

**Information to be given under Information Act-2005-under section 4(1)A For the Period From  
Date of opening the office to 31-12-2019**

**ANNEXURE-A  
(Records to be Preserved Permanently)**

SL NO.	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Page No.	Catagory	Destruc tion	Remarks
1	2	3	4	5	6	7	8	9	10
1	File of Departmental circulars and orders regarding Registration matters.	File Book	3 files	4.04.1991	31-12-2019	-	A	-	-
2	File of Departmental circulars and orders regarding Stamp matters.	File Book	2 files	10.05.1991	31-12-2019	-	A	-	-
3	Key to Index	Book -1+CD Book -111+CD Book -1V+CD	1.04.1987	1.04.1987	31-12-2019	-	A	-	-
4	Register of Destruction of Records Register of Documents destroyed	Bound Book	No of books1 No of books1	15.11.2000 1.04.1961	31-12-2019	-	A	-	-
5	Register of stock of furniture's and other articles	Book	No of books2	22.06.1968	31-12-2019	-	A	-	-
6	Book 1 Volumes	Book	Total No. Of Volumes 1754 1-1754	3.01.1867 29.12.2003	31-12-2019 Manual	1 to 199	A	-	-
7	Book 2 Volumes	Book Form	No. Of Total Volumes 3	1.08.1867	31-12-2019	-	A	-	-
8	Book 3 Volumes	Book	No. Of Total Volumes 44	1.08.1867	31-12-2019	-	A	-	-
9	Book 4Volumes	Book	No. Of Total Volumes 13	22.03.1867	31-12-2019	-	A	-	-
10	Book 5 (with Index)Volumes	Book Form	-	-	-	-	A	-	-
11	Register of CD Preserved	Book Form	No OF Books 1	29.12.2003	31-12-2019	-	A	-	-
12	Thumb Impression Register	Book Form	Total No. Volumes 1-1536	24.06.1910	31-12-2019	-	A	-	-
13	Additional Book – 1	File Book	No of Total volumes1-78	26.07.1973	31-12-2019	-	A	-	-
14	Additional Book – 2	File Book	-	-	31-12-2019	-	A	-	-
15	Additional Book – 4	File Book	No of Total volumes 4	1.04.1967	31-12-2019	-	A	-	-

16	Index - I	Book Form	No of Total volumes 276	2.07.1867	31-12-2019	-	A	-	-
17	Index - II	Book Form			31-12-2019	-	A	-	-
18	Index - III	Book Form	No of Total volumes 9	12/1915	31-12-2019	-	A	-	-
19	Index - IV	Book Form	No of Total volumes 7	10.06.1875	31-12-2019	-	A	-	-
20	Index subsidiary	Book Form			31-12-2019	-	A	-	-
21	Index to old register Books	Book Form	No of books 3-7	20.02.1922	31-12-2019	-	A	-	-
22	Reference books such as registration acts, stamps acts and manuals etc., (year wise	Book Form	No of books 1 IR Act 1 Indian Stamp Act	22.02.1984 23.10.1973	31-12-2019	-	A	-	-
23	Ledger of detailed examination of Register Books	Book Form	No of Books 3-7	20.02.1922	31-12-2019	-	A	-	-
24	Register of records	Book Form	No of books 1	1.04.1971	31-12-2019	-	A	-	-
25	Register of records sent to courts and other offices	Book Form	No of books	-	31-12-2019	-	A	-	-
26	Register of reproduced entries of fading foot notes	Book Form	No of books	-	31-12-2019	-	A	-	-
27	Register of sanctioned establishment of each officers	Book Form	No of books	-	31-12-2019	-	A	-	-
28	Registration of stock of books and publications	Book Form	No of books	-	31-12-2019	-	A	-	-
29	Registration of valuable records	Book Form	No of books	-	31-12-2019	-	A	-	-
30	Register of showing the particulars of books partially recopied.	Book Form	No of books	-	31-12-2019	-	A	-	-
31	Register of wills and unopened covers containing wills received by post	Book Form	No of books	-	31-12-2019	-	A	-	-
32	Registers of wills and sealed covers	Book Form	No of books	-	31-12-2019	-	A	-	-
33	Vacancy Registe	Book Form	No of books	-	31-12-2019	-	A	-	-
34	Sealed covers(District Registrar Office)	In a box secured in the safe	No of books	-	31-12-2019	-	A	-	-
35	Taluk Maps	Folded Unmounted	No of books	-	31-12-2019	-	A	-	-
36	Register of firms maintained under sec 58 of I.P. Act 1939	Book Form	No of books	-	31-12-2019	-	A	-	-
37	Indexes to names of Firms	Book Form	No of Total volumes	-	31-12-2019	-	A	-	-
38	All Registers and the Indexes maintained by the Registrar under Hindu Marriage Act 1955	File Book	67-File Up to 31.12.2019 CD -6 from 1.4.2004 to till date	-	31-12-2019	-	A	-	-

39	All Registers and Marriage Certificate Book and Indexes mentioned by the Registrar under Special Marriage Act 1954	File Book	9-File Up to 31.12.2019 CD -6 from 1.4.2004 to till date	-	31-12-2019	-	A	-	-
40	File of Appeal orders and Judgement and Orders of court	File Book	No of files year wise(should be prepared separately)	-	31-12-2019	-	A	-	-
41	File of Correspondence relating to creation of new offices, alteration of jurisdictions of offices etc.,	File Jocket Trilateral index files	No of files year wise (should be prepared separately)	-	31-12-2019	-	A	-	-
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 of files year wise(should be prepared separately)	-	31-12-2019	-	A	-	-
43	File of correspondence relating to creation and Transfer of Posts	File Jocket Trilateral index files	No of files year wise(should be prepared separately)	-	31-12-2019	-	A	-	-
44	File of correspondence relating to order of District Registrar sanctioning recopying or repaired damaged books and indexes	File Jocket Trilateral index files	No of files year wise(should be prepared separately)	-	31-12-2019	-	A	-	-
45	File of Translations	File Book	No of Total volumes / Book	-	31-12-2019	-	A	-	-
46	Gradation list of All Cadres	File Jocket Trilateral index files	No of files year wise(should be prepared separately)	-	31-12-2019	-	A	-	-
47	List of Records transferred from one office to another and acknowledgements there for	File Book	No of Total volumes / Book	-	31-12-2019	-	A	-	-
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	-	-	31-12-2019	-	A	-	-
49	Supplement to books (part I to V)	File Books	78+ cd 538	-	31-12-2019	-	A	-	-
50	File relating to Registration of firms and changes of constitution there on under I.P.Act 1935	File Jocket Trilateral index files	No of files year wise( should be prepared separately)	-	31-12-2019	-	A	-	-

