

HO EAST 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	Lacation of File: Room/Cupboard/Shelf numbers	Date on Which file can be destroyed/custodian of file
1	01-04-2011	1.Service Records	1 to 6	-	Cup Board /Shelf A	Permanent Files
	B Category	1. Cash Book 2. Aquittance book 3. DC Bill Book 4. LPC Book 5. Petrol Bill Book 6. Telephone bill Book	1  1  1  1  1  1	-	Room No.3/ Cup Board /Shelf B	To be Saved for 30 Years
	C Category	1.PR Registers 2.Tappal Books	9 9			
	D Category	1. Transfer Files 2. Office Memo Copies	9 5			
	E Category	RTI files Complaint Letters	1			

Template for Section 4(1)(a) – indexing and cataloguing of all information in MOH Shivajinagar Range

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/S helf numbers	Date on Which file can be destroyed/custodian of file
	01-04-2011  A Category	1.Service Records  2.DCB Register  3. License Files	1 to 30  7  1400		Room No 2/ Cupboard No 01  Cupboard No 02  Cupboard No 3/4	Permanent Files
	B Category	1. Cash Book  2. License Fee Remittance book  3.Aquittance book  4. DC Bill Book  5. LPC Book  6. Petrol Bill Book  7. Telephone bill Book  8.PR Registers  9.Tappal Books	1  2  4  1  1  1  2  1		Room No 2/ Cupboard No 01	To be Saved for 30 Years

		10. Annual Increment File	1			
		11. transfer Files	5			
		12. Water Bill Register	1			
		13. electricity Bill Register	1			
	C Category	1. Probationary Period Declaration Files 2. Deputation File			Room No 2/ Cupboard No 01	
	D Category	Medical Re Imbursement Files 2. Ordinary Public Correspondence Letters			Room No 2 Cupboard No 05	
	E Category	RTI files Complaint Letters	120		Room No 2/ Cupboard No 01	

MOH SHANTHINAGAR RANGE

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	Lacation of File: Room/Cupboard/Shelf numbers	Date on Which file can be destroyed/custodian of file
1	01-04-2011	1.Service Records	1 to 26	-	Room No.3/ Cup Board /Shelf A	Permanent Files
2	B Category	1. Cash Book 2. Licence Fee Remittance book 3.Aquittance book 4. DC Bill Book 5. LPC Book 6. Petrol Bill Book 7. Telephone bill Book 8.PR Registers 9.Tappal Books 10. Annual Increment File 11. transfer Files	1 1 1 1 1 1 1 1 1 2 4 1 5	-	Room No.3/ Cup Board /Shelf B	To be Saved for 30 Years
	C Category	1. Probationary Period Declaration Files 2. Deputation File	2 1			
	D Category	Medical Re Imbursement Files 2. Ordinary Public Correspondence Letters	Nil 50			Room No.3/ Cup Board /Shelf D

	E Category	RTI files	5			Room No.3/ Cup
		Complaint Letters	6			Board /Shelf E

MOH SARVAGNANAGAR RANGE

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	Lacation of File: Room/Cupboard/ Shelf numbers	Date on Which file can be destroyed/custodian of file
1	Import Memo/Circular / Stock Book-01 DCB -08 Appointment Files-01 S R Books-14	Category A	-	-	Cupboard	Manger
2	Indent Book-01 AvanceRegister-01 Legal Files-Nil RTI Files-41 Auditreport-02	Category B	-	-	Cupboard	Manager
3	Inquary Files-nil DCB Books-8 Cash Book-01 Aquittance Books-01	Category C	-	-	Cupboard	Manager
4	PR Books-02 Tapal Books-02 Office Attandance-01 LPC Book-01	Category D	-	-	Cupboard	Manager

MOH PULIKESHINAGAR RANGE

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	01-04-2011	1.Service Records	1 to 12	-	Room No.3/ Cup Board /Shelf A	Permanent Files
2	B Category	1. Cash Book 2. Licence Fee Remittance book 3.Aquittance book 4. DC Bill Book 5. LPC Book 6. Petrol Bill Book 7. Telephone bill Book 8.PR Registers 9.Tappal Books 10. Annual Increment File 11. transfer Files	1 1 1 1 1 1 1 1 1 2 4 1 5	-	Room No.3/ Cup Board /Shelf B	To be Saved for 30 Years
	C Category	1. Probationary Period Declaration Files 2. Deputation File	2 1			
	D Category	Medical Re	Nil			Room No.3/ Cup

