

**Information to be given under Information Act-2005-under section 4(1)A For the Period From Date of opening the office to 01-04-2007.**

**ANNEXURE-A  
(Records to be preserved permanently)**

**As per IGR Circular No. RGN 130/98-99, Dated: 14-03-2002.**

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 Department Circulars and orders regarding Registration matters.	File Book	4	01-04-07	31-03-20	1 to 250	-
	File of Department Circulars and orders regarding Stamp matters.	File Book	4	01-04-07	31-03-20	1 to 250	-
2	Key to Index	Book Form	7	01-04-07	31-03-20	1 to 250	-
3	Register of Destruction of Records	Bound Book	2	01-04-07	31-03-20	1 to 250	-
4	Register of Documents destroyed	Bound Book	2	01-04-07	31-03-20	1 to 250	-
5	Register of stock of furniture's and other articles	Book Form	2	01-04-07	31-03-20	1 to 250	-
6	Book 1 Volumes	Book Form	2	01-04-07	31-03-20	1 to 250	-
7	Book 2 Volumes	Book Form	2	01-04-07	31-03-20	1 to 250	-
8	Book 3 Volumes	Book Form	2	01-04-07	31-03-20	1 to 250	-
9	Book 4 Volumes	Book Form	2	01-04-07	31-03-20	1 to 250	-
10	Book 5 (with Index)Volumes	Book Form	2	01-04-07	31-03-20	1 to 250	-
11	Register of CD Preserved	Book Form	2	01-04-07	31-03-20	1 to 250	-
12	Thumb Impression Register	Book Form	3	01-04-07	31-03-20	1 to 250	-
13	Additional Book-1	File Book	2	01-04-07	31-03-20	1 to 250	-
14	Additional Book-3	File Book	2	01-04-07	31-03-20	1 to 250	-
15	Additional Book-4	File Book	2	01-04-07	31-03-20	1 to 250	-
16	Index-I	Book Form	54	01-04-07	31-03-20	1 to 250	-
17	Index-II	Book Form	0	01-04-07	31-03-20	1 to 250	-
18	Index-III	Book Form	2	01-04-07	31-03-20	1 to 250	-
19	Index-IV	Book Form	6	01-04-07	31-03-20	1 to 250	-
20	Index subsidiary	Book Form	0	01-04-07	31-03-20	1 to 250	-
21	Index to old register Books	Book Form	1	01-04-07	31-03-20	1 to 250	-

22	Reference books such as registration acts, stamps acts and manuals etc., (year wise)	Book Form	2	01-04-07	31-03-20	1 to 250	-
23	Ledger of detailed examination of Register Books	Book Form	1	01-04-07	31-03-20	1 to 250	-
24	Register of records	Book Form	1	01-04-07	31-03-20	1 to 250	-
25	Register of records sent to courts and other offices	Book Form	1	01-04-07	31-03-20	1 to 250	-
26	Register of reproduced entries of fading foot notes	Book Form	1	01-04-07	31-03-20	1 to 250	-
27	Register of sanctioned establishment of each officers	Book Form	1	01-04-07	31-03-20	1 to 250	-
28	Registration of stock of books and publications	Book Form	1	01-04-07	31-03-20	1 to 250	-
29	Registration of Valuable records	Book Form	1	01-04-07	31-03-20	1 to 250	-
30	Register of showing the particulars of books partially recopied	Book Form	1	01-04-07	31-03-20	1 to 250	-
31	Register of wills and unopened covers containing wills received by post	Book Form	0	01-04-07	31-03-20	1 to 250	-
32	Register of wills and sealed covers	Book Form	0	01-04-07	31-03-20	1 to 250	-
33	Vacancy Register	Book Form	0	01-04-07	31-03-20	1 to 250	-
34	Sealed covers (District Registrar Office)	In a box secured in the safe	0	01-04-07	31-03-20	1 to 250	-
35	Taluk Maps	Folded Unmounted	0	01-04-07	31-03-20	1 to 250	-
36	Register of firms maintained under sec 58 of I.P. Act 1939	Book Form	0	01-04-07	31-03-20	1 to 250	-
37	Indexes to names of Firms	Book Form	0	01-04-07	31-03-20	1 to 250	-
38	All Registers and the Indexes maintained by the Registrar under Hindu Marriage Act 1955	File Book and Book Form	24	01-04-07	31-03-20	1 to 250	-
39	All Registers and Marriage Certificate Book and Indexes mentioned by the Registrar under Special Marriage Act 1954	Bound Book	7	01-04-07	31-03-20	1 to 250	-
40	Files of Appeal orders and Judgement and Orders of court	File Book	5	01-04-07	31-03-20	1 to 250	-
41	File of Correspondence relating to creation of new offices, alteration of jurisdictions of offices etc.,	File Jocket Trilateral index files	0	01-04-07	31-03-20	1 to 250	-
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	2	01-04-07	31-03-20	1 to 250	-
43	File of Correspondence relating to creation and Transfer of Posts	File Jocket Trilateral index files	No of files year wise (should be prepared seperately)	01-04-07	31-03-20	1 to 250	-

44	File of Correspondence relating to order of District Registrar sanctioning recopying of repaired damaged books and indexes	File Jocket Trilateral index files	1	01-04-07	31-03-20	1 to 250	-
45	File of Translations	File Book	1	01-04-07	31-03-20	1 to 250	-
46	Gradation list of All Cadres	File Jocket Trilateral index files	1	01-04-07	31-03-20	1 to 250	-
47	List of Records transferred from one office to another and acknowledgements there for	File Book	1	01-04-07	31-03-20	1 to 250	-
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	0	01-04-07	31-03-20	1 to 250	-
49	Supplement to books (part I to V)	Files Books	4	01-04-07	31-03-20	1 to 250	-
50	File relating to Registration of firms and shanges of constitution there on under I.P.Act 1935	File Jocket Trilateral index files	0	01-04-07	31-03-20	1 to 250	-
51	Market Value Notifications	File Jocket Trilateral index files	10	01-04-07	31-03-20	1 to 250	-
52	Market Value files before Commencement of CVC	File Jocket Trilateral index files	6	01-04-07	31-03-20	1 to 250	-