51	Market Value Notifications	File Jocket Trilateral index files	No of files year wise( sho uld be Pre red separately	-	31-12-2019	-	A	-	-
52	Market Value files before Commencement of CVC	File Jocket Trilateral index files	Noof files year wise( sho uld be pre pared seperately	-	31-12-2019	-	A	-	-

**ANNEXURE-B**

**( To be Preserved for Thirty years )**

SL NO.	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Catagory	Page No	Destruct ion	Remarks
1	2	3	4	5	6	7	8	9	10
1	Acquaintance Roll for pay and other allowances (To be preserved for 40 years)	Bound Book	No Of Books 4 -15	2.1.1964	31-12-2019	B	-		-
2	Administration Report of the Department	File Jocket Trilateral index files	No of files 19	1991 -92	31-12-2019	B			
3	Cash Book	Bound Book	No of books 20-33	10-03-77	31-12-2019	B			Enclosed attached
4	Commission orders with interrogatories	File Book				B			
5	Daily Register	Bound Book	No of books 183-230(47)	31-12-77	31-12-2019	B	-		Enclosed attached-
6	File of correspondence relating to appointments, promotions and confirmations	File Jocket Trilateral index files	No of files year wise( sho uld be pre pared sep erately)			B			
7	File of power of attorney	File Book	No 2 Books 2	18-12-2001	31-12-2019	B			
8	Minute Book	Bound Book	No 2Books Volumes1-4	5-10-1963	31-12-2019	B	-		-
9	Register of Appeals	Book Form				B			
10	Register of power of Attorney	Bound Book	No of books 3	8.6.46	31-12-2019	B			
11	Register of revocation of power of attorney	Bound Book				B			
12	Register of visits and commissions	Bound Book	No of books 1	6/12/1932	31-12-2019	B			
13	Service Register of Government servant who retires/dies while in service	Bound Book	No of books 1	31.5.2000	31-12-2019	B			

**ANNEXURE-C**  
**( To be Preserved for Ten years )**

SL NO.	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Catagory	Page No.	Destruction	Remarks
1	2	3	4	5	6	7	8	9	10
1	Accounts of transfer duty i.e., surcharge	Book Form	No of books 3	1-11-2000	31-12-2019	C	-	-	-
2	Receipt Book , Counter foil Receipt Book	Book Form				C	-	-	-
3	Office order Book	Book Form	No of books 1	22-12-93	31-12-2019	C	-	-	-
4	Register of applications for copies, searches and inspections	Book Form	No of books 8	1-4-2000	31-12-2019	C	-	-	-
5	Register of personnel and other advances	Book Form	-	-	-	C			
7	Treasury Challans	File Jacket	-	-	-	C	-	-	-
8	Treasury remittance Book	Book Form	No of books 30	1-4-2004	31-12-2019	C	-	-	-
19	File of correspondence relating to fixation of pay and sanction of allocation statements	File Jocket Trilateral index files	-	-	-	C	-	-	-
20	File of correspondence relating to gradation list	File Jocket Trilateral index files	-	-	-	C	-	-	-
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	-	-	-	C	-	-	-
22	File of correspondence relating to MCA	File Jocket Trilateral index files	No of files 1	19.6.91	31-12-2019	C	-	-	-
28	Pay Bill( not containing acquaintance)	File Jocket Trilateral index files	-	-	-	C	-	-	-
29	Register of case histories(personnel Register)	Book Form	-	-	-	C	-	-	-

30	Register of fees and deposits for copies, searches and inspections	Book Form	-	-	-	C	-	-	-
31	Special Register	Book Form	-	-	-	C	-	-	-
32	Counterfoils of receipt book and challans under Hindu and Special Marriage Act.	Book Form	No of books 6	6.3.88	31-12-2019	C	-	-	-

**ANNEXURE-D**  
**( To be Preserved for Five years )**

SL NO.	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Page No	Category	Destruction	Remarks
1	2	3	4	5	6	7	8	9	10
1	Additional D.A Account Ledger	Book Form	No of books/ volumes	-	-	-	D	-	-
2	Any other papers not specially provided for under any of the categories	File Jocket Trilateral index files	No of files year wise( should be prepared seperately	-	-	-	D	-	-
3	Budget statements	File Jocket Trilateral index files	No of files yearwise( should be pre pared sep erately	-	-	-	D	-	-
4	Bill Register	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
5	Binding Estimates	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
6	Consolidates statements of transfer duty	File Jocket Trilateral index files	No of files year wise( sho uld be pre pared seperately	-	-	-	D	-	-
7	Contingent bill	File Jocket Trilateral index files	No of files year wise(sho uld be pre pared seperately	-	-	-	D	-	-
8	Daily accounts of documents	Book Form	No of books/ volumes	-	-	-	D	-	-
9	Despatch Register	Book Form	6-books	1.4.2010	31.12.2019	-	D	-	-
10	Detailed Budget estimates of an office and correspondence there to	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
11	Fair copy Register	Book Form	No of books/ volumes	-	-	-	D	-	-
12	File of applications for copies of misc records	File Book	No of books/ volumes/Files	-	-	-	D	-	-
13	File of applications for general searches	File Book	books	-	-	-	D	-	-
14	File of applications for private attendance	File Book	books	-	-	-	D	-	-
15	File of applications for single searches and copies	File Book	books	-	-	-	D	-	-
16	File of applications under Sec.41 of KSA 1957	File Book	No of books/ volumes/Files	-	-	-	D	-	-



