Information to be given under Information Act-2005-under section 4(1)A For the Period From Date of opening the office to 31-03-2023.

ANNEXURE-A

(Records to be Preserved Permanently)

As per IGR Circular No.RGN 130/98-99, Dated : 14-3-2002

SL NO.	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Page No.	Remarks
1	2	3	4	5	6	7	8
1	File of Departmental circulars and orders regarding Registration matters.	File Book	1	1948	TILL DATE	200	
2	File of Departmental circulars and orders regarding Stamp matters.	File Book	1	1948	TILL DATE	200	
3	Key to Index	Book Form	31	1982	2012	6200	
4	Register of Destruction of Records	Bound Book	1		TILL DATE	200	
5	Register of Documents destroyed	Bound Book					Concerned D.R
6	Register of stock of furniture's and other articles	Book Form	1		TILL DATE	200	
7	Book 1 Volumes	Book Form	1066	1948	2004	266500	
7	Book 2 Volumes	Book Form	1	1948	2004	250	
8	Book 3 Volumes	Book Form	20	1948	2004	5000	
9	Book 4 Volumes	Book Form	54	1948	2004	13500	
10	Book 5 (with Index)Volumes	Book Form	-			-	Concerned D.R
11	Register of CD Preserved	Book From	1	2004	TILL DATE	250	Separate list enclosed

	Marriages CD	CD	48	01-04-2010	TILL DATE		
12	Thumb Impression Register	Book Form	296	1949	2003	44400	
13	Additional Book – 1	File Book	629	1948	2003	94350	
14	Additional Book – 3	File Book	1	1948	2003	200	
15	Additional Book – 4	File Book	1	1948	2003	40800	
16	Index - I	Book Form	204	1948	2003	40800	
17	Index - II	Book Form	-	-	-	-	
18	Index - III	Book Form	-	-	-	-	
19	Index - IV	Book Form	-	-	-	-	
20	Index subsidiary	Book Form	-	-	-	-	
21	Index to old register Books	Book Form	-	-	-	-	
22	Reference books such as registration acts, stamps acts and manuals etc., (year wise	Book Form	20 No,s	-	TILL DATE	-	
	mysore civil service rules	1964	1	-	TILL DATE		
	karnataka land reforms act	1961	1	-	TILL DATE		
	indian stamp act	1980	1	-	TILL DATE		
	karnataka registration manual	1985	1	-	TILL DATE		-
	Glossary of adminisrative terms	1967	1	-	TILL DATE		
23	Ledger of detailed examination of Register Books	Book Form	1	-	TILL DATE	-	-
24	Register of records	Book Form	1	-	TILL DATE	200	
25	Register of records sent to courts and other offices	Book Form	2	-	TILL DATE	-	-
26	Register of reproduced entries of fading foot notes	Book Form	-			-	No such cases

27	Register of sanctioned establishment of each officers	Book Form	-			-	Concerned D R
28	Registration of stock of books and publications	Book Form	1	-	TILL DATE	200	
29	Registration of valuable records	Book Form	-			-	No such cases
30	Register of showing the particulars of books partially recopied.	Book Form	-			-	No such cases
31	Register of wills and unopened covers containing wills received by post	Book Form	-			-	Concerned D R
32	Registers of wills and sealed covers	Book Form	-			-	Concerned D R
33	Vacancy Register	Book Form	No of books			-	Concerned D R
34	Sealed covers(District Registrar Office)	In a box secured in the safe	No of books			-	Concerned D R
35	Taluk Maps	Folded Unmounted	1			1	
36	Register of firms maintained under sec 58 of I.P. Act 1939	Book Form	-			-	Concerned D R
37	Indexes to names of Firms	Book Form	-			-	Concerned D R
38	All Registers and the Indexes maintained by the Registrar under Hindu Marriage Act 1955	File Book and Book Form	17	2004	TILL DATE	1700	
39	All Registers and Marriage Certificate Book and Indexes mentioned by the Registrar under Special Marriage Act 1954	Bound Book	4		2004	400	
40	File of Appeal orders and Judgement and Orders of court	File Book	-			-	No such cases
41	File of Correspondence relating to creation of new offices, alteration of jurisdications of offices etc.,	File Jocket Trilateral index files	1		TILL DATE	50	
42	File of correspondence relating to clarification issued under Registration Act Stamp Act and Rules there under and other allied Acts bearing the subject (If there are not rescinded)	File Jocket Trilateral index files	-			-	No such cases

