



BRUHAT BENGALURU MAHANAGARA PALIKE

Chief Health Officer's office

RTA – 2005

Section 4(1)A & Section 4(1)B

CHIEF HEALTH OFFICER OFFICE 4(1)A INFORMATION
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 numbers	Date on Which file can be destroyed/custodian of file
1	A Category 01-04-2011	1.Service Records	1 to 38	1 to 38	Cupboard	Permanent Files
2	B Category	1. Cash Book 2. Aquittance book 3. DC Bill Book 4. LPC Book 5. Petrol Bill Book 6. Telephone bill Book	3 38 1 3 0 1	3 38 1 3 0 1	Cupboard Cupboard	To be Saved for 30 Years
3	C Category	1.PR Registers 2.Tappal Books	9 13	9 13	Cupboard	To be Saved for 25 Years
4	D Category	1. Transfer Files 2. Office Memo Copies	5 15	5 15	Cupboard	To be Saved for 15 Years
5	E Category	RTI files Letters	707	707	Cupboard	To be Saved for 5 Years

Chief Health Officer
Bruhat Bengaluru Mahanagara Palike