17	File of applications for withdrawal of sealed covers	File Book	No of books/ volumes/Files	-	-	-	D	-	-
18	File of Correspondence and registers etc., connected with recruitment committee	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
19	File of Correspondence relating to FDA	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
20	File of Correspondence relating to civil list	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
21	File of Correspondence relating to constructions improvements of building etc.,	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
22	File of Correspondence relating to F.A.	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
23	File of Correspondence relating to GPF final withdrawal	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
24	File of Correspondence relating to GPF partial final withdrawal	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
25	File of Correspondence relating to GPF temperary advance	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
26	File of Correspondence relating to reimbrusement of Medical charges	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
27	File of Correspondence relating to revision of rents	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
28	File of Correspondence of routine nature	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
29	File of Correspondence regarding sub-vouchers sent to audit office	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
30	File of Correspondence relating to supply of books, forms etc.,	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
31	File of Correspondence relating to supply of furniture, books free clothing and all other office equipments.	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-

32	File of Correspondence relating to temporary posts	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
33	File of Correspondence relating to transfers	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
34	File of Correspondence relating to transfer duty	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
35	File of declarations filed under Karnataka Land reforms Acts	File Book	No of books/ volumes/Files	-	-	-	D	-	-
36	File of Correspondence with KGID	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
37	File of Correspondence with PSC regarding appointments	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
38	File of Correspondence with SPD	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
39	Form 37 G(income of value less than Rs.10,000/-	File Book	No of books/ volumes/Files	-	-	-	D	-	-
40	General Receipt Register	Bound Form	No of books/ volumes/Files	-	-	-	D	-	-
41	Indent for supply of stationary articles, financial forms, dept books and sales etc.,	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
42	Intimation of collection of transfer duty	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
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 of books/ volumes/Files	-	-	-	D	-	-
44	Leave accounts of non-gazetted government servants	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
45	Library issue register	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
46	Local delieverly book	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
47	Memo forwarding and acknoledgeing declarations under land reforms Act.	File Book	No of books/ volumes/Files	-	-	-	D	-	-
48	Notes of Inspections and Audit reports	File Book	No of books/ volumes/Files	-	-	-	D	-	-

49	Office copies of LPC	File Jocket Trilateral index files		-	--	-	D	-	-
50	Order book of contingent charges	Book Form	No of books/ volumes/Files	--	-	-	D	-	-
51	Petitions: I- For issue of summons other than those in appeal and original of such summons II- For certificates under Sec 16 of the Stamp Act. III- Regarding other matters connected with Registration	File Book	No of books/ volumes/Files	-	-	-	D	-	-
52	Record issue Register	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
53	Record receipt Register	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
54	Register of contents of records Receptacles	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
55	Register of contingent expenditure	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
56	Register of documents adjudicated	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
57	Register of impounded documents	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
58	Register of examinations of records with records receptacles	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
59	Register of increment certificated( office copies)	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
60	Register of reference under sec 45 A of KSA 1957	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
61	Registering of Traveling allowance and process fees	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
62	Register of trunk call	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
63	Register of unclaimed documents	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
64	Register of undisbursed pay	Book Form	No of books/ volumes/Files	-	-	-	D	-	-

65	Register of unserviceable articles	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
66	Register showing recoveries made from the salaries of members of co-op societies	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
67	Register showing the stock of service books	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
68	Register relating to sealed bags containing keys	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
69	Reports of private attendance	File Jocket	-	-	-	-	D	-	-
70	Service book of Government servants who has been refer or removal of dismissed	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
71	Service book of a Government servant who has resigned (five years from the resignation)	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
72	Special register	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
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 of files yearwise( should be prepared seperately	-	-	-	D	-	-
74	Stamp Register	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
75	Statement of monthly progressive expenditure and correspondence relating to discrepancy in figure	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
76	Statement of monthly progressive receipts and correspondence relating to discrepancy in figure	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
77	Stock account of stationary	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
78	Sub-Vouchers not sent to audit office	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
79	Traveling allowances Bill	Book Form	No of books/ volumes/Files	-	-	-	D	-	-
80	Treasury schedules received from District treasures	Loose sheets stiched into the books at the close of the years(dist wise, SRO wise)	-	-	-	-	D	-	-

81	File of certificates of encumbrance(office copy 5 years or inspection whichever is later)	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
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 of files yearwise( should be prepared seperately	-	-	-	D	-	-
83	Affidavits filed under prevention of fragmentaion and consolidation holds Act 1966	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
84	Pahani, Affidavit, Agriculture labourer Certificate Mutation Extract Municipal/ Corporation Khatha extract form No.19 & v.p. Form 9 & 10 form I and all other records produced at the time of Registration(5 years or Inspection whichever is later) calculation sheet	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
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 of files yearwise( should be prepared seperately	-	-	-	D	-	-
86	Application for deed writers license/ Form A and Renewal Form B	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	D	-	-
87	Form I calculation sheets (land endorsements regarding market value) U/s 45 A of KSA, 5 years or dephal inspection whichever is later	-	-	-	-	-	D	-	-
88	D/C certificates (5 years or deptal inspection whichever is later.	-	-	-	-	-	D	-	-
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	No of files yearwise( should be prepared seperately	-	-	-	D	-	-

**ANNEXURE-E**  
(To be Preserved for One years)

SL NO	DESCRIPTION	Method of Preservation	Volume	From Date	Till Date	Page No	Category	Destruction	Remarks
1	2	3	4	5	6	7	8	9	10
1	All papers received for information for which no action is necessary	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	E		-
2	Applications for casual leave	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	1/4/2010	31/12/2019	250	E		-
3	Applications for leave & Transfer	File Jocket Trilateral index files	No of files year wise( should be prepared seperately	-	-	-	E		-
4	Attendance Register	Book Form	4 books/	1.4.2010	31.12.2019	250	E		-
5	Certificates of transfer of charge and reports of joining and relief	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	E		-
6	Copies of Bills received from Nasiksent to S.O.S.	File Jocket Trilateral index files	No of files year wise( should be prepared seperately	-	-	-	E		-
7	Dead stock Register	Book Form	No of books/ volumes/	-	-	-	E		-
8	Dairies of Inspector of Registration	File Jocket Trilateral index files	No of files year wise( should be prepared seperately		-	-	E		-
9	Diaries of Clearks	File Jocket Trilateral index files	No of files year wise( should be prepared seperately	-	-	-	E		-
10	Fair copy Register	Book Form	No of books/ volumes	-	-	-	E		-
11	File of correspondence relating to applications requesting inform etc., relating to stamp and registration matters from public	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	E		-
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 of files yearwise( should be prepared seperately	-	-	-	E		-
13	File of correspondence relating to monthly arrears list	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	E		-