43	File of correspondence relating to creation and Transfer of Posts	File Jocket Trilateral index files	-			-	No such cases
44	File of corresspondence relating to order of District Registrar sanctioning recopying or repaired damaged books and indexes	File Jocket Trilateral index files	-	-	-	-	No such cases
45	File of Translations	File Book	-			-	No such cases
46	Gradation list of All Cadres	File Jocket Trilateral index files	-	-	-	-	To be maintained by D R
47	List of Records transferred from one office to another and acknowledgements there for	File Book	-	-	-	-	No such cases
48	Loose sheets containing entries in Register Volume recopied	In a cover under the seal and signature of registering officer a slip pasted on the cover to show its contents	-	-	-	-	No such cases
49	Supplement to books (part I to V) Book –I Part III	File Books	**128**	-	TILL DATE	32000	
50	File relating to Registration of firms and shanges of constitution there on under I.P.Act 1935	File Jocket Trilateral index files	-	-	-	-	Concerned D R
51	Market Value Notifications	File Jocket Trilateral index files	8	2003	TILL DATE	400	
52	Market Value files before Commencement of CVC	File Jocket	2	1993	2003	50	

ANNEXURE-B

(To be Preserved for Thirty years)

SL NO.	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Page No	Remarks
1	2	3	4	5	6	7	8
1	Acquaintance Roll for pay and other allowances (To be preserved for 40 years)	Bound Book	3	31-03-1993	TILL DATE	600	
2	Administration Report of the Department	File Jocket Trilateral index files	1	15/06/1905	TILL DATE	50	
3	Assests and liabilities statement of Government Servants	File Jocket Trilateral index files	-	-	-	-	Concerned D.R.
4	Cash Book	Bound Book	1	04/01/1993	28/02/1994		
			1	03/01/1994	27/04/1996		
			1	30/04/1996	19/04/1998		
			1	20/04/1998	06/10/1999		
			1	06/10/1999	16/10/2001		
			1	17/10/2001	31/12/2003		
			1	01/01/2004	16/08/2006		
			1	17/08/2006	31/12/2008		
			1	01/01/2009	17/08/2010		
			1	18/08/2010	25/08/2014		
			1	26/08/2014	30/05/2018		
			1	31/05/2018	26/10/2021		
		Total - 12		27/10/2021	**TILL DATE**		
5	Commission orders with interrogatories	File Book	-	-	-		
6	Confidential Reports(two years after death five years from the date of retirement or removal, dismissal from services)	File Book	-	-	-	-	Concerned D.R.
7	Daily Register	Bound Book	128	01/04/1993	31/03/2023		**List Enclosed**
8	File of correspondence relating to appointments, promotions and confirmations	File Jocket Trilateral index files	-	-	-	-	No such cases
9	File of correspondence relating to disciplinary proceedings	File Jocket Trilateral index files	-	-	-	-	No such cases

10	File of correspondence relating to family pension cases	File Jocket Trilateral index files	-	-	-	-	No such cases
11	File of correspondence relating to Writ cases on service matters	File Jocket Trilateral index files	-	-	-	-	No such cases
12	File of power of attorney	File Book	2	31/03/1993	TILL DATE		
13	Minute Book	Bound Book	2		TILL DATE		
14	File of relating to HBA , HPA., etc.,	File Jocket Trilateral index files	-	-	-		No such cases
15	Proceeding sheets(vide sec 72 & 73) with the following papers: A. Original petitions B. The SR Reasons for refusal C. Enquiry Sheet D. Original documents or copies there of	Bound Book	-	-	-		Concerned D.R
16	Personal file	Bound Book					
17	Records connected with enquiry under rule 76	Bound Book	-	-	-		No such cases
18	Register of Appeals	Book Form	-	-	-		No such cases
19	Register of power of Attorney	Bound Book					
20	Register of revocation of power of attorney	Bound Book	-	-	-	-	No such cases
21	Register of visits and commissions	Bound Book	1	31/03/1993	TILL DATE	50	
22	Service Register of Government servant who retires/dies while in service	Bound Book	1		TILL DATE		
23	Register of deficit fee and stamp duty	Book Form	1	31/03/1993	TILL DATE	100	D Register

