup board Shelf number	Date on which file can be destroyed/custodian of file.
1.	2-9-2010 to 7-5-2011	C	Vol.1 & 2	EE- Chamarajpet Bill Discount File	CAO Office	Case Worker
2.	3-9-2010 to 20-5-2010	C	Vol.1 & 2	EE- Malleshwaram Bill Discount File	CAO Office	Case Worker
3.	2-9-2010 to 7-5-2011	C	Vol.1 & 2	EE- Mahalakshmi Puram Bill Discount File	CAO Office	Case Worker
4.	3-9-2010 to 16-5-2011	C	Vol.1 & 2	EE- Rajajinagar Bill Discount File	CAO Office	Case Worker
5.	2-9-2010 to 16-5-2011	C	Vol.1 & 2	EE- Gandhinagar Bill Discount File	CAO Office	Case Worker
6.	1-4-2011	C	Vol.1	ACF West Zone Salary Deductions File	CAO Office	Case Worker
7.	1-4-2011	C	Vol.1	LOC Register Book	CAO Office	Case Worker
8.	1-4-2011	C	Vol.1	Garbage Fund Released File	CAO Office	Case Worker

East Zone Details

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/cup board Shelf number	Date on which file can be destroyed/custodian of file.
1	3-9-2010 to 20-5-2011	C	Vol.1 & 2	EE- Pulikeshinagar Bill Discount File	CAO Office	Case Worker
2	3-9-2010 to 20-5-2011	C	Vol.1,2 & 3	EE- Sarvagnangara Bill Discount File	CAO Office	Case Worker
3	3-9-2010 to 20-5-11	C	Vol.1 & 2	EE- Hebbala Bill Discount File	CAO Office	Case Worker
4	2-9-2010 to 5-5-2011	C	Vol.1 & 2	EE- Shivajinagar Bill Discount File	CAO Office	Case Worker
5	7-6-2010 to 20-5-2011	C	Vol.1 & 2	EE- C.V Ramannagara Bill Discount File	CAO Office	Case Worker
6	2-9-2010 to 20-5-2011	C	Vol.1 & 2	EE- Shanthinagar Bill Discount File	CAO Office	Case Worker
7	1-4-2011	C	Vol.1	ACF East Zone Salary Deductions File	CAO Office	Case Worker
8	1-4-2011	C	Vol.1	LOC Register Book	CAO Office	Case Worker
9	1-4-2011	C	Vol.1	Garbage Fund Released File	CAO Office	Case Worker

South Zone Details

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/cup board Shelf number	Date on which file can be destroyed/custodian of file.
1	4-9-2010 to 16-5-2011	C	Vol.1 & 2	EE- Govindarajnar Bill Discount File	CAO Office	Case Worker
2	7-9-2010 to 13-5-2011	C	Vol.1,2 & 3	EE- Vijaynagar Bill Discount File	CAO Office	Case Worker
3	5-6-2010 to 21-5-11	C	Vol.1,2,3 & 4	EE- Basavanagudi Bill Discount File	CAO Office	Case Worker
4	4-9-2010 to 3-5-2011	C	Vol.1 & 2	EE- Padmangnagar Bill Discount File	CAO Office	Case Worker
5	2-9-2010 to 2-5-2011	C	Vol.1 & 2	EE- C.V Jaynagara Bill Discount File	CAO Office	Case Worker
6	3-9-2010 to 3-5-2011	C	Vol.1 & 2	EE- BTM layout Bill Discount File	CAO Office	Case Worker
7	2-9-2010 to 16-5-2011	C	Vol.1 & 2	EE- Chickpet Bill Discount File	CAO Office	Case Worker
8	1-4-2011	C	Vol.1	ACF South Zone Salary Deductions File	CAO Office	Case Worker
9	1-4-2011	C	Vol.1	LOC Register Book	CAO Office	Case Worker
10	1-4-2011	C	Vol.1	Garbage Fund Released File	CAO Office	Case Worker

ಸಲ್ಲಿಸಿದ:-

ದಿನಾಂಕ:12-5-2011ರ ಆಂತರಿಕ ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ: ಮು.ಲೆ.ಅ/ಸಿಬ್ಬಂದಿ/ಪಿಆರ್/01/10-11 ರಂತೆ ದಿನಾಂಕ:17-1-2011 ರಂದು ಮುಖ್ಯ ಲೆಕ್ಕಾಧಿಕಾರಿಗಳ ಕಛೇರಿಯಲ್ಲಿ ಹಾಜರಾತಿ ಸಲ್ಲಿಸಿ ಕಾರ್ಯ ನಿರ್ವಹಿಸುತ್ತಿರುವ ವರದಿಯನ್ನು ಈ ಕೆಳಕಂಡಂತೆ ಸಲ್ಲಿಸಲಾಗಿದೆ.

