



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	31/12/2010
4	01/01/2011	A	1 Box	H.O. Office orders	Cupboard-Shelf No-1	31/03/2012
5	01/04/2007	A	1 Box	Commissioner Office Circular	Cupboard-Shelf No-1	31/03/2011
6	01/04/2011	A	1Box	Commissioner Office Circular	Cupboard-Shelf No-1	Till date
7	11/12/2007	A	1 Box	Commissioner Office Deputation order	Cupboard-Shelf No-1	Till date
8	29/06/2007	A	1 Box	Commissioner Office Official Memorandum memo's	Cupboard-Shelf No-1	Till date
9	21/08/2007	A	1 Box	Commissioner Office Notice Copies	Cupboard-Shelf No-1	Till date
10	31/05/2007	A	1 Box	Commissioner Office Proceeding Copies	Cupboard-Shelf No-1	Till date
11	26/06/2007	A	1 Box	Commissioner Officer Amendment order copies	Cupboard-Shelf No-1	Till date
12	23/03/2007	A	1 Box	H.O. Office Stock Book	Cupboard-Shelf No-2	Till date
13	19/08/1998	A	1 Box	Service Register	Cupboard-Shelf No-2	Till date
14	10/04/2007	A	1 Book	Cash Register	Cupboard-Shelf No-2	Till date
15	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	13/12/2011
8	22/12/2011	B	1-Book	Receipts Book	Cupboard-Shelf No-3	Till Date
'C' PAPERS (10- YEARS)						
1	01/08/2006	C	1-Box	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	29/10/2011
5	04/11/2011	D	1-Book	General PR Register	Cupboard-Shelf No-5	Till Date
6	26/04/2010	D	1-Book	RTI PR Register	Cupboard-Shelf No-5	Till Date
7	10/04/2007	D	73-Files	Nursing Files 2007-08	Cupboard-Shelf No-4	17/03/2008
8	01/04/2008	D	83-Files	Nursing Files 2008-09	Cupboard-Shelf No-4	25/03/2009
9	09/04/2009	D	66-Files	Nursing Files 2009-10	Cupboard-Shelf No-4	17/03/2010
10	07/04/2010	D	49-Files	Nursing Files 2010-11	Cupboard-Shelf No-4	31/03/2011

11	26/04/2011	D	38-Files	Nursing Files 2011-12	Cupboard-Shelf No-4	01/03/2012
12	17/05/2006	D	1-Book	Tappal Book	Cupboard-Shelf No-5	15/05/2007
13	25/09/2006	D	1-Book	Tappal Book	Cupboard-Shelf No-5	09/09/2008
14	30/09/2006	D	1-Book	Tappal Book	Cupboard-Shelf No-5	17/09//2007
15	24/09/2007	D	1-Book	Tappal Book	Cupboard-Shelf No-5	31/03/2010
16	16/09/2008	D	1-Book	Tappal Book	Cupboard-Shelf No-5	31/03/2010
17	01/04/2010	D	1-Book	Tappal Book	Cupboard-Shelf No-5	03/02/2012
18	04/02/2012	D	1-Book	Tappal Book	Cupboard-Shelf No-5	Till Date
19	19/12/2009	D	1-Book	L.P.C.Book	Cupboard-Shelf No-5	Till date
20	02/01/2002	D	1-Book	Indent Book	Cupboard-Shelf No-5	15/09/2008
21	03/01/2009	D	1-Book	Indent Book	Cupboard-Shelf No-5	Till date
'E' PAPERS (1-YEAR)						
1	27/04/2007	E	1-Box	R.T.I. Papers	Cupboard-Shelf No-5	30/03/2011
2	26/04/2011	E	1-Box	R.T.I. Papers	Cupboard-Shelf No-5	Till Date
3	01/09/2007	E	1-Book	Attendance Register	Cupboard-Shelf No-5	Till date
4	01/04/2010	E	1-File	Casual Leave Application	Cupboard-Shelf No-5	Till date

-----Signature-----

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

