

Ward No 23, HBR Layout

Statement Showing the Templates for BBMP departments suo motu disclosure under Section 4(1) (a) and (b) of the RTI Act pertaining to Assistant Revenue Officer (HBR Layout) Sub Division.

Template for Section 4(1)(a) – indexing and cataloguing of all information in the year 2010-11

Sl No.	Name	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	G.Linganna Assistant Revenue Officer,	13.01.1975	A	-	SR	Almara-1 Rack-1	Permanent
2	P. Muniyamma Manager	29.03.1982	A	-	SR	Almara-1 Rack-1	Permanent
3	Saravana F.D.C	-	A	-	SR	Almara-1 Rack-1	Permanent
4	M.D. Siddagangaiah S.D.C	16.03.2000	A	-	SR	Almara-1 Rack-1	Permanent
5	H.P.Narasimhamurthy S.D.C	-	A	-	SR	Almara-1 Rack-1	Permanent
6	P.Ramanna S.D.C	-	A	-	SR	Almara-1 Rack-1	Permanent
7	Nagaraju.K Assessor	04.05.1995	A	-	SR	Almara-1 Rack-1	Permanent
8	N. Venkatesh Assessor	15.04.1977	A	-	SR	Almara-1 Rack-1	Permanent
9	V.Murthy Revenue Inspector	30.09.1994	A	-	SR	Almara-1 Rack-1	Permanent
10	V.John VijayaKumar Revenue Inspector	04.07.1979	A	-	SR	Almara-1 Rack-1	Permanent
11	Kalasegowda.P Revenue Inspector	17.02.1971	A	-	SR	Almara-1 Rack-1	Permanent
12	Rajanna Revenue Inspector	08.07.1983	A	-	SR	Almara-1 Rack-1	Permanent
13	Narasimhamurthy.K.N Revenue Inspector	23.09.1989	A	-	SR	Almara-1 Rack-1	Permanent
14	Krishnamurthy.T Tax Inspector	16.03.2000	A	-	SR	Almara-1 Rack-1	Permanent
15	N. Jashva Tax Inspector	30.09.2009	A	-	SR	Almara-1 Rack-1	Permanent
16	Rajanna K.S	02.05.1989	A	-	SR	Almara-1	Permanent

	Tax Inspector					Rack-1	
17	Anand Tax Inspector	29.10.2005	A	-	SR	Almara-1 Rack-1	Permanent
18	Athaula Tax Inspector	27.05.2003	A	-	SR	Almara-1 Rack-1	Permanent
19	M. Munimurthy Tax Inspector	04.07.1994	A	-	SR	Almara-1	Permanent
20	C. Shivanna Tax Inspector	01.07.1993	A	-	SR	Almara-1 Rack-	Permanent
21	T.P.Muthyalamurthy Tax Inspector	15.07.2004	B	-	SR	Almara-1 Rack-2	Permanent
22	Allah Baksh Tax Inspector	01.11.1978	B	-	SR	Almara-1 Rack-2	Permanent
23	M.Muninanajappa Peon	24.02.1978	B	-	SR	Almara-1 Rack-3	Permanent
24	N.Shankar Peon	09.10.2009	B	-	SR	Almara-1 Rack-3	Permanent
25	K.Pothanna Peon	28.08.2010	B	-	SR	Almara-1 Rack-3	Permanent

S. N	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
2009-2010						
1	01.04.2009 to 31.03.2010	C	DA/23/KTR/30Files	Transfer	Cupboard	As Per Order of the Higher Officer
2	01.04.2009 to 31.03.2010	D	DA/23/KTR/5 Files	Katha Transfer Endorsment Files	Cupboard	As Per Order of the Higher Officer
3	01.04.2009 to 31.03.2010	B	DA/23/MTR/4 Files	Mutation Files (+,-)	Cupboard	As Per Order of the Higher Officer
4	01.04.2009 to 31.03.2010	E	DA/23/PR/146 Files	PR Files	Cupboard	As Per Order of the Higher Officer
2010-2011						
5	01.04.2010 to 31.03.2011	C	DA/23/KTR/51 Files	Transfer	Cupboard	As Per Order of the Higher