		Imbursement Files 2. Ordinary Public Correspondence Letters	50			Board /Shelf D
	E Category	RTI files Complaint Letters	5 6			Room No.3/ Cup Board /Shelf E

MOH K.G.HALLI RANGE

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	Lacation of File: Room/Cupboard/Shelf numbers	Date on Which file can be destroyed/custodian of file
1	01-04-2011	1.Service Records	1 to 7	-	Room No.1/ Cup Board /Shelf A	Permanent Files
2	B Category	1. Cash Book 2. Licence Fee Remittance book 3.Aquittance book 4. DC Bill Book	1  1  1	-	Room No.1/ Cup Board /Shelf A	To be Saved for 30 Years

		5. LPC Book				
		6. Telephone bill Book	1			
		7.PR Registers	1			
		8.Tappal Books	1			
		9.. Annual Increment File	1			
			1			
			1			
			1			
	C Category	1.Probationary	2	-		
	D Category	Medical Re Imbursement Files	Nil		Room No.1/ Cup Board /Shelf A	
		2. Ordinary Public Correspondence Letters	55			
	E Category	RTI files	12		Room No.1/ Cup Board /Shelf A	
		Complaint Letters	7			

MOH DOMLUR (RANGE)

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	01-04-2011	1.Service Records	1 to 15	-	Room No.3/ Cup Board /Shelf A	Permanent Files
2	B Category	1. Cash Book 2. Licence Fee Remittance book 3.Aquittance book 4. DC Bill Book 5. LPC Book 6. Petrol Bill Book 7. Telephone bill Book 8.PR Registers 9.Tappal Books 10. Annual Increment File	1 2 1 2 1 1 1 1 1	-	Room No.3/ Cup Board /Shelf B	To be Saved for 30 Years
	C Category	-	-			
	D Category	Medical Re Imbursement Files	Nil			Room No.3/ Cup Board /Shelf D

MOH(C.V.Raman Nagar)

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	Lacation of File: Room/Cupboard/Shelf numbers	Date on Which file can be destroyed/custodian of file
1	1.Service Records opened as per entry of the employee	A Category	1 to 17	Service Registers	Cup Board	Permanent Files
2	1. Cash Book 2. Remmittance Registers 3. Aquittance book 4. Receipt Book 5. Licence Fees collection receipt details 6.Licence Files 7. Bank Pass Sheets 5. Bank Ack.Cash remittance 6. DCB Books 7. Audit reports 8. Birth & death files 9.Stock register	A Category	1 – 3 1 – 3 1 – 3 1 – 50 1-50 1-350 1-40 1-40 1-7 1-5 15 3	Cash transactions Cash remittance details Employees salary Fees collection Licence collection receipt details Licence details Bank ack.cash remittance Licence amt. details 2005-till date With details Stock details	Cup Board	To be Saved for 30 Years
	B Category	1. Attendance	1-3	Staff Attendance		

		Registers 2. To registers 3. From Register 4. Tappal Book	1-5  1-3	Out going tappal Incoming tappal		
	C Category	1. Circulars & Memo Copies and order copies 2. Transfer Order copies 3. Duty report copies	1  1 1			Cup Board
	D Category	C.L. Letters & Show cause Notice	1			Cup Board
	E Category	RTI Files	3			

MOH HEBBAL RANGE

Template for Section 4(1)(a) – indexing and cataloguing of all information

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1	01-04-2011	1.Service Records	1 to 17	-	Room No.1/ Cup Board /Shelf A	Permanent Files
2	B Category	1. Cash Book 2. Licence Fee	1	-	Room No.3/ Cup Board /Shelf B	To be Saved for 30 Years

		Remittance book 3. Acquittance book 4. DC Bill Book 5. LPC Book 6. Petrol Bill Book 7. Telephone bill Book 8. PR Registers 9. Tappal Books 10. Annual Increment File 11. transfer Files	1 2 1 1 1 2 2 1 1			
	C Category	1. Probationary Period Declaration Files 2. Deputation File	0 1			
	D Category	Medical Re Imbursement Files 2. Ordinary Public Correspondence Letters	Nil 10			Room No 1/ Cup Board /Shelf D
	E Category	RTI files Complaint Letters	16 2			Room No.1/ Cup Board /Shelf E