- 1) ಪೂರ್ವ ವಲಯ, ದಕ್ಷಿಣ ವಲಯ, ಪಶ್ಚಿಮ ವಲಯ ಸಂಬಂಧಿಸಿದಂತೆ ಸಹಾಯಕ ನಿಯಂತ್ರಕರು ಹಣಕಾಸುರವರು ನೀಡುವ ಪತ್ರಗಳಿಗೆ (ವೇತನಕ್ಕೆ ಸಂಬಂಧ ಪಟ್ಟ ಕಟಾವಣೆಗಳಿಗೆ, ತುರ್ತು ಕಾಮಗಾರಿಗೆ ,ನಗರಪಾಲಿಕೆ ಸದ್ಯಸರ ಅನುದಾನ, ಪಕ್ಕತಿ ವಿಕೋಪ, ಘನತ್ಯಾಜ್ಯ ವಸ್ತು ನಿರ್ವಹಣೆಗೆ) ಹಣಭರವಸೆ ಪತ್ರ ನೀಡುವುದು.
- 2) ಪೂರ್ವ ವಲಯ, ದಕ್ಷಿಣ ವಲಯ, ಪಶ್ಚಿಮ ವಲಯದ ಕಾರ್ಯ ಪಾಲಕ ಅಭಿಯಂತ್ರರರು ಸಿವಿಲ್ ಕಾಮಗಾರಿ ಹಾಗೂ ಶೇ.22.75% ರ ಅನುದಾನದಲ್ಲಿ ನಿರ್ಮಿಸುತ್ತಿರುವ ವೈಯಕ್ತಿಕ ಮನೆಗಳ ಕಡತಗಳಿಗೆ ಅನುದಾನ ಬಿಡುಗಡೆ ಸಂಬಂಧಿಸಿದಂತೆ ಹಣಭರವಸೆ ಪತ್ರ ನೀಡುವುದು.
- 3) ಕೆನರಾ ಬ್ಯಾಂಕ್ ಮತ್ತು ಕಾರ್ಪೊರೇಷನ್ ಬ್ಯಾಂಕ್‌ಗಳಲ್ಲಿ ಹುಂಡಿ ಪದ್ಧತಿಯಲ್ಲಿ ಹಣ ಪಾವತಿಸುತ್ತಿರುವ ಕಡತಗಳನ್ನು ನಿರ್ವಹಿಸುತ್ತಿರುವುದು.

ಈ ಮೇಲ್ಕಂಡ ವಿಷಯಗಳಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಕಡತಗಳ ವಿವರವನ್ನು ಈ ಪತ್ರದೊಂದಿಗೆ ಲಗತ್ತಿಸಿ ತಮ್ಮ ಗಮನಕ್ಕೆ ತರಲಾಗಿದೆ.

ಬೋರಯ್ಯ
(ಪ್ರ.ದ.ಸ)

Lakshmi Steno

Horticulture South Zone Details

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/cup board Shelf number	Date on which file can be destroyed/custodian of file.
1	1-4-2010 to 24-5-2011	C	Vol.1	Commissioner & IGP Salary maintenance Register	CAO Office	Case Worker
2	1-4-2010 to 24-5-2011	C	Vol.1	Council & PRO Office Salary maintenance Register.	CAO Office	Case Worker
3	1-4-2010 to 24-5-2011	C	Vol.1	Welfare JNNURM & BMTF Office Salary maintenance Register.	CAO Office	Case Worker
4	1-4-2010 to 24-5-2011	C	Vol.1	Chief Auditor And IT Advisor Office Salary maintenance Register.	CAO Office	Case Worker
5	1-4-2010 to 24-5-2011	C	Vol.1	ARO & Stastics Office Salary maintenance Register.	CAO Office	Case Worker
6	1-4-2010 to 24-5-2011	C	Vol.1	Enquiry & ARO Records Office Salary maintenance Register	CAO Office	Case Worker

7	1-4-2010 to 24-5-2011	C	Vol.1	CAO Section & Legal Cell Office Salary maintenance Register.	CAO Office	Case Worker
8	1-4-2007 to 24-5-2011	C	Vol.1	GAD & Medical Bills .maintenance Register.	CAO Office	Case Worker
9	1-4-2007 to 24-5-2011	C	Vol.1	Traveling Allowance maintenance Register.	CAO Office	Case Worker
10	1-4-2003 to 24-5-2011	C	Vol.1	Release of Grants Pension & DCRG	CAO Office	Case Worker
11	1-6-2010 to 24-5-2011	C	Vol.1	EE-Elect West Division DC Bill Register.	CAO Office	Case Worker
12	1-4-2008 to 24-5-2011	C	Vol.1	GAD Salary Recoveries Ledger.	CAO Office	Case Worker
13	1-4-2010 to 24-5-2011	C	Vol.1	EE-Elect West Division LOC Issued Register.	CAO Office	Case Worker