ANNEXURE-C

(To be Preserved for Ten years)

SL NO.	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Page No.	Remarks
1	2	3	4	5	6	7	8
1	Accounts of transfer duty i.e., surcharge	Book Form	1	2014	TILL DATE	250	
2	Receipt Book Counter foil Receipt Book	Book Form	1	2014	TILL DATE	50	
3	Office order Book	Book Form	1	2014	TILL DATE	100	
4	Register of applications for copies, searches and inspections	Book From	10	2014	TILL DATE	2000	
5	Register of personnel and other advances	Book Form	-	-	-	-	No such case
6	Register of Refunds	File Jacket					
7	Treasury Challans	File Jacket					
8	Treasury remittance Book	Book Form	19				
		Book Form	1	04.02.1993	30/08/1993	250	
		Book Form	1	09.01.1993	30/09/1995	250	
		Book Form	1	10.01.1995	23/10/1997	250	
		Book Form	1	24/10/1997	12.04.1999	250	
		Book Form	1	12.06.1999	12.03.2001	250	
		Book Form	1	12.04.2001	28/02/2004	250	
		Book Form	1	03.01.2004	06.03.2006	250	
		Book Form	1	06.04.2006	16/03/2008	250	
		Book Form	1	17/03/2008	07.10.2009	250	
		Book Form	1	13/07/2009	08.09.2010	250	
		Book Form	1	08.10.2010	11.05.2011	250	
		Book Form	1	11.08.2011	31/01/2013	250	
		Book Form	1	02.01.2013	07.09.2014	250	
		Book Form	1	07.10.2014	11.11.2015	250	
		Book Form	1	13/11/2015	24/11/2016	250	
		Book Form	1	25/11/2016	17/10/2017	250	
		Book Form	1	19/10/2017	04.04.2018	250	
		Book Form	1	04.05.2018	08.03.2021	250	
		Book Form	1	08.04.2021	29/03/2023	250	
9	Exemption U/s 88(1)	Book Form	-	-	-	-	
10	Accounts of Documents set by post	Book Form	-	-	-	-	Documents given by hand
11	Call Book	Book Form					
12	Case Registter	Book Form	1	2014	TILL DATE	100	
13	Declarations filed under Karnataka Vacant Lands in Urban areas(prohibition of alienation)Act 1971	File Book	-	-	-	-	No such cases

14	File of Correspondence relating to adminstration Reports	File Jocket Trilateral index files					
15	File of correspondence relating to amendments to stamp act and Registration Act etc.,	File Jocket Trilateral index files	-	-	-	-	No such cases
16	File of Correspondence relating to BPA	File Jocket Trilateral index files	-	-	-	-	No such cases
17	File of correspondence relating to condonation of claims of arrears of pay etc	File Jocket Trilateral index files	-	-	-	-	No such cases
18	File of correspondence relating to date of birth	File Jocket Trilateral index files	-	-	-	-	No such cases
19	File of correspondence relating to fixation of pay and sanction of allocation statements	File Jocket Trilateral index files					
20	File of correspondence relating to gradation list	File Jocket Trilateral index files	-	-	-	-	No such cases
21	File of correspondence relating to instruments certified under Sec 31, 32 and 41 of Indian Stamp Act and KSA 1957	File Jocket Trilateral index files	-	-	-	-	Concerned D.R
22	File of correspondence relating to MCA	File Jocket Trilateral index files	-	-	-	-	No such cases
23	File of correspondence relating to objection memos received from the Account General	File Jocket Trilateral index files	-	-	-	-	No such cases
24	File of correspondence relating to remission of institution fee in papers suits and remission of C.F	File Jocket Trilateral index files	-	-	-	-	No such cases
25	File of correspondence relating to sanction of Increment	File Jocket Trilateral index files	1	2014	TILL DATE	50	
26	File of correspondence relating to sanction of refunds	File Jocket Trilateral index files	-	-	-	-	No such cases
27	File of correspondence relating to write off of stamp duty and registration fee	File Jocket Trilateral index files	-	-	-	-	No such cases
28	Pay Bill(not containing acquaintance)	File Jocket Trilateral index files	-	-	-	-	No such cases
29	Register of case histories(personnel Register)	Book Form	-	-	-	-	No such cases
30	Register of fees and deposits for copies, searches and inspections	Book Form	-	-	-	-	No such cases
31	Special Register	Book Form	-	-	-	-	-
32	Counterfoils of receipt book and challans under Hindu and Special Marriage Act.	Book Form	-	01/04/2010	31/03/2023	-	Computeriesed
	Hindu Marriage	Book Form	10	31-03-2014	TILL DATE	250	
	Special Marriage			2014	TILL DATE		Computeriesed
	"	Book Form	3	31-03-2014	31/03/2010	50	

