

Sl.	Date on which opened (files to e listed chronologically)	Category ABCDE etc., (files to be listed alphabetically according to	File no	Subject of file (Cash books)	Location of file: Room cupboard shelf numbers	Date on which file can be destroyed custodian of file.	Remarks
	2008 - 2009						
1	01.04.09 to 31.03.09	A	24	Council	Cheque section		vol- 1
2	01.04.08 to 28.06.08	A	25	GAD	Cheque section		vol- 1
3	01.07.08 to 27.09.08	A	25	GAD	Cheque section		vol- 2
4	30.09.08 to 01.01.09	A	25	GAD	Cheque section		vol- 3
5	02.01.09 to 31.03.09	A	25	GAD	Cheque section		vol- 4
6	01.04.08 to 31.03.09	A	26	Revenue	Cheque section		vol- 1
7	01.04.08 to 24.12.08	A	27	Horticulture	Cheque section		vol- 1
8	29.12.08 to 31.03.09	A	27	Horticulture	Cheque section		vol- 2
9	01.04.08 to 31.03.09	A	28	Education	Cheque section		vol- 1
10	01.04.08 to 31.03.09	A	29	Welfare	Cheque section		vol- 1
11	01.04.08 to 01.12.08	A	30	Health	Cheque section		vol- 1
12	02.12.08 to 31.03.09	A	30	Health	Cheque section		vol- 2
13	01.04.08 to 27.08.08	A	31	Engineering	Cheque section		vol- 1
14	29.08.08 to 29.01.09	A	31	Engineering	Cheque section		vol- 2
15	30.01.09 to 31.03.09	A	31	Engineering	Cheque section		vol- 3
16	01.04.08 to 31.03.09	A	40	18%	Cheque section		vol- 1
17	01.04.08 to 14.07.08	A	5800	LOC	Cheque section		vol- 1
18	15.07.08 to 31.10.08	A	5800	LOC	Cheque section		vol- 2
19	03.11.08 to 13.02.09	A	5800	LOC	Cheque section		vol- 3
20	13.02.09 to 30.03.09	A	5800	LOC	Cheque section		vol- 4
21	30.03.09 to 31.03.09	A	5800	LOC	Cheque section		vol- 5

22	01.04.08 to 31.03.09	A	7170	12th Finance	Cheque section		vol- 1
	2009- 2010						
1	01.04.09 to 31.03.10	A	24	Council	Cheque section		vol- 1
2	01.04.09 to 30.06.09	A	25	GAD	Cheque section		vol- 1
3	01.07.09 to 25.09.09	A	25	GAD	Cheque section		vol- 2
4	25.09.09 to 04.01.10	A	25	GAD	Cheque section		vol- 3
5	05.01.10 to 31.03.10	A	25	GAD	Cheque section		vol- 4
6	01.04.09 to 31.03.10	A	26	Revenue	Cheque section		vol- 1
7	01.04.09 to 01.10.09	A	27	Horticulture	Cheque section		vol- 1
8	07.10.09 to 31.03.10	A	27	Horticulture	Cheque section		vol- 2
9	31.03.10 to 31.03.10	A	27	Horticulture	Cheque section		vol- 3
10	01.04.09 to 31.03.10	A	28	Education	Cheque section		vol- 1
11	01.04.09 to 31.03.10	A	29	Welfare	Cheque section		vol- 1
12	01.04.09 to 14.12.09	A	30	Health	Cheque section		vol- 1
13	15.12.09 to 31.03.10	A	30	Health	Cheque section		vol- 2
14	01.04.09 to 31.07.09	A	31	Engineering	Cheque section		vol- 1

15	31.07.09 to 16.12.09	A	31	Engineering	Cheque section		vol- 2
16	17.12.09 to 31.10.10	A	31	Engineering	Cheque section		vol- 3
17	01.04.09 to 31.03.10	A	40	18%	Cheque section		vol- 1
18	01.04.09 to 01.06.09	A	5800	18%	Cheque section		vol- 1
19	01.06.09 to 24.07.09	A	5800	LOC	Cheque section		vol- 2
20	24.07.09 to 07.09.09	A	5800	LOC	Cheque section		vol- 3
21	08.09.09 to 17.11.09	A	5800	LOC	Cheque section		vol- 4
22	17.11.09 to 18.03.10	A	5800	LOC	Cheque section		vol- 5
23	18.03.10 to 31.03.10	A	5800	LOC	Cheque section		vol- 6
24	01.04.09 to 31.03.10	A	5800	LOC	Cheque section		vol- 1
	2010 - 2011						
1	01.04.10 to 22.12.10	A	24	council	Cheque section		vol-1
2	22.12.10 to 31.03.11	A	24	council	Cheque section		vol-2
3	01.04.10 to 02.08.10	A	25	GAD	Cheque section		vol-1
4	03.08.10 to 02.12.10	A	25	GAD	Cheque section		vol-2
5	03.12.10 to 31.03.11	A	25	GAD	Cheque section		vol-3
6	31.03.10 to 31.03.11	A	25	GAD	Cheque section		vol-4