						Officer
6	01.04.2010 to 31.03.2011	D	DA/23/KTR/4 Files	Katha Transfer Endorsement Files	Cupboard	As Per Order of the Higher Officer
7	01.04.2010 to 31.03.2011	B	DA/23/MTR/11 Files	Mutation Files (+,-)	Cupboard	As Per Order of the Higher Officer
8	01.04.2010 to 31.03.2011	E	DA/23/PR/132 Files	PR Files	Cupboard	As Per Order of the Higher Officer
2011-2012 as on 31.05.2012						
9	01.04.2011 to 31.05.2011	C	DA/23/KTR/16 Files	Transfer	Cupboard	As Per Order of the Higher Officer
10	01.04.2011 to 31.05.2011	D	DA/23/KTR/1 Files	Katha Transfer Endorsment Files	Cupboard	As Per Order of the Higher Officer
11	01.04.2011 to 31.05.2011	B	DA/23/MTR/3 Files	Mutation Files (+,-)	Cupboard	As Per Order of the Higher Officer
12	01.04.2011 to 31.05.2011	E	DA/23/PR/25 Files	PR Files	Cupboard	As Per Order of the Higher Officer
2011-2012 as on 31.05.2012						
13	2003-2004 to 2011-2012	A	Assessment Register	Volume No 1 to 2	Cupboard	As Per Order of the Higher Officer
14	2008-2009 to 2011-2012	A	Assessment Register	Volume No 1 to 2	Cupboard	As Per Order of the Higher Officer
15	2008-2009 to 2011-2012	A	Assessment 'B' Register	Volume No 1 to 2	Cupboard	As Per Order of the Higher Officer
16	2010-2011 to 2011-2012	A	Mutation Register	Volume No 1	Cupboard	As Per Order of the Higher Officer
17	2009-2010 to 2011-2012	C	KTR Register	Volume No 1	Cupboard	As Per Order of the Higher Officer

Ward No 24, HBR Layout

S. N	Date on which opened (Files to be listed chronologically)	Category A,B,C, D, E, etc. (Files to be listed alphabetically according to	File No.	Subject of file	Location of file : Room /cupboard	Date on which file can be destroyed / custodian of
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		category)			d/ shelf numbers	file
2009-2010						
1	08.09.2009 to 31.03.2010	C	DA/24/KTR/155 Files	Transfer	Cupboard	As Per Order of the Higher Officer
2	08.09.2009 to 31.03.2010	D	DA/24/KTR/3 Files	Katha Transfer Endorsment Files	Cupboard	As Per Order of the Higher Officer
3	08.09.2009 to 31.03.2010	B	DA/24/MTR/13 Files	Mutation Files (+,-)	Cupboard	As Per Order of the Higher Officer
4	08.09.2009 to 31.03.2010	E	DA/24/PR/170 Files	PR Files	Cupboard	As Per Order of the Higher Officer
2010-2011						
5	01.04.2010 to 31.03.2011	C	DA/24/KTR/280 Files	Transfer	Cupboard	As Per Order of the Higher Officer
6	01.04.2010 to 31.03.2011	D	DA/24/KTR/4 Files	Katha Transfer Endorsment Files	Cupboard	As Per Order of the Higher Officer
7	01.04.2010 to 31.03.2011	B	DA/24/MTR/57 Files	Mutation Files (+,-)	Cupboard	As Per Order of the Higher Officer
8	01.04.2010 to 31.03.2011	E	DA/24/PR/200 Files	PR Files	Cupboard	As Per Order of the Higher Officer
2011-2012 as on 31.05.2012						
9	01.04.2011 to 31.05.2011	C	DA/24/KTR/55 Files	Transfer	Cupboard	As Per Order of the Higher Officer
10	01.04.2011 to 31.05.2011	D	DA/24/KTR/0 Files	Katha Transfer Endorsment Files	Cupboard	As Per Order of the Higher Officer
11	01.04.2011 to 31.05.2011	B	DA/24/MTR/10 Files	Mutation Files (+,-)	Cupboard	As Per Order of the Higher Officer
12	01.04.2011 to 31.05.2011	E	DA/24/PR/60 Files	PR Files	Cupboard	As Per Order of the Higher Officer
2003-2004 to 2011-2012						
13	2003-2004 to 2011-2012	A	Assessment Register	Volume No 1 to 2	Cupboard	As Per Order of the Higher

						Officer
14	2008-2009 to 2011-2012	A	Assessment Register	Volume No 1 to 2	Cupboard	As Per Order of the Higher Officer
15	2008-2009 to 2011-2012	A	Assessment 'B' Register	Volume No 1 to 3	Cupboard	As Per Order of the Higher Officer
16	2010-2011 to 2011-2012	A	Mutation Register	Volume No 1	Cupboard	As Per Order of the Higher Officer
17	2009-2010 to 2011-2012	C	KTR Register	Volume No 1 & 2	Cupboard	As Per Order of the Higher Officer