ANNEXURE-D

(To be Preserved for Five years)

SL NO.	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Page No	Remarks
1	2	3	4	5	6	7	8
1	Additional D.A Account Ledger	Book Form					No such cases
2	Any other papers not specially provided for under any of the categories	File Jocket Trilateral index files	-	-	-	-	
	EST Files		1	1/4/18	31-3-2023	600	
	RGN Files		1	1/4/18	31-3-2023	120	
	STP Files		1	1/4/18	31-3-2023	60	
	RTI Files		1	1/4/18	31-3-2023	50	
	Comp Files		1	1/4/18	31-3-2023	20	
	COVID-19	OPEN FILE	1	-	31-3-2023	4	
3	Budget statements	File Jocket Trilateral index files	8	1/4/18	31-3-2023	50	
4	Bill Register	Book Form	-				No such cases
5	Binding Estimates	File Jocket Trilateral index files	1	1/4/2018	TILL DATE	10	
6	Consolidates statements of transfer duty	File Jocket Trilateral index files	-	-	-	-	
7	Contingent bill	File Jocket Trilateral index files	1	1/4/18	31-3-2023	50	

8	Daily accounts of documents	Book Form	No of books/ volumes	-	-	-	
10	Detailed Budget estimates of an office and correspondence thereto	File Jocket Trilateral index files	2	1/4/18	31-3-2023	50	
11	Fair copy Register	Book Form	-	-	-	-	
12	File of applications for copies of misc records	File Book	-	-	-	-	
13	File of applications for general searches	File Book					
14	File of applications for private attendance	File Book					
15	File of applications for single searches and copies	File Book					
16	File of applications under Sec.41 of KSA 1957	File Book					
17	File of applications for withdrawal of sealed covers	File Book	-	-	-	-	Concerned To D.R
18	File of Correspondence and registers etc., connected with recruitment committee	File Jocket Trilateral index files	-	-	-	-	No such cases
19	File of Correspondence relating to FDA	File Jocket Trilateral index files	-	-	-	-	No such cases
20	File of Correspondence relating to civil list	File Jocket Trilateral index files	-	-	-	-	No such cases
21	File of Correspondence relating to constructions improvements of building etc.,	File Jocket Trilateral index files	-	-	-	-	No such cases
22	File of Correspondence relating to F.A.	File Jocket Trilateral index files	-	-	-	-	No such cases
23	File of Correspondence relating to GPF final withdrawal	File Jocket Trilateral index files	-	-	-	-	No such cases
24	File of Correspondence relating to GPF partial final withdrawal	File Jocket Trilateral index files	-	-	-	-	No such cases
25	File of Correspondence relating to GPF temperary advance	File Jocket Trilateral index files	-	-	-	-	No such cases
26	File of Correspondence relating to reimbrusement of Medical charges	File Jocket Trilateral index files	-	-	-	-	No such cases

27	File of Correspondence relating to revision of rents	File Jocket Trilateral index files	-	-	-	-	No such cases
28	File of Correspondence of routine nature	File Jocket Trilateral index files	-	-	-	-	
29	File of Correspondence regarding sub-vouchers sent to audit office	File Jocket Trilateral index files	-	-	-	-	No such cases
30	File of Correspondence relating to supply of books, forms etc.,	File Jocket Trilateral index files	-	-	-	-	
31	File of Correspondence relating to supply of furniture, books free clothing and all other office equipments.	File Jocket Trilateral index files	-	-	-	-	
32	File of Correspondence relating to temporary posts	File Jocket Trilateral index files	-	-	-	-	No such cases
33	File of Correspondence relating to transfers	File Jocket Trilateral index files	-	-	-	-	No such cases
34	File of Correspondence relating to transfer duty	File Jocket Trilateral index files	-	-	-	-	No such cases
35	File of declarations filed under Karnataka Land reforms Acts	File Book	-	-	-	-	No such cases
36	File of Correspondence with KGID	File Jocket Trilateral index files	-	-	-	-	No such cases
37	File of Correspondence with PSC regarding appointments	File Jocket Trilateral index files	-	-	-	-	No such cases
38	File of Correspondence with SPD	File Jocket Trilateral index files	-	-	-	-	No such cases
39	Form 37 G(income of value less than Rs.10,000/-	File Book	-	-	-	-	No such cases
40	General Receipt Register	Bound Form	-	-	-	-	No such cases
41	Indent for supply of stationary articles, financial forms, dept books and sales etc.,	File Jocket Trilateral index files	-	-	-	-	No such cases
42	Intimation of collection of transfer duty	File Jocket Trilateral index files	-	-	-	-	No such cases