Horticulture South Zone Details

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/cup board Shelf number	Date on which file can be destroyed/custodian of file.
1	7-11-2009 to 12-10-2010	C	Vol.1	Maintenance Bill	CAO Office	Case Worker
2	27-9-2010 to 31-3-2011	C	Vol.2	Maintenance Bill	CAO Office	Case Worker
3	2009 to 12-5-2011	C	LOC Register	Hundi Bills	CAO Office	Case Worker

Yelahanka Zone Details

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/cup board Shelf number	Date on which file can be destroyed/custodian of file.
1	1-4-2010 to 24-5-2011	C	Vol.1	Commissioner & IGP Salary maintenance Register	CAO Office	Case Worker
2	1-4-2010 to 24-5-2011	C	Vol.1	Council & PRO Office Salary maintenance Register.	CAO Office	Case Worker
3	1-4-2010 to 24-5-2011	C	Vol.1	Welfare JNNURM & BMTF Office Salary maintenance Register.	CAO Office	Case Worker
4	1-4-2010 to 24-5-2011	C	Vol.1	Chief Auditor And IT Advisor Office Salary maintenance Register.	CAO Office	Case Worker
5	1-4-2010 to 24-5-2011	C	Vol.1	ARO & Stastics Office Salary maintenance Register.	CAO Office	Case Worker
6	1-4-2010 to 24-5-2011	C	Vol.1	Enquiry & ARO Records Office Salary maintenance Register	CAO Office	Case Worker

7	1-4-2010 to 24-5-2011	C	Vol.1	CAO Section & Legal Cell Office Salary maintenance Register.	CAO Office	Case Worker
8	1-4-2007 to 24-5-2011	C	Vol.1	GAD & Medical Bills .maintenance Register.	CAO Office	Case Worker
9	1-4-2007 to 24-5-2011	C	Vol.1	Traveling Allowance maintenance Register.	CAO Office	Case Worker
10	1-4-2003 to 24-5-2011	C	Vol.1	Release of Grants Pension & DCRG	CAO Office	Case Worker
11	1-6-2010 to 24-5-2011	C	Vol.1	EE-Elect West Division DC Bill Register.	CAO Office	Case Worker
12	1-4-2008 to 24-5-2011	C	Vol.1	GAD Salary Recoveries Ledger.	CAO Office	Case Worker
13	1-4-2010 to 24-5-2011	C	Vol.1	EE-Elect West Division LOC Issued Register.	CAO Office	Case Worker

Bommanahalli Zone Details

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/cup board Shelf number	Date on which file can be destroyed/custodian of file.
1	16-12-2009 to 24-5-2011	D	19	Releases of LOC to EE Bommanahalli Division	CAO Office	Case Worker
2	30-12-2009 to 24-5-2011	D	2	Releases of LOC to ACF Bommanahalli Elec Division	CAO Office	Case Worker
3	31-3-2010 to 24-5-2011	D	20	Releases of LOC to Anajanapura Division	CAO Office	Case Worker
4	3-6-2010 to 24-5-2011	D	13	Releases of LOC to Bommanahalli proj Division	CAO Office	Case Worker
5	16-12-2009 to 24-5-2011	D		Releases of LOC to Uttarahalli Division	CAO Office	Case Worker

Mahadevpura Zone Details

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/cup board Shelf number	Date on which file can be destroyed/custodian of file.
1	22-12-2009 to 24-5-2011	D	1	Releases of LOC to EE Mahadevpura Division	CAO Office	Case Worker
2	30-12-2009 to 24-5-2011	D	3	Releases of LOC to EE Bytrayanapura Division	CAO Office	Case Worker
3	4-1-2010 to 24-5-2011	D	14	Releases of LOC to EE Bytrayanapura Prj-1 Division	CAO Office	Case Worker
4	26-12-2009 to 24-5-2011	D	6	Releases of LOC to EE Bytrayanapura Division	CAO Office	Case Worker
5	31-3-2010 to 24-5-2011	D	16	Releases of LOC to EE KR Pura Division	CAO Office	Case Worker
6	16-6-2010 to 24-5-2011	D	15	Releases of LOC to EE Mahadevpura Proj Division	CAO Office	Case Worker

Yelahanka Zone Details

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/cup board Shelf number	Date on which file can be destroyed/custodian of file.
1	17-12-2009 to 24-5-2011	D	18	Releases of LOC to EE Yelahanka aDivision	CAO Office	Case Worker