Ward No 29, HBR Layout

S. N	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
2009-2010						
1	08.09.2009 to 31.03.2010	C	DA/29/KTR/56 Files	Transfer	Cupboard	As Per Order of the Higher Officer
2	08.09.2009 to 31.03.2010	D	DA/29/KTR/25 Files	Katha Transfer Endorsment Files	Cupboard	As Per Order of the Higher Officer
3	08.09.2009 to 31.03.2010	B	DA/29/MTR/34 Files	Mutation Files (+,-)	Cupboard	As Per Order of the Higher Officer
4	08.09.2009 to 31.03.2010	E	DA/29/PR/38 Files	PR Files	Cupboard	As Per Order of the Higher Officer
2010-2011						
5	01.04.2010 to 31.03.2011	C	DA/29/KTR/62 Files	Transfer	Cupboard	As Per Order of the Higher Officer
6	01.04.2010 to 31.03.2011	D	DA/29/KTR/12 Files	Katha Transfer Endorsment Files	Cupboard	As Per Order of the Higher Officer
7	01.04.2010 to 31.03.2011	B	DA/29/MTR/28 Files	Mutation Files (+,-)	Cupboard	As Per Order of the Higher Officer
8	01.04.2010 to	E	DA/29/PR/42 Files	PR Files	Cupboard	As Per Order

	31.03.2011					of the Higher Officer
2011-2012 as on 31.05.2012						
9	01.04.2011 to 31.05.2011	C	DA/29/KTR/62 Files	Transfer	Cupboard	As Per Order of the Higher Officer
10	01.04.2011 to 31.05.2011	D	DA/29/KTR/11 Files	Katha Transfer Endorsment Files	Cupboard	As Per Order of the Higher Officer
11	01.04.2011 to 31.05.2011	B	DA/29/MTR/32 Files	Mutation Files (+,-)	Cupboard	As Per Order of the Higher Officer
12	01.04.2011 to 31.05.2011	E	DA/29/PR/18 Files	PR Files	Cupboard	As Per Order of the Higher Officer
13	2003-2004 to 2011-2012	A	Assessment Register	Volume No 1 to 13	Cupboard	As Per Order of the Higher Officer
14	2008-2009 to 2011-2012	A	Assessment Register	Volume No 1 to 13	Cupboard	As Per Order of the Higher Officer
15	2008-2009 to 2011-2012	A	Assessment 'B' Register	Volume No 1	Cupboard	As Per Order of the Higher Officer
16	2010-2011 to 2011-2012	A	Mutation Register	Volume No 1	Cupboard	As Per Order of the Higher Officer
17	2009-2010 to 2011-2012	C	KTR Register	Volume No 1	Cupboard	As Per Order of the Higher Officer

Ward No 30, K.G.Halli

S. N	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
2009-2010						
1	08.09.2009 to 31.03.2010	C	DA/30/KTR/48 Files	Transfer	Cupboard	As Per Order of the Higher Officer
2	08.09.2009 to 31.03.2010	D	DA/30/KTR/13 Files	Katha Transfer Endorsment	Cupboard	As Per Order of the Higher Officer

				Files		
3	08.09.2009 to 31.03.2010	B	DA/30/MTR/14 Files	Mutation Files (+,-)	Cupboard	As Per Order of the Higher Officer
4	08.09.2009 to 31.03.2010	E	DA/30/PR/19 Files	PR Files	Cupboard	As Per Order of the Higher Officer
2010-2011						
5	01.04.2010 to 31.03.2011	C	DA/30/KTR/54 Files	Transfer	Cupboard	As Per Order of the Higher Officer
6	01.04.2010 to 31.03.2011	D	DA/30/KTR/15 Files	Katha Transfer Endorsment Files	Cupboard	As Per Order of the Higher Officer
7	01.04.2010 to 31.03.2011	B	DA/30/MTR/20 Files	Mutation Files (+,-)	Cupboard	As Per Order of the Higher Officer
8	01.04.2010 to 31.03.2011	E	DA/30/PR/22 Files	PR Files	Cupboard	As Per Order of the Higher Officer
2011-2012 as on 31.05.2012						
9	01.04.2011 to 31.05.2011	C	DA/30/KTR/09 Files	Transfer	Cupboard	As Per Order of the Higher Officer
10	01.04.2011 to 31.05.2011	D	DA/30/KTR/02 Files	Katha Transfer Endorsment Files	Cupboard	As Per Order of the Higher Officer
11	01.04.2011 to 31.05.2011	B	DA/30/MTR/04 Files	Mutation Files (+,-)	Cupboard	As Per Order of the Higher Officer
12	01.04.2011 to 31.05.2011	E	DA/30/PR/11 Files	PR Files	Cupboard	As Per Order of the Higher Officer
2011-2012 as on 31.05.2012						
13	2003-2004 to 2011-2012	A	Assessment Register	Volume No 1 to 18	Cupboard	As Per Order of the Higher Officer
14	2008-2009 to 2011-2012	A	Assessment Register	Volume No 1 to 18	Cupboard	As Per Order of the Higher Officer
15	2008-2009 to 2011-2012	A	Assessment 'B' Register	Volume No 1 to 3	Cupboard	As Per Order of the Higher Officer
16	2010-2011 to 2011-2012	A	Mutation Register	Volume No 1	Cupboard	As Per Order of the Higher

						Officer
17	2009-2010 to 2011-2012	C	KTR Register	Volume No 1	Cupboard	As Per Order of the Higher Officer