43	Karnataka Gazette (part I and important Act and regulations relating to the department to be sorted out and retained for 30 years	Book Form	-				No such cases
44	Leave accounts of non-gazetted government servants	Book Form	1	1/4/18	31-3-2023	46	
45	Library issue register	Book Form	1	1/4/18	31-3-2023	200	
46	Local delieverly book	Book Form	1	1/4/18	31-3-2023	200	
47	Memo forwarding and acknoledgeing declarations under land reforms Act.	File Book	1	1/4/18	31-3-2023	200	
48	Notes of Inspections and Audit reports	File Book	1	1/4/18	31-3-2023	40	
49	Office copies of LPC	File Jocket Trilateral index files	1	1/4/18	31-3-2023	4	
50	Order book of contengent charges	Book Form	No of books/ volumes/Files	1/4/18	31-3-2023	50	
51	Petitions:	File Book	No of books/ volumes/Files	-	-	-	No such cases
	I. For issue of summons other than those in appeal and original of such summons			-	-	-	No such cases
	II. For certificates under Sec 16 of the Stamp Act.			-	-	-	No such cases
	III. Regarding other matters connected with Registration			-	-	-	
52	Record issue Register	Book Form	1	1/4/18	31-3-2023	45	
53	Record receipt Register	Book Form	1	1/4/18	31-3-2023	50	
54	Register of contents of records Receptacles	Book Form	-				
55	Register of contingent expenditure	Book Form	1	1/4/18	31-3-2023	20	
56	Register of documents adjudicated	Book Form	-	-	-	-	Concerned To D.R
57	Register of impounded documents	Book Form	1	1/4/18	31-3-2023	10	

58	Register of examinations of records with records receptacles	Book Form	-				
59	Register of increment certificated(office copies)	Book Form	1	1/4/18	31-3-2023	18	
60	Register of reference under sec 45 A of KSA 1957	Book Form	1	1/4/18	31-3-2023	127	
61	Registering of Traveling allowance and process fees	Book Form	1	1/4/18	31-3-2023	50	No claims
62	Register of trunk call	Book Form	-	-	-	-	
63	Register of unclaimed documents	Book Form	1	1/4/18	31-3-2023	-	No cases
64	Register of undisbursed pay	Book Form	-	-	-	-	No such cases
65	Register of unserviceable articles	Book Form	-	-	-	-	No such cases
66	Register showing recoveries made from the salaries of members of co-op societies	Book Form	-	-	-	-	No such cases
67	Register showing the stock of service books	Book Form	1	1/4/18	31-3-2023	100	
68	Register relating to sealed bags containing keys	Book Form	-	-	-	-	
69	Reports of private attendence	File Jocket	01	1/4/18	31-3-2023	40	
70	Service book of Government servants who has been refer or removal of dismissed	Book Form	-	-	-	-	No such cases
71	Service book of a Government servant who has resigned (five years from the resignation)	Book Form	-	-	-	-	No such cases
72	Special register	Book Form	-	-	-	-	No such cases
73	Special or misused sent by the D.C. to the IGR under rule 17 of K.S.R.1958	File Jocket Trilateral index files	-	-	-	-	No such cases
74	Stamp Register	Book Form	1	1/4/18	31-3-2023	100	
75	Statement of monthly progressive expenditure and correspondence relating to discrepancy in figure	File Jocket Trilateral index files	6	1/4/18	31-3-2023	72	Expenditure statement
76	Statement of monthly progressive receipts and correspondence relating to discrepancy in figure	File Jocket Trilateral index files	5	1/4/18	31-3-2023	150	Monthly progress reports
77	Stock account of stationary	Book Form	1	1/4/18	31-3-2023	100	