14	File of correspondence relating to interpretations	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	E		-
15	File of intermediate correspondence relating to Registration of firms change of constitution	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	E		-
16	File of correspondence relating to weekly arrears list	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	E		-
17	Invoices (counter foils with acknowledge ments retained in the officer of issue)	Book Form	No of books/ volumes/Files	-	-	-	E		-
18	Petrol Register	Book Form	No of books/ volumes/Files	-	-	-	E		-
19	Periodical Register	Book Form	No of books/ volumes/Files	-	-	-	E		-
20	Periodicals received from subordinate offices	Book Form	No of books/ volumes/Files	-	-	-	E		-
21	Postal receipts and acknowledgements	File Book	No of books/ volumes/Files	-	-	-	E		-
22	Register of allotments	Book Form	No of books/ volumes/Files	-	-	-	E		-
23	Register of casual leave and examination leave	Book Form	No of books/ volumes/Files	-	-	-	E		-
24	Register of receipts and disposal of copies and memoranda(sec 64-67)	Book Form	No of books/ volumes/Files	-	-	-	E		-
25	Register showing the acknowledgement of Regd.Post received	Book Form	No of books/ volumes/Files	-	-	-	E		-
26	Summons and other correspondence regarding production of records	File Book	No of books/ volumes/Files	-	-	-	E		-
27	Tour Programme	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	E		-
28	Work statement relating to Sub-Registry offices	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	-	-	E		-

**Computerisation of Registered Documents u/s 4(1)(a) From date of computerization  
From 29-12.2003 to 31-2-2019**

Sl. No.	CD No.	Book I Doct No.		Date		Book III Doct No.		Book IV Doct No.		Book I Part IV Doct No.		Book I Part V Doct No.	
		From	To	From	To	From	To	From	To	From	To	From	To
<b>2003-04</b>													
1	1	2033	2223	29.12.2003	1.03.2004	56	60			1	57	1	-
2	2	2224	2315	1.03.2004	7.05.2004	61	65			112	132	-	
<b>2004-05</b>													
4	2	1	104		7.05.2004	1	2	-	-	1	13		
5	3	105	133	7.05.2004	21.06.2004	3	11	-	-	14	68	1	
6	4	134	580		3.08.2004	12	21	-	-	69	169	-	-
7	5	581	843	3.08.2004	22.09.2004	22	32	-	-	170	384	-	-
8	6	844	1113	22.09.2004	29.10.2004	33	37	-	-	385	593	-	-
9	7	1114	1398	29.10.2004	10.12.2004	38	47	1	3	594	756	-	-
10	8	1399	1686	10.12.2004	28.01.2005	48	54	4	-	757	917		
11	9	1687	1975	28.01.2005	5.04.2005	55	62	5	-	918	1007	2	4
<b>2005-06</b>													
14	11	309	610	13/6/05	18/8/05	16	43	8	12	129	350		3
15	12	611	920	18/8/05	20/10/05	44	60	13	11	351	533	4	19
16	13	921	1318	20/10/05	2/1/06	61	75	18	19	534	687	20	85
17	14	1319	1741	3/1/06	28/2/06	76	94	20	22	688	796	86	143
18	15	1742	1963	28/2/06	18/4/06	95	104	23	24	797	841	144	219
<b>2006-07</b>													
19	15	1	208		18/4/06	1	2					1	33
20	16	209	684	18/4/06	30/5/06	3	11	1	2	1	91	34	94
21	17	685	1200	30/5/06	4/7/06	12	22	3	4	92	187	95	103
22	18	1201	1703	4/07/06	12	23	30	5	6	188	371	104	132
23	19	1704	2178	18/08/2006	27/09/2006	31	40	7	8	372	500	133	170



24	20	2179	2609	27/09/2006	21/11/2006	41	56	9	15	501	637	171	215
25	21	2610	3025	22/11/2006	12/01/2007	57	65	16	18	638	748	216	320
26	22	3026	3426	12/01/2007	13/03/2007	66	79	19	20	749	828	321	462
27	23	3427	3645	13/03/2007	17/04/2007	-	-	-	-	829	835	463	480
<b>2007-08</b>													
28	23	1	315		17/04/2007	1	2	1	3	1	2	3	13
29	24	316	856	17/04/2007	19/05/2007	3	7	4	5	3	12	14	21
30	25	857	1457	19/05/2007	14/06/2007	8	11	6	-	13	45	22	23
31	26	1458	2026	15/06/2007	13/07/2007	12	16	7	-	46	103	24	26
32	27	2027	2581	13/07/2007	2/08/2007	17	21	8	10	104	163	27	-
33	28	2582	3162	2/08/2007	25/08/2007	22	26	11	11	164	226	28	-
34	29	3163	3657	25/08/2007	12/10/2007	27	37	-	-	227	312	29	32
35	30	3658	4106	12/10/2007	6/12/2007	38	53	11	12	313	416	33	40
36	31	4107	4507	6/12/2007	28/01/2008	54	65	13	15	417	497	41	119
37	32	4508	4948	28/01/2008	11/03/2008	66	73	16	21	498	574	120	155
38	33	4959	5091	12/03/2008	21/05/2008	74	-	22	23	575	584	156	158
39	33	1	225		21/05/2008	1	12	1	6	1	19	-	-
<b>2008-09</b>													
40	34	286	816	21/05/2008	1/07/2008	13	20	7	11	20	42	-	-
41	35	817	1367	2/07/2008	25/09/2008	21	24	12	-	43	72	-	-
42	36	1368	1842	13/08/2008	15/11/2008	325	36	13	15	73	147	-	-
43	37	1843	2318	26/9/2008	15/11/2008	37	49	16	-	148	251	-	-
44	38	2319	2768	14/11/2008	23/12/2008	50	60	17	19	252	367	-	-
45	39	2769	3164	23/12/2008	10/02/2009	61	73	20	21	368	473	1	81
46	40	3165	3513	10/02/2009	25/03/2009	74	84	22	-	474	524	82	134
47	41	3564	3576	26/03/2009	26/05/2009	-	-	23	-	-	-	135	146
<b>2009-10</b>													
48	41	1	391		26/05/2009	1	15	1	4	1	71	1	26
49	42	392	920	26/05/2009	23/06/2009	16	24	5	6	72	133	-	-
	43	921	1400	23/06/2009	27/07/2009	25	31	7	18	134	255	27	29