Dasarahalli Zone Details

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/cup board Shelf number	Date on which file can be destroyed/custodian of file.
1	24-12-2010 to 24-5-2011	D	8	Releases of LOC to EE Dasarahalli Division	CAO Office	Case Worker
2	31-3-2010 to 24-5-2011	D	12	Releases of LOC to EE Yeshwanthapura Division	CAO Office	Case Worker
3	24-12-2009 to 24-5-2011	D	29	Releases of LOC to EE Dasarahalli -2 Division	CAO Office	Case Worker

RRNagar Zone Details

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/cup board Shelf number	Date on which file can be destroyed/custodian of file.
1	31-3-2010 to 24-5-2011	D	4	Releases of LOC to EE RR Nagar Division	CAO Office	Case Worker
2	17-12-2009 to 24-5-2011	D	5	Releases of LOC to EE Kengeri Division	CAO Office	Case Worker
3	31-3-2010 to 24-5-2011	D	9	Releases of LOC to EE RR Nagar Proj Division	CAO Office	Case Worker

Anitha FDA

Sl.No.	Date on which opened (Files to be listed chronolgically)	Category A,B,C,D	File No	Subject of file	Location of File:Room/cupborad/CAO/Case worker/shlefnum	Date on which file can be destroyed/custodian of file
1	20/04/2010	D		Telephone Register 2010-11	CAO/Case worker/shlef	Close date 31/03/2011
2	6/4/2011	D		Telephone Register 2011-12	CAO/Case worker/shlef	current running
3	11/5/2009	D		Water and Electric bills 2010-11	CAO/Case worker/shlef	Close date 31/03/2011
4	8/4/2011	D		Water and Electric bills 2011-12	CAO/Case worker/shlef	current running
5	17/06/2009	B		Horticulture West and R.R.Nagar LOC Register 2010-11	CAO/Case worker/shlef	Close date 31/03/2011
6	6/4/2011	B		Horticulture West and R.R.Nagar LOC Register 2011-12	CAO/Case worker/shlef	current running
7	20/4/2011	B		Horticulture West DC Bill Register 2010-11	CAO/Case worker/shlef	Closed date 30/03/2011
8	4/9/2010	B		Horticulture West Hundi file	Table drawer	current running
9	29/04/2011	B		Horticulture R.R.Nagar DC Bill Register 2010-11	CAO/Case worker/shlef	Closed date 30/03/2011
10	28/01/2010	B		Horticulture R.R.Nagar Hundi file	Table drawer	current running
11	24/05/2011	B		Horticulture Medians file 10-11 & 11-12	CAO/Case worker/shlef	current running
12	2/4/2007	B		Education salary register	CAO/Case worker/shlef	31/03/2008
	14/05/2008	B		Education salary register 2008-09 to 11-12	CAO/Case worker/shlef	current running

13	12/4/2010	B		Education DC bill register 10-11	CAO/Case worker/shlef	31/03/2011
14	12/5/2011	B		Education DC bill register 11-12	CAO/Case worker/shlef	current running
15	1/7/2010	B		Education Deduction file 2010-11	Table drawer	31/03/2011
16	10/5/2011	B		Education Deduction file 2011-12	Table drawer	current running
18	1/4/2011	B		Honorable amount to Data entry operator	CAO/Case worker/shlef	current running
19	15/04/2011	B		Electrical east LOC Register 2011-12	CAO/Case worker/shlef	current running
20	31/05/2011	B		Electrical east LOC Register 2010-11	CAO/Case worker/shlef	Close date 27/03/2011

Information on 4(1) (b) of Chief Accounts Office, BBMP
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 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
	From	To					
1	2	3	4	5	6	7	8
1	1/4/2009	31-3-2011	B		Land Acquisition Register	CAO/Cheque Section/shelf	current running
2	1/4/2009	31-3-2010	B		Engineering D.C Bills Register	CAO/Cheque Section/shelf	Closed date 31-3-2010
3	1/4/2010	31-3-2011	B		Engineering D.C Bills Register	CAO/Cheque Section/shelf	current running
4	1/4/2009	31-3-2010	B		Forest D.C.Bills Register	CAO/Cheque Section/shelf	Closed date 31-3-2010
5	1/4/2010	31-3-2011	B		Forest D.C.Bills Register	CAO/Cheque Section/shelf	current running
6	1/4/2009	31-3-2010	B		Welfare Programmes LOC register	CAO/Cheque Section/shelf	current running
7	1/4/2010	31-3-2011	B		Welfare Programmes LOC register	CAO/Cheque Section/shelf	current running
8	1/4/2008		B		Engineering Salary Register 2008-09 to 2011-12	CAO/Cheque Section/shelf	current running