78	Sub-Vouchers not sent to audit office	File Jocket Trilateral index files	-	-	-	-	No such cases
79	Traveling allowances Bill	Book Form	1	1/4/18	31-3-2023	100	
80	Treasury schedules received from District treasures (Sub Treasuries)	Loose sheets stiched into the books at the close of the years(dist wise, SRO wise)	-	-	-	-	
82	I.T.C.C. U/s 230 A of Income tax Act (5 years or deptal Inspection whichever is later)	File Jocket Trilateral index files	-	-	-	-	No such cases
83	Affidavits filed under prevention of fragmantaion and consolidation holds Act 1966	File Jocket Trilateral index files	-	-	-	-	
85	Application filed U/s 26 and 27 of the Urban Land (cleaning and regulation Act 1976 and Endorsement issued (5 years or Inspection whichever is later)	File Jocket Trilateral index files	-	-	-	-	No such cases
86	Application for deed writers license/ Form A and Renewal Form B	-	-	-	-	-	Concerned D.R
87	Form I calculation sheets (land endorsements regarding market value) U/s 45 A of KSA, 5 years or dephal inspection whichever is later			-	-	-	
		File Jocket	3385	01/04/2018	31/03/2019		
		File Jocket	3885	01/04/2019	31/3/2020		
		File Jocket	4355	01/04/2020	31/3/2021		
		File Jocket	4145	01/04/2021	31/3/2022		
		File Jocket	4826	01/04/2022	31/3/2023		
88	D/C certificates (5 years or deptal inspection whichever is later.		-	-	-	-	No inspection conducted during last five years
89	Closed files relating U/s 45A & 46A of K.S.A 1957(5years or dept. inspection whichever is later)	File Jocket Trilateral index files	-	-	-	-	Concerned D.R

ANNEXURE-E

(To be Preserved for One years)

SL NO.	DESCRIPTION	Method of Preservation	Volume	From Date	Till Date	Page No	Remarks
1	2	3	4	5	6	7	8
1	All papers received for information for which no action is necessary	File Jocket Trilateral index files	1	01/04/2022	31/03/2023	10	
2	Applications for casual leave	File Jocket Trilateral index files	1	01/04/2022	31/03/2023	10	
		SADASHIV DABBAGOL		01/04/2022	31/03/2023	-	
		VIVEKANAND KURER		01/04/2022	31/03/2023		
		KASTURIBAI NAYAK		01/04/2022	31/03/2023		
		D K KULLUR		01/04/2022	31/03/2023	-	
3	Applications for leave & Transfer	File Jocket Trilateral index files	1	01/04/2022	31/03/2023	20	
4	Attendence Register	Book Form	1	01/04/2022	31/03/2023	100	
5	Certificates of transfer of charge and reports of joining and relief	File Jocket Trilateral index files	1	01/04/2022	31/03/2023	10	
6	Copies of Bills received from Nasik sent to S.O.S.	File Jocket Trilateral index files	-	-	-	-	No such cases
7	Dead stock Register	Book Form	1	01/04/2022	31/03/2023	100	
8	Dairies of Inspector of Registration	File Jocket Trilateral index files	-	-	-	-	Concerned D.R
9	Diaries of Clearks	File Jocket Trilateral index files	2	01/04/2022	31/03/2023	200	computeriesed
10	Fair copy Register	Book Form	1	01/04/2022	31/03/2023	100	
11	File of correspondence relating to applications requesting inform etc., relating to stamp and registration matters from public	File Jocket Trilateral index files	-	-	-	-	
12	File of correspondence relating to grant of copies inspections of records relating to Registration of Firms and Societies.	File Jocket Trilateral index files	-	-	-	-	No such cases
13	File of correspondence relating to monthly arrears list	File Jocket Trilateral index files	-	-	-	-	No such cases
14	File of correspondence relating to interpretations	File Jocket Trilateral index files	-	-	-	-	No such cases