51	44	1401	1880	27/07/2009	2/09/2009	32	43	19	23	256	362	30	-
52	45	1881	2329	2/09/2009	23/10/2009	55	66	24	34	363	475	31	38
53	46	2330	2827	2/10/2009	20/11/2009	55	66	35	38	476	538	39	43
54	47	2828	3326	21/11/2009	21/12/2009	67	79	39	40	539	609	44	68
55	48	3327	3803	21/12/2009	27/1/2013	80	88	41	49	610	666	39	119
56	49	3804	4554	11/03/2013	18/05/2013	89	99	50	56	667	737	120	128
57	50	4255	4409	11/03/2013	18/05/2013	100	107	57	58	738	744	129	197
58	50	1	327		18/05/2013	1	11	1	5	1	25	1	-

**2009-10**

59	51	328	878	07/08/2010	27/09/2010	12	40	6	11	26	175	7	10
60	52	879	1429	27/10/2010	04/10/2010	41	58	12	15	176	340	-	-
61	53	1430	1692	04/11/2010	01/02/2011	59	68	16	21	341	422	-	-
62	54	1693	2045	01/02/2011	05/02/2011	69	81	22	31	423	513	11	39
63	55	2046	2367	05/02/2011	25/04/2011	82	99	32	41	514	598	40	116
64	56	2368	2734	05/04/2011	27/05/2011	100	119	42	48	599	652	117	130
65	57	2735	2905	27/05/2011	27/05/2011	120	123	49	54	653	665	131	141
	57	1	268	27/05/2011	18/06/2011	1	6	1	5	11	12	1	11
66	58	269	688	18/06/2011	23/07/2011	7	22	6	13	13	88	-	-
67	59	689	1084	23/07/2011	24/08/2011	23	36	14	20	39	93	-	-
68	60	1085	1525	24/08/2011	07/09/2011	37	48	21	28	94	139	-	-
69	61	1526	1967	07/09/2011	29/10/2011	49	57	29	29	140	190	-	-
70	62	1968	2425	29/10/2011	18/11/2011	58	65	30	35	191	246	-	-
71	63	2426	2869	18/11/2011	19/12/2011	66	70	36	37	247	328	12	12
72	64	2870	3362	19/12/2011	04/01/2012	71	74	38	40	329	419	-	-
73	65	3363	3743	04/01/2012	24/01/2012	75	82	41	46	420	469	-	-
74	66	3744	4029	24/01/2012	06/02/2012	83	89	47	48	470	520	-	-
75	67	4030	4318	06/02/2012	21/02/2012	90	97	48	50	521	523	13	20

76	68	4319	4557	21/02/2012	03/03/2012	98	101	51	51	524	556	21	39
77	69	4558	4735	03/03/2012	26/04/2012	102	102	-	-	557	585	40	61
78	70	4736	4872	26/04/2012	27/04/2012	103	107	52	53	586	596	62	66
79	71	4873	5128	27/04/2012	27/04/2012	108	114	54	54	597	611	67	118
	71	1	219	27/04/2012	27/06/2012	1	2	1	3	1	33	1	5
80	72	220	728	27/06/2012	16/07/2012	3	22	4	14	34	66	6	6

81	73	729	1066	16/07/2012	25/07/2012	23	34	15	19	67	88	7	7
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82	74	1067	1212	25/07/2012	16/08/2012	35	39	20	23	89	94	-	-
83	75	1213	1550	16/08/2012	15/09/2012	40	45	24	25	95	116	-	-
84	76	1551	1845	15/09/2012	16/10/2012	46	49	26	29	117	123	-	-
85	77	1846	2302	16/10/2012	13/11/2012	50	56	30	32	124	132	-	-
86	78	2303	2751	13/11/2012	20/12/2012	57	67	33	37	133	149	-	-
87	79	2752	3210	20/12/2012	19/01/2013	68	76	38	44	150	165	-	-
88	80	3211	3640	19/01/2013	29/01/2013	77	87	45	51	166	195	-	-
89	81	3641	4025	29/01/2013	25/02/2013	88	92	52	61	196	203	-	-
90	82	4026	4379	25/2/2013	25/03/2013	93	103	62	72	204	216	-	-
91	83	4380	4665	25/03/2013	16/07/2013	104	117	73	80	217	227	7	11

		1	161	25/03/2013	16/07/2013	1	11	1	9	1	05	1	31
93	84	162	744	16/07/2013	06/11/2013	12	32	10	21	06	56	32	38
94	85	745	1330	06/11/2013	31/12/2013	33	62	22	41	57	119	39	39
95	86	1331	1883	31/12/2013	21/02/2014	63	75	42	70	120	170	-	-
96	87	1884	2455	21/02/2014	17/03/2014	76	87	71	72	171	195		
97	88	2456	3175	17/03/2014	02/04/2014	88	103	73	79	196	208		
98	89	3176	3927	02/04/2014	19/06/2014	104	116	80	97	209	234	40	43
99	90	9	653	19/06/2014	05/08/2014	1	20	1	20	4	20	1	61
100	91	654	1168	05/08/2014	12/09/2014	21	40	21	26	21	46	-	-
101	92	1169	1598	12/09/2014	07/11/2014	41	57	27	51	47	62	62	
102	93	1599	2133	07/11/2014	20/12/2014	58	71	52	67	63	104	-	-
103	94	2134	2692	20/12/2014	03/02/2014	72	92	68	86	105	118	-	-
104	95	2693	3262	3-2-2015	11-3-2015								
105	96	3263	3719	11-3-2015	31-3-2015	110	121	107	120	144	162	67	93
106	97	3720	3748	31-3-2015	15-6-2015	122	128	121	128	163	180	94	97
107	97	1	196			1	11	1	9	1	7	1	1
108	98	197	696	15-6-2015	3-8-2015	12	31	10	17	8	26	2	2
109	99	697	1177	3-8-2015	14-9-2015	32	58	18	34	27	56	-	-
110	100	1178	1632	14-9-2015	30-10-2015	59	81	35	57	57	85	-	-
111	101	1633	2106	30-10-2015	30-11-2015	82	97	58	68	86	91	-	-