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	2011 - 2012						
1	14.04.2011	A	24	council	Cheque section		
2	14.04.2011	A	25	GAD	Cheque section		
3	14.04.2011	A	26	Revenue	Cheque section		
4	14.04.2011	A	27	Horticulture	Cheque section		
5	14.04.2011	A	28	Education	Cheque section		
6	14.04.2011	A	29	Welfare	Cheque section		
7	14.04.2011	A	30	Health	Cheque section		
8	14.04.2011	A	31	Engineering	Cheque section		
9	14.04.2011	A	40	18%	Cheque section		
10	14.04.2011	A	5800	LOC	Cheque section		
11	14.04.2011	A	7170	12 th finance	Cheque section		

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		Category A,B,C,D	File No	Subject of file	Location of File:Room/cupboard	Date on Which file can be destroyed/Custodian of file
	From	TO					
1	2	3	4	5	6	7	
1	4/1/2008	3/31/2012	B		SFC Grants Register	CAO/Cheque Section/Shelf	Current Running
2	4/1/2008	3/31/2012	B		Spl Development Grant Register	CAO/Cheque Section/Shelf	Current Running
3	4/1/2008	3/31/2012	B		12th Finance Commission Register	CAO/Cheque Section/Shelf	Current Running
4	4/1/2008	3/31/2012	B		Estate Salary Register	CAO/Cheque Section/Shelf	Current Running
5	4/1/2008	3/31/2012	B		DC Revenue Salary Register	CAO/Cheque Section/Shelf	Current Running
6	4/1/2008	3/31/2012	B		Forest Salary Register	CAO/Cheque Section/Shelf	Current Running
7	4/1/2008	3/31/2012	B		AC Advertisement Salary Register	CAO/Cheque Section/Shelf	Current Running
8	4/1/2009	3/31/2012	B		Advertisement DC bill Register	CAO/Cheque Section/Shelf	Current Running
9	4/1/2009	3/31/2012	B		EE,CMO Advance Register	CAO/Cheque Section/Shelf	Current Running
10	4/1/2009	3/31/2012	B		Forest DC bill Register	CAO/Cheque Section/Shelf	Current Running
11	4/1/2009	3/31/2012	B		Forest DC bill Register (Byatarayanapura & South)	CAO/Cheque Section/Shelf	Current Running
12	4/1/2009	3/31/2012	B		Forest DC bill Register (Mahdevapura & Dasarahalli)	CAO/Cheque Section/Shelf	Current Running
13	5/1/2010	3/31/2012	B		Vehicles Fuel Register	CAO/Cheque Section/Shelf	Current Running
14	5/1/2010	3/31/2012	B		Vehicles Fuel Register	CAO/Cheque Section/Shelf	Current Running
15	5/1/2010	3/31/2012	B		Vehicles Fuel Register	CAO/Cheque Section/Shelf	Current Running

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		Category A,B,C,D	File No	Subject of file	Location of File:Room/cupboard	Date on Which file can be destroyed/Custodian of file
	From	TO					
1	2	3	4	5	6	7	
16	5/1/2010	3/31/2012	B		Contract Vehicles DC Bill Register	CAO/Cheque Section/Shelf	Current Running
17	5/1/2010	3/31/2012	B		Contract Vehicles DC Bill Register	CAO/Cheque Section/Shelf	Current Running
18	5/1/2010	3/31/2012	B		Contract Vehicles DC Bill Register	CAO/Cheque Section/Shelf	Current Running
19	5/1/2010	3/31/2012	B		Contract Vehicles DC Bill Register	CAO/Cheque Section/Shelf	Current Running
20	5/1/2010	3/31/2012	B		Vehicles Repair Register	CAO/Cheque Section/Shelf	Current Running