



Bhruth Bangalore Mahanagar Palike
R.T.I Act. 2005 Section 4(1) (A) indexing and Cataloguing

Health Officer(MCH&FW)(South), 2nd Floor Dasappa Hospital Compound, S.J.P.Road, Bangalore-02

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 destroyed custodian of file
'A' PAPERS (PERMANENT)						
1	01/04/2007	A	1 Box	Commissioner Office order	Cupboard-Shelf No-1	31/12/2008
2	01/01/2009	A	1 Box	Commissioner Office order	Cupboard-Shelf No-1	31/03/2011
3	01/04/2007	A	1 Box	H.O. Office orders	Cupboard-Shelf No-1	31/12/2008
4	01/01/2009	A	1 Box	H.O. Office orders	Cupboard-Shelf No-1	Till date
5	01/04/2007	A	1 Box	Commissioner Office Circular	Cupboard-Shelf No-1	Till date
6	11/12/2007	A	1 Box	Commissioner Office Deputation order	Cupboard-Shelf No-1	Till date
7	29/06/2007	A	1 Box	Commissioner Office Official Memorandum memo's	Cupboard-Shelf No-1	Till date
8	21/08/2007	A	1 Box	Commissioner Office Notice Copies	Cupboard-Shelf No-1	Till date
9	31/05/2007	A	1 Box	Commissioner Office Proceeding Copies	Cupboard-Shelf No-1	Till date
10	26/06/2007	A	1 Box	Commissioner Officer Amendment order copies	Cupboard-Shelf No-1	Till date
11	23/03/2007	A	1 Box	H.O. Office Stock Book	Cupboard-Shelf No-2	Till date
12	19/08/1998	A	1 Box	Service Register	Cupboard-Shelf No-2	Till date
13	10/04/2007	A	1 Book	Cash Register	Cupboard-Shelf No-2	Till date
14	10/04/2007	A	1Book	Collection Register	Cupboard-Shelf No-2	Till date
'B' PAPERS (30- YEARS)						
1	04/09/2008	B	1-File	Audit Reports	Cupboard-Shelf No-3	Till date

2	10/04/2007	B	1-Book	Receipts Book	Cupboard-Shelf No-3	23/01/2008
3	28/01/2008	B	1-Book	Receipts Book	Cupboard-Shelf No-3	15/07/2008
4	15/07/2008	B	1-Book	Receipts Book	Cupboard-Shelf No-3	05/03/2009
5	03/03/2009	B	1-Book	Receipts Book	Cupboard-Shelf No-3	05/12/2008
6	05/12/2009	B	1-Book	Receipts Book	Cupboard-Shelf No-3	25/12/2010
7	25/11/2010	B	1-Book	Receipts Book	Cupboard-Shelf No-3	Till date
'C' PAPERS (10- YEARS)						
1	01/08/2006	C	1-Book	Scale Register of establishment	Cupboard-Shelf No-3	Till date
2	10/04/2007	C	1-File	Delegation of Powers	Cupboard-Shelf No-3	Till date
'D' PAPERS (5- YEARS)						
1	26/07/2006	D	1-Book	Medical PR Register	Cupboard-Shelf No-5	25/03/2010
2	12/04/2010	D	1-Book	Medical PR Register	Cupboard-Shelf No-5	Till date
3	18/12/2006	D	1-Book	General PR Register	Cupboard-Shelf No-5	31/03/2009
4	02/04/2009	D	1-Book	General PR Register	Cupboard-Shelf No-5	Till date
5	10/04/2007	D	73-Files	Nursing Files 2007-08	Cupboard-Shelf No-4	17/03/2008
6	01/04/2008	D	83-Files	Nursing Files 2008-09	Cupboard-Shelf No-4	25/03/2009
7	09/04/2009	D	66-Files	Nursing Files 2009-10	Cupboard-Shelf No-4	17/03/2010
8	07/04/2010	D	49-Files	Nursing Files 2010-11	Cupboard-Shelf No-4	31/03/2011
9	17/05/2006	D	1-Book	Tappal Book	Cupboard-Shelf No-5	15/05/2007
10	25/09/2006	D	1-Book	Tappal Book	Cupboard-Shelf No-5	09/09/2008
11	30/09/2006	D	1-Book	Tappal Book	Cupboard-Shelf No-5	17/09/2007
12	24/09/2007	D	1-Book	Tappal Book	Cupboard-	31/03/2010

					<i>Shelf No-5</i>	
13	16/09/2008	D	1-Book	Tappal Book	Cupboard-Shelf No-5	31/03/2010
14	01/04/2010	D	1-Book	Tappal Book	Cupboard-Shelf No-5	Till date
15	19/12/2009	D	1-Book	L.P.C.Book	Cupboard-Shelf No-5	Till date
16	02/01/2002	D	1-Book	Indent Book	Cupboard-Shelf No-5	15/09/2008
17	03/01/2009	D	1-Book	Indent Book	Cupboard-Shelf No-5	Till date
<i>'E' PAPERS (1-YEAR)</i>						
1	27/04/2007	E	1-Box	R.T.I. Papers	Cupboard-Shelf No-5	Till date
2	01/09/2007	E	1-Book	Attendance Register	Cupboard-Shelf No-5	Till date
3	01/04/2010	E	1-File	Casual Leave Application	Cupboard-Shelf No-5	Till date

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*Health Officer (MCH&FW)(South)
Bruhath Bangalore Mahanagara Palike*