270	255	1042	1082	4-07-2019	4-07-2019	43	44							
271	256	1083	1104	5-07-2019	5-07-2019	45	46	22	24					
272	257	1105	1131	6-07-2019	6-07-2019	47	47							
273	258	1132	1150	8-07-2019	8-07-2019	48	48							
274	259	1151	1163	9-07-2019	9-07-2019	49	50							
275	260	1164	1183	10-07-2019	10-07-2019			25	25	11	11			
276	261	1184	1200	11-07-2019	11-07-2019			26	26					
277	262	1201	1210	12-07-2019	12-07-2019	51	51	27	27					
278	263	1211	1229	15-07-2019	15-07-209	52	54							
279	264	1230	1255	16-07-2019	16-07-2019									
280	265	1256	1275	17-07-2019	17-07-2019	55	55	28	28	12	12			
281	266	1273	1287	18-07-2019	18-07-2019									
282	267	1288	1301	19-07-2019	19-07-2019	56	56							
283	268	1302	1310	20-07-2019	20-07-2019	57	57			13	13			
284	269	1311	1326	22-07-2019	22-07-2019									
285	270	1327	1332	23-07-2019	23-07-2019	58	58							
286	271	1333	1352	24-07-2019	24-07-2019			29	29					
287	272	1353	1373	25-07-2019	25-07-2019	59	59							
288	273	1374	1381	26-07-2019	26-07-2019			30	31					
289	274	1382	1400	29-07-2019	29-07-2019	60	61							
290	275	1401	1419	3007-2019	30-07-2019									
291	276	1420	1432	31-07-2019	31-07-2019	62	63			14	14			
292	277	1433	1444	1-08-2019	1-08-2019									
293	278	1445	1454	2-08-2019	2-08-2019	64	65			15	15			
294	279	1455	1466	3-08-2019	3-08-2019			32	32					
295	280	1467	1480	5-08-2019	5-08-2019	286		33	33					
296	281	1481	1501	6-08-2019	6-08-2019	66	67							
297	282	1502	1519	7-08-2019	7-08-2019	68	68			16	16			
298	283	1520	1528	8-08-2019	8-08-2019	69	69							
299	284	1529	1548	9-08-2019	9-08-2019									
300	285	1549	1556	13-08-2019	13-08-2019									
301	286	1557	1566	14-08-2019	14-08-2019	70	70							

302	287	1567	1577	16-08-2019	16-08-2019	71	72			17	17			
303	288	1578	1591	17-08-2019	17-08-2019	73	73							
304	289	1592	1610	19-08-2019	19-08-2019	74	74							
305	290	1611	1630	21-08-2019	21-08-2019			34	34	18	18			
306	291	1631	1653	22-08-2019	22-08-2019									
307	292	1654	1675	23-08-2019	23-08-2019									
308	293	1676	1695	26-08-2019	26-08-2019					19	19			
309	294	1696	1714	27-08-2019	27-08-2019			35	37	20	23			
310	295	1715	1727	28-08-2019	28-08-2019	75	75	37	38					
311	296	1728	1746	29-08-2019	29-08-2019			39	39	24	24			
312	297	1747	1748	30-08-2019	30-08-2019			40	40					
313	298	1749	1765	31-08-2019	31-08-2019			41	42					
314	299	1766	1787	3-09-2019	3-09-2019			43	43					
315	300	1788	1804	4-09-2019	4-09-2019			44	44	25	25			
316	301	1805	1827	5-09-2019	5-09-2019									
317	302	1828	1844	6-09-2019	6-09-2019	76	77	45	45					
318	303	1845	1863	7-09-2019	7-09-2019	78	78	46	48					
319	304	1864	1874	9-09-2019	9-09-2019					26	28			
320	305	1875	1892	11-09-2019	11-09-2019			49	49					
321	306	1893	1911	12-09-2019	12-09-2019	79	80	50	50					
322	307	1912	1940	13-09-2019	13-09-2019	81	82							
323	308	1941	1953	16-09-2019	16-09-2019	83	84			29	29			
324	309	1954	1965	17-09-2019	17-09-2019	85	85	51	52	30	30			
325	310	1966	1978	18-09-2019	18-09-2019									
326	311	1979	1994	19-09-2019	19-09-2019	86	86	53	53					
327	312	1995	2009	20-09-2020	20-09-2020	87	89							
328	313	2010	2027	21-09-2020	21-09-2020									
329	314	2028	2041	23-09-2020	23-09-2020	90	91			31	31			
330	315	2042	2059	25-09-2020	25-09-2020	92	94							
331	316	2060	2072	25-09-2020	25-09-2020	95	95	54	54					
332	317	2073	2098	26-09-2020	26-09-2020			55	55					
333	318	2099	2128	27-09-2020	27-09-2020	96	96			32	32			

334	319	2129	2148	30-09-2020	30-09-2020	97	97							
335	320	2149	2164	1-10-2020	1-10-2020			56	56	33	34			
336	321	2165	2188	3-10-2020	3-10-2020			57	57	35	37			
337	322	2189	2212	5-10-2020	5-10-2020	98	100	58	58	38	39			
338	323	2213	2219	5-10-2020	5-10-2020	101	101			40	41			
339	324	2220	2230	9-10-2019	9-10-2019			59	60	42	43			
340	325	2231	2248	10-10-2019	10-10-2019			61	61	44	44			
341	326	2249	2271	11-10-2019	11-10-2019	102	103	62	62	45	45			
342	327	2272	2283	14-10-2019	14-10-2019									
343	328	2284	2302	15-10-2019	15-10-2019	104	104							
344	329	2303	2325	17-10-2019	17-10-2019			63	63					
345	330	2326	2345	17-10-2019	17-10-2019	105	105							
346	331	2346	2360	18-10-2019	18-10-2019	106	108			46	46			
347	332	2361	2383	21-10-2019	21-10-2019	109	109	65	65	47	48			
348	333	2384	2399	21-10-2019	21-10-2019	110	110	66	69	49	49			
349	334	2400	2410	23-10-2019	23-10-2019	111	111			50	50			
350	335	2411	2422	23-10-2019	23-10-2019									
351	336	2423	2441	25-10-2019	25-10-2019	112	113							
352	337	2442	2462	25-10-2019	25-10-2019	114	116	70	72					
353	338	2463	2476	28-10-2019	28-10-2019	117	117	73	73					
354	339	2477	2492	31-10-2019	31-10-2019	118	118	74	74					
355	340	2493	2514	31-10-2019	31-10-2019			75	76					
356	341	2515	2522	4-11-2019	4-11-2019									
357	342	2523	2548	5-11-2019	5-11-2019			77	77					
358	343	2549	2565	5-11-2019	5-11-2019			78	79	51	51			
359	344	2566	2586	6-11-2019	6-11-2019									
360	345	2587	2604	8-11-2019	8-11-2019	119	119							
361	346	2605	2624	8-11-2019	8-11-2019			80	80					
362	347	2625	2648	12-11-2019	12-11-2019	120	120			52	53			
363	348	2649	2670	13-11-2019	13-11-2019	121	126			54	57			
364	349	2671	2691	14-11-2019	14-11-2019	127	128			58	58			
365	350	2692	2709	14-11-2019	14-11-2019	129	130			59	59			