15	Copies of Bills received from Nasik sent to S.O.S.	File Jocket Trilateral index files	-	-	-	-	Concerned D.R
16	File of correspondence relating to weekly arrears list	File Jocket Trilateral index files	-	-	-	-	No such cases
17	Invoices(counter foils with acknoledgements retained in the officer of issue)	Book Form					Concerned D.R
18	Petrol Register	Book Form	-	-	-	-	Vehicle not alloted
19	Periodical Register	Book Form					
20	Periodicals received from subordinate offices	Book Form	-	-	-	-	
21	Postal receipts and acknoledgements	File Book	1	01/04/2022	31/03/2023	10	
22	Register of allotments	Book Form	1	01/04/2022	31/03/2023	10	
23	Register of casual leave and examination leave	Book Form	1	01/04/2022	31/03/2023	10	
24	Register of receipts and disposal of copies and memoranda(sec 64-67)	Book Form	1	01/04/2022	31/03/2023	10	
25	Register showing the acknoledgement of Regd.Post received	Book Form	1	01/04/2022	31/03/2023	10	
26	Summons and other correspondence regarding production of records	File Book					No Such cases
27	Tour Programme	File Jocket Trilateral index files					Not Concerned to this office
28	Work statement relating to Sub-Registry offices	File Jocket Trilateral index files	1	01/04/2022	31/03/2023	200	pay bills reports

Example.Daily Register Catagory B

SL NO.	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Remarks
	Daily Register	Bound Book		Date of open		-
1	'A' Register Volume 1		32	01/04/1993	10.09.1993	
2	'A' Register Volume 2		33	13/09/1993	08-06-1994	
3	'A' Register Volume 3		34	09-06-1994	10-02-1995	
4	'A' Register Volume 4		35	11-02-1995	28/09/1995	
5	'A' Register Volume 5		36	29/09/1995	06-10-1996	
6	'A' Register Volume 6		37	06-11-1996	31/011997	
7	'A' Register Volume 7		38	02-01-1997	22/08/1997	
8	'A' Register Volume 8		39	23/08/1997	20/03/1998	
9	'A' Register Volume 9		40	21/03/1998	15/10/1998	
10	'A' Register Volume 10		41	16/10/1998	21/05/1999	
11	'A' Register Volume 11		42	22/05/1999	12-02-1999	
12	'A' Register Volume 12		43	12-03-1999	30/06/2000	
13	'A' Register Volume 13		44	07-01-2000	18/01/2001	
14	'A' Register Volume 14		45	19/01/2001	07-08-2001	
15	'A' Register Volume 15		46	07-09-2001	01-02-2002	
16	'A' Register Volume 16		47	01-03-2002	29/06/2002	
17	'A' Register Volume 17		48	07-01-2002	28/02/2003	
18	'A' Register Volume 18		49	07-08-2002	18/06/2003	
19	'A' Register Volume 19		50	03-05-2003	30/08/2003	
20	'A' Register Volume 20		51	05-12-2003	06-07-2003	
21	'A' Register Volume 21		52	21/06/2003	12-05-2003	

22	'A' Register Volume 22	53	09-01-2003	24/09/2003	
23	'A' Register Volume 23	54	12-08-2003	22/03/2004	
24	'A' Register Volume 24	55	22/03/2004	24/06/2004	
25	'A' Register Volume 25	56	25/06/2004	19/10/2004	
26	'A' Register Volume 26	57	20/10/2004	02-05-2005	
27	'A' Register Volume 27	58	15/02/2005	27/06/2005	
28	'A' Register Volume 28	59	07-01-2005	15/12/2005	
29	'A' Register Volume 29	60	12-06-2005	22/03/2006	
30	'A' Register Volume 30	61	23/03/2006	29/06/2006	
31	'A' Register Volume 31	62	30/06/2006	11-04-2006	
32	'A' Register Volume 32	63	11-05-2006	03-12-2007	
33	'A' Register Volume 33	64	13/03/2007	22/06/2007	
34	'A' Register Volume 34	65	23/06/2007	25/09/2007	
35	'A' Register Volume 35	66	26/09/2007	01-09-2008	
36	'A' Register Volume 36	67	01-10-2008	29/05/2008	
37	'A' Register Volume 37	68	30/05/2008	23/09/2008	
38	'A' Register Volume 38	69	24/09/2008	15/01/2009	
39	'A' Register Volume 39	70	16/01/2009	25/04/2009	
40	'A' Register Volume 40	71	28/04/2009	27/07/2009	
41	'A' Register Volume 41	72	28/07/2009	11-07-2009	
42	'A' Register Volume 42	73	11-09-2009	02-11-2010	
43	'A' Register Volume 43	74	15/02/2010	06-01-2010	
44	'A' Register Volume 44	75	06-02-2010	09-02-2010	
45	'A' Register Volume 45	76	09-03-2010	23/12/2010	
46	'A' Register Volume 46	77	27/12/2010	19/04/2011	
47	'A' Register Volume 47	78	20/04/2011	19/07/2011	
48	'A' Register Volume 48	79	20/07/2011	10-10-2011	
49	'A' Register Volume 49	80	10-12-2011	01-09-2012	
50	'A' Register Volume 50	81	01-10-2012	04-11-2012	

