



## BRUHATH BENGALURU MAHANAGARA PALIKE

DEPUTY HEALTH OFFICER PULIKESHINAGAR RANGE RTI 2005 SECTION 4(1) (A)  
4(1) (A) Maintenance of Records of this DHO/PN/ 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 file
	NAME	DATE					
1	01-04-2010 to 31-03-2011		A	1	Birth Register	Shelf No.1 Beauro No.1 Moore Road, SHO	
2	01-04-2011 to till date		A	1	Birth Register	Shelf No.1 Beauro No.1	
3	01-04-2010 to 31-03-2011		A	1	Death Register	Shelf No.2 Beauro No.1	
4	01-04-2011 to till date		A	1	Death Register	Shelf No.2 Beauro No.1	
5	01-04-2001 TO TILL DATE		A	20	Govt. Orders	Shelf No.2 Beauro No.1	

6	01-04-2005 TO TILL DATE		A	1	Stock Register	Shelf No.2 Beauro No.2	
	01-04-2007 TO TILL DATE		A	1	License Register	Shelf No.1 Beauro No.2	
	01-04-2005 TO TILL DATE		A	15	Transfers Files	Shelf No.1 Beauro No.2	
	01-04-2005 TO TILL DATE		A	1	Probationary Period Declaration File	Shelf No.1 Beauro No.2	
	01-04-2005 TO TILL DATE		A	1	C.G. Ground Appointment Register	Shelf No.1 Beauro No.2	
	B.H.Hanumaiah	09-04-1973	A	Vol-2	S.R Book	Shelf No.1 Beauro No.1	
2	R. Shamprasad	08-09-1997	A	Vol-2	S.R Book	-----"-----	
3	Ravanaiah	01-01-1990	A	Vol-2	S.R Book	-----"-----	
4	Pattabhiramdass	15-01-1975	A	Vol-2	S.R Book	-----"-----	
5	B.P.Jayaprakash	06-04-1977	A	Vol-2	S.R Book	-----"-----	
6	Jayaram	24-03-1982	A	Vol-2	S.R Book	-----"-----	
7	A.Somashekhar	10-03-1999	A	Vol-2	S.R Book	-----"-----	
8	Kamalanathan	20-10-1970	A	Vol-2	S.R Book	-----"-----	
9	Natarajan	25-04-1981	A	Vol-2	S.R Book	-----"-----	
10	Nirmala.P.	01-01-2010	A	Vol-2	S.R Book	-----"-----	
11	Yangaiah	04-03-2010	A	Vol-2	S.R Book	-----"-----	
	01-04-2007 TO TILL DATE		B	200	License Sanctioned Files	Shelf No.3 Beauro No.2	

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 file
<b>OFFICE PERSONAL REGISTER</b>						
15	01-04-2007 TO TILL DATE	B	4	Advance Register	Shelf No.2 Beauro No.2	
	01-04-2000 TO TILL DATE	B	2	Audit Report Follow up Register	Shelf No.2 Beauro No.2	
19	01-04-2005 TO TILL DATE	B	2	Salary Warranty Register	Shelf No.2 Beauro No.2	

Category-“C”

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 file
1	01-04-2005 TO 01-02-2007	C	4	DCB Registers	Shelf No.4 Beauro No.2	2020
2	01-02-2007 TO 31-01-2011	C	4	DCB Registers	Shelf No.4 Beauro No.2	2020
3	01-02-2011 TO TILL DATE	C	3	DCB Registers	Shelf No.4 Beauro No.2	2020
4	01-04-2005 TO TILL DATE	C	3	CASH BOOK	Shelf No.4 Beauro No.2	2020
5	01-04-2000 TO 31-03-2004	C	1	Dead Stock Register	Shelf No.4 Beauro No.2	2020

Category-“D”

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 file
1	01-04-2007 TO TILL DATE	D	3	PR Registers	Shelf No.3 Beauro No.2	
	01-04-2001 TO TILL DATE	D	7	Tappal Register	Shelf No.2 Beauro No.2	
	01-04-2010 TO TILL DATE	D	1	Office Attendance Register	Shelf No.2 Beauro No.2	
	01-04-2010 to Till Date	D	1	Medical Reimbursement Register	Shelf No.2 Beauro No.2	
	01-04-2007to till Date	D	1	D C Bill Register	Shelf No.2 Beauro No.2	
	01-04-2009 to till date	D	1	Lorry Log Book	Shelf No.2 Beauro No.2	
	01-04-2003 to till date	D	3	Receipt Register	Shelf No.4 Beauro No.2	

Category-“E”

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 file
1	01-04-2010 to till date	E	8	Complaint Files	Shelf No.3 Beauro No.2	
2	01-04-2010 to till date	E	1	Public Grivence Register	Shelf No.3 Beauro No.2	
3	01-05-2010 to till date	E	1	RTI Register	Shelf No.3 Beauro No.2	
4	01-04-2010 TO 31-03-2011	D	1	CL Register	Shelf No.3 Beauro No.2	
5	01-04-2011 TO TILL DATE	D	1	CL Register	Shelf No.3 Beauro No.2	
6	01-04-2010 TO 31-03-2011	D	1	Movement Register	Shelf No.3 Beauro No.2	
7	01-04-2011 TO TILL DATE	D	1	Movement Register	Shelf No.3 Beauro No.2	
8	01-04-2010 TO 31-03-2011	D	48	Leave Letters , Leave Sanction Files, Complaints Letters	Shelf No.3 Beauro No.2	21-12-2012
9	01-04-2011 TO TILL DATE	D	19	Leave Letters , Leave Sanction Files, Complaints Letters	Shelf No.3 Beauro No.2	21-12-2012