366	351	2710	2718	16-11-2019	16-11-2019									
367	352	2719	2730	18-11-2019	18-11-2019					60	60			
368	353	3731	2741	19-11-2019	19-11-2019	131	132							
369	354	2742	2760	20-11-2019	20-11-2019					61	63			
370	355	2761	2777	21-11-2019	21-11-2019			81	81	61	64			
371	356	2778	2798	22-11-2019	22-11-2019	133	133	82	82	65	65			
372	357	2799	2817	26-11-2019	26-11-2019			83	86					
373	358	2818	2832	27-11-2019	27-11-2019									
374	359	2833	2860	28-11-2019	28-11-2019					66	68			
375	360	2861	2883	29-11-2019	29-11-2019	134	135							
376	361	2884	2902	30-11-2019	30-11-2019	136	136	87	87	69	69			
377	362	2903	2924	2-12-2019	2-12-2019	137	140			70	72			
378	363	2925	2950	3-12-2019	3-12-2019					73	73			
379	364	2951	2967	3-12-2019	3-12-2019	141	143			74	77			
380	365	2968	2980	5-12-2019	5-12-2019			88	88	78	81			
381	366	2981	3004	6-12-2019	6-12-2019	144	144			82	84			
382	367	3005	3016	7-12-2019	7-12-2019			89	89	85	85			
383	368	3017	3036	7-12-2019	7-12-2019	145	145			86	86			
384	369	3037	3042	10-12-2019	10-12-2019	146	148	90	90					
385	370	3043	3062	10-12-2019	10-12-2019	149	150			87	89			
386	371	3063	3086	12-12-2019	12-12-2019									
387	372	3087	3104	13-12-2019	13-12-2019	151	153			90	91			
388	373	3105	3130	16-12-2019	16-12-2019	154	154			92	92			
389	374	3131	3137	17-12-2019	17-12-2019			91	91	93	94			
390	375	3138	3162	18-12-2019	18-12-2019									
391	376	3163	3185	18-12-2019	18-12-2019					95	95			
392	377	3186	3213	20-12-2019	20-12-2019									
393	378	3214	3234	21-12-2019	21-12-2019									
394	379	3235	3250	23-12-2019	23-12-2019	155	156	92	92	96	96			
395	380	3251	3268	24-12-2019	24-12-2019	157	157							
396	381	3269	3288	24-12-2019	24-12-2019	158	159							
397	382	3289	3307	27-12-2019	27-12-2019					97	97			

398	383	3308	3328	30-12-2019	30-12-2019	160	160	93	93	98	98			
399	384	3329	3341	31-12-2019	31-12-2019	161	161	94	95					
400	385	3342	3359	01-01-2020	01-01-2020			96	97	99	100			
401	386	3360	3371	02-01-2020	02-01-2020									
402	387	3372	3389	03-01-2020	03-01-2020									
403	388	3390	3403	04-01-2020	04-01-2020	162	163							
404	389	3404	3412	06-01-2020	06-01-2020									
405	390	3413	3434	07-01-2020	07-01-2020					101	101			
406	391	3435	3449	08-01-2020	08-01-2020					102	102			
407	392	3450	3452	09-01-2020	09-01-2020	164	164	98	98					
408	393	3453	3465	10-01-2020	10-01-2020									
409	394	3466	3474	13-01-2020	13-01-2020									
410	395	3475	3496	14-01-2020	14-01-2020	165	166							
411	396	3497	3506	16-01-2020	16-01-2020					103	105			
412	397	3507	3532	17-01-2020	17-01-2020	167	168	99	100					
413	398	3533	3553	18-01-2020	18-01-2020	169	171			106	106			
414	399	3554	3568	20-01-2020	20-01-2020	172	173	101	102					
415	400	3569	3586	21-01-2020	21-01-2020					107	108			
416	401	3587	3600	22-01-2020	22-01-2020	174	174							
417	402	3601	3621	22-01-2020	22-01-2020					109	110			
418	403	3622	3630	23-01-2020	23-01-2020			103	103					
419	404	3631	3648	24-01-2020	24-01-2020	175	175			111	111			
420	405	3649	3668	27-01-2020	27-01-2020	176	176	104	104	112	113			
421	406	3669	3683	28-01-2020	28-01-2020					114	114			
422	407	3684	3692	30-01-2020	30-01-2020					115	115			
423	408	3693	3721	30-01-2020	30-01-2020	177	177	105	106	116	118			
424	409	3722	3736	31-01-2020	31-01-2020					119	120			
425	410	3737	3740	1-02-2020	1-02-2020					121	122			
426	411	3741	3764	3-02-2020	3-02-2020	178	180							
427	412	3765	3794	4-02-2020	4-02-2020	181	182	107	108	123	124			
428	413	3795	3808	5-02-2020	5-02-2020			109	109	125	125			
429	414	3809	3830	6-02-2020	6-02-2020	183	183			126	126			