51	'A' Register Volume 51	82	04-12-2012	07-09-2012	
52	'A' Register Volume 52	83	07-10-2012	17/10/2012	
53	'A' Register Volume 53	84	18/10/2012	02-04-2013	
54	'A' Register Volume 54	85	02-05-2013	23/05/2013	
55	'A' Register Volume 55	86	24/05/2013	26/08/2013	
56	'A' Register Volume 56	87	27/08/2013	12-10-2013	
57	'A' Register Volume 57	88	12/12/2013	04/09/2014	
58	'A' Register Volume 58	89	04/10/2014	17/07/2014	
59	'A' Register Volume 59	90	18/07/2014	23/10/2014	
60	'A' Register Volume 60	91	24/10/2014	20/01/2015	
61	'A' Register Volume 61	92	21/01/2015	15/04/2015	
62	'A' Register Volume 62	93	16/04/2015	07/03/2015	
63	'A' Register Volume 63	94	07/04/2015	23/09/2015	
64	'A' Register Volume 64	95	24/09/2015	26/12/2015	
65	'A' Register Volume 65	96	28/12/2015	26/03/2016	
66	'A' Register Volume 66	97	28/03/2016	06/09/2016	
67	'A' Register Volume 67	98	06/10/2016	23/08/2016	
68	'A' Register Volume 68	99	24/08/2016	11/08/2016	
69	'A' Register Volume 69	100	11/08/2016	03/02/2017	
70	'A' Register Volume 70	101	03/04/2017	22/05/2017	
71	'A' Register Volume 71	102	23/05/2017	08/03/2017	
72	'A' Register Volume 72	103	08/04/2017	14/11/2017	
73	'A' Register Volume 73	104	15/11/2017	14/02/2018	
74	'A' Register Volume 74	105	15/02/2018	26/05/2018	
75	'A' Register Volume 75	106	28/05/2018	16/08/2018	
76	'A' Register Volume 76	107	18/08/2018	28/11/2018	
77	'A' Register Volume 77	108	29/11/2018	03/07/2019	
78	'A' Register Volume 78	109	03/08/2019	30/05/2019	

79	'A' Register Volume 79	110	31/05/2019	21/08/2019	
80	'A' Register Volume 80	111	22/08/2019	11/11/2019	
81	'A' Register Volume 81	112	11/12/2019	02/05/2020	
82	'A' Register Volume 82	113	02/06/2020	06/04/2020	
83	'A' Register Volume 83	114	06/05/2020	09/03/2020	
84	'A' Register Volume 84	115	09/04/2020	11/04/2020	
85	'A' Register Volume 85	116	11/05/2020	18/01/2021	
86	'A' Register Volume 86	117	19/01/2021	26/03/2021	
87	'A' Register Volume 87	118	29/03/2021	22/07/2021	
88	'A' Register Volume 88	119	23/07/2021	24/09/2021	
89	'A' Register Volume 89	120	27/09/2021	12/02/2021	
90	'A' Register Volume 90	121	12/03/2021	13/02/2022	
91	'A' Register Volume 91	122	14/02/2022	25/04/2022	
92	'A' Register Volume 92	123	26/04/2022	27/06/2022	
93	'A' Register Volume 93	124	28/06/2022	24/08/2022	
94	'A' Register Volume 94	125	25/08/2022	28/10/2022	
95	'A' Register Volume 95	126	29/10/2023	19/01/2023	
96	'A' Register Volume 96	127	19/01/2023	31/05/2023	
97	'A' Register Volume 97	128	06/01/2023	**TILL DATE**	