430	415	3631	3842	10-02-2020	10-02-2020					127	127			
431	416	3843	3861	10-02-2020	10-02-2020	184	185							
432	417	3862	3878	11-02-2020	11-02-2020									
433	418	3879	3895	12-02-2020	12-02-2020	186	186							
434	419	3896	3923	13-02-2020	13-02-2020			110	110	128	129			
435	420	3924	3944	14-02-2020	14-02-2020	187	188	111	112					
436	421	3945	3957	15-02-2020	15-02-2020					130	130			
437	422	3958	3951	17-02-2020	17-02-2020			113	113	131	132			
438	423	3970	3988	18-02-2020	18-02-2020	189	189							
439	424	3989	4000	20-02-2020	20-02-2020	190	191			133	134			
440	425	4001	4015	24-02-2020	24-02-2020	192	195							
441	426	4016	4033	24-02-2020	24-02-2020			114	114					
442	427	4034	4056	25-02-2020	25-02-2020			115	115	135	135			
443	428	4057	4089	26-02-2020	26-02-2020					136	138			
444	429	4090	4118	27-02-2020	27-02-2020			116	116					
445	430	4119	4143	28-02-2020	28-02-2020			117	117	139	139			
446	431	4144	4172	29-02-2020	29-02-2020	196	197			140	141			
447	432	4173	4181	02-03-2020	02-03-2020			118	119	142	143			
448	433	4182	4196	03-03-2020	03-03-2020	198	198	120	120					
449	434	4197	4222	05-03-2020	05-03-2020			121	121	144	145			
450	435	4223	4242	05-03-2020	05-03-2020					146	147			
451	436	4243	4261	07-03-2020	07-03-2020			122	122	148	148			
452	437	4262	4289	07-03-2020	07-03-2020			123	123	149	149			
453	438	4290	4309	09-03-2020	09-03-2020			124	124	150	151			
454	439	4310	4332	10-03-2020	10-03-2020	199	204			152	153			
455	440	4333	4345	11-03-2020	11-03-2020	205	205	125	125					
456	441	4346	4371	12-03-2020	12-03-2020			126	126	154	154			
457	442	4372	4402	13-03-2020	13-03-2020	206	206			155	156			
458	443	4403	4425	16-03-2020	16-03-2020			127	128	157	157			
459	444	4426	4449	17-03-2020	17-03-2020	207	207	129	129	158	158			
460	445	4450	4479	19-03-2020	19-03-2020			130	130					
461	446	4480	4499	19-03-2020	19-03-2020			131	132	159	159			

462	447	4500	4529	21-03-2020	21-03-2020	208	208			160	160			
463	448	4530	4556	21-03-2020	21-03-2020			133	133	161	163			
464	449	4557	4577	23-03-2020	23-03-2020					164	167			

**DIALY REGISTER CATOGARY B FROM DATE 31.12.1987 TO 31.12.2019**  
**(Thirty Years Preserved Volumes)**

Sl No	Volume	From Date	To Date	Pages	Sl No	Volume	From Date	To Date	Pages
1	183	31.12.1977	5.12.1978	1-250	12	194	12.03.1991	17.01.1992	1-250
2	184	06.12.1978	28.03.1980	1-250	13	195	18.01.1992	07.11.1992	1-250
3	185	01.04.1980	13.04.1981	1-250	14	196	09.11.1992	20.08.1993	1-250
4	186	15.04.1981	08.10.1982	1-250	15	197	21.08.1993	14.07.1994	1-250
5	187	11.10.1982	13.03.1984	1-250	16	198	15.07.1994	09.05.1995	1-250
6	188	14.03.1984	03.09.1985	1-250	17	199	10.05.1995	19.03.1996	1-250
7	189	04.09.1985	31.03.1987	1-250	18	200	21.03.1996	28.01.1997	1-250
8	190	01.04.1987	30.03.1988	1-250	19	201	29.01.1997	24.12.1997	1-250
9	191	02.04.1988	31.03.1989	1-250	20	202	26.12.1997	17.12.1998	1-250
10	192	01.04.1989	31.03.1990	1-250	21	203	18.12.1998	24.11.1999	1-250
11	193	02.04.1990	11.03.1991	1-250	22	204	25.11.1999	15.11.2000	1-250
12	205	16.11.2000	07.11.2001	1-250	34	216	29.08.2007	04.03.2008	1-250
13	206	08.11.2001	12.11.2002	1-250	35	217	06.03.2008	18.03.2008	1-250
14	207	13.11.2002	02.09.2003	1-250	36	218	15.10.2008	18.03.2009	1-250
15	208	03.09.2003	10.06.2004	1-250	37	219	19.03.2009	20.08.2013	1-250
16	209	11.06.2004	30.07.2005	1-250	38	220	20.08.2009	05.01.2013	1-250
17	210	27.11.2004	30.07.2005	1-250	39	221	06.01.2013	31.03.2013	1-250



18	211	01.08.2005	22.02.2006	1-250	40	222	1.04.2010	25.06.2010	1-250
19	212	23.02.2006	27.07.2006	1-250	41	223	26.06.2010	06.12.2010	1-250
20	213	28.07.2006	20.01.2007	1-250	42	224	7.12.2012	09.06.2011	1-250
21	214	22.01.2007	23.05.2007	1-250	43	225	10.06.2011	31.10.2011	1-250
22	215	24.05.2007	29.08.2007	1-250	44	226	21.09.2012	04.012014	1-250
23	229	21-3-2016	17-5-2017	1-250	45	227	06.01.2014	12.02.2015	1-250
24	230	18-5-20117	6-6-2018	1-250	46	228	13.02.2015	19-3.2016	1-250
25	231	7-6-2018	14-5-2019	1-250	47	229	21-3-2016	17-5-2017	1-250
48	230	18-5-2017	6-6-2018	1-250	49	231	7-6-2018	14-5-2019	1-250
50	232	15-5-2019	13-2-2020	1-250	51	233	14-2-2020		1-250

**ANNEXURE -B****CASH BOOK From 10.03.1987 to 31.12.2019****(Thirty years preserved volumes)**

Sl No	Volume	From Date	To Date	Pages
1	20	10.03.1977	03.10.1978	1 - 100
2	21	4.10.1978	02.07.1981	1 - 100
3	22	03.07.1981	21.01.1986	1 - 100
4	23	30.01.1986	15.02.1991	1 - 100
5	24	15.02.1991	15.12.1991	1 - 100
6	25	17.01.1994	27.04.1991	1 - 100
7	26	28.04.1997	05.05.2000	1 - 100
8	27	08.05.2000	03.11.2002	1 - 100
9	28	01.07.2005	08.02.2008	1 - 100
10	29	1.07.2005	08.02.2008	1 - 100
11	30	11.02.2008	30.09.2013	1 – 100
12	31	01/10/2012	31/03/2013	1-100
13	32	01/04/2013	31-7-2016	1-125
14	33	1-8-2016	30-4-2019	1-100
15	34	1-5-2019	--	1-100