

**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)

As per IGR Bangalore Memo No 61-2018-19 Dated: 15-06-2020.

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	No of files -02	1/4/1975	31-12-2019	1 TO 150	
	File of Departmental circulars and orders regarding Stamp matters.	File Book	No of files -02	1/4/1975	31-12-2019	1 TO 150	
2	Key to Index	Book Form	No of Total volumes	1/4/1975	31-12-2019	1 TO 150	
		Book-I-05 Book-III-01 Book-IV-01	If more than 5 volume-05+02 (should be prepared separately)	-	-	-	
3	Register of Destruction of Records	Bound Book	No of books-02	-	31-12-2019		
4	Register of Documents destroyed	Bound Book	No of books	-	31-12-2019		
5	Register of stock of furniture's and other articles	Book Form	No of books-02	1/4/1975	31-12-2019	1 TO 150	

6	Book 1 Volumes	Book Form	No of Total volumes CD+305	1/4/1975	31-12-2019	1 TO 250 ಪ್ರತ್ಯೇಕ	
7	Book 2 Volumes	Book Form	No of Total volumes	4/6/1975	31-12-2019	1 TO 50	
8	Book 3 Volumes	Book Form	No of Total volumes- 13	9/5/1975	31-12-2019	1 to 250	
9	Book 4 Volumes	Book Form	No of Total volumes -03	13/5/75	31-12-2019	1 to 250	
10	Book 5 (with Index) Volumes	Book Form	No of books	-			
11	Register of CD Preserved	Book Form	No of books	1/4/2004	31-12-2019	1 to 250	
12	Thumb Impression Register	Book Form	No of books volumes-304	1/4/1975	31-12-2019	1 to 50 1 to 200	
13	Additional Book - 1	File Book	No of total volumes	-	31-12-2019	-	
14	Additional Book - 2	File Book	No of Total volumes	-	31-12-2019	-	
15	Additional Book - 4	File Book	No of Total volumes	-	31-12-2019	-	
16	Index - I	Book Form	No of books volumes-45	1/4/1975	31-12-2019	1 to 250	
17	Index - II	Book Form	No of Total volumes-1	-	31-12-2019	1 to 250	
18	Index - III	Book Form	No of Total volumes-03	1/4/1975	31-12-2019	1 to 250	
19	Index - IV	Book Form	No of Total volumes-02	1/4/1975	31-12-2019	1 to 250	
20	Index subsidiary	Book Form	No of books	-	31-12-2019	-	

21	Index to old register Books	Book Form	No of books	1/4/1975	31-12-2019	-	
22	Reference books such as registration acts, stamps acts and manuals etc., (year wise	Book Form	No of books		31-12-2019	1 to 300	
23	Ledger of detailed examination of Register Books	Book Form	No of books-2	1/4/1975	31-12-2019	1 to 200	
24	Register of records	Book Form	No of books	1/4/1975	31-12-2019	1 to 200	
25	Register of records sent to courts and other offices	Book Form	No of books	-	31-12-2019	-	
26	Register of reproduced entries of fading foot notes	Book Form	No of books	-	31-12-2019	-	
27	Register of sanctioned establishment of each officers	Book Form	No of books	1/4/1975	31-12-2019	-	
28	Registration of stock of books and publications	Book Form	No of books	1/4/1975	31-12-2019		
29	Registration of valuable records	Book Form	No of books	1/4/1975	31-12-2019	1 to 50	
30	Register of showing the particulars of books partially recopied.	Book Form	No of books	-	31-12-2019	-	
31	Register of wills and unopened covers containing wills received by post	Book Form	No of books	-	31-12-2019	-	
32	Registers of wills and sealed covers	Book Form	No of books	-	31-12-2019	-	

33	Vacancy Register	Book Form	No of books	-	31-12-2019	-	
34	Sealed covers(District Registrar Office)	In a box secured in the safe	No of books	-	31-12-2019	-	
35	Taluk Maps	Folded Unmounted	No of books	1/4/1975	31-12-2019	1	
36	Register of firms maintained under sec 58 of I.P. Act 1939	Book Form	No of books	-	31-12-2019	-	
37	Indexes to names of Firms	Book Form	---	-	31-12-2019	-	
38	All Registers and the Indexes maintained by the Registrar under Hindu Marriage Act 1955	File Book and Book Form	No of Total volumes	1/4/1975	31-12-2019	1 to 250	
39	All Registers and Marriage Certificate Book and Indexes mentioned by the Registrar under Special Marriage Act 1954	Bound Book	No of Total volumes	1/4/1975	31-12-2019	1 to 250	
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	-	
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	-	

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	-	
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	-	
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	-	
45	File of Translations	File Book	No of total volumes/Book	-	31-12-2019	-	
46	Gradation list of All Cadres	File Jocket Trilateral index files	No of files year wise (should be prepared separately)	-	31-12-2019	-	
47	List of Records transferred from one office to another and acknowledgements there for	File Book	No of total volumes/Book	-	31-12-2019	-	

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	-	
49	Supplement to books (part I to V)	File Books		-	31-12-2019	-	
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	-	
51	Market Value Notifications	File Jocket Trilateral index files-01	No of files year wise (should be prepared separately)	1/4/1992	31-12-2019	-	
52	Market Value files before Commencement of CVC	File Jocket Trilateral index files-01	No of files year wise (should be prepared separately)	1/7/2011	31-12-2019	-	

**Computerisation of Registered Documents u/s4 (1) (a) from date of computerisation
dated 29-12-2003 to 31-12-2019**

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
2003-2004													
1	1	865	954	7/1/2004	7/6/2004	37	40	-	-	-	-	-	-
2	-	-	-	-	-	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-	-	-	-	-	-	-
2004-2005													
4	-	1	113	7/1/2004	7/6/2004	1	4	1	-	1	17	-	-
5	2	114	322	7/6/2004	23-8-2004	5	12	2	-	18	40	-	-
6	3	323	617	24-08-2004	27-12-2004	13	30	3	-	41	198	-	-
7	4	618	773	28-12-2004	20-07-2005	31	40	4	-	199	300	-	-
2005-2006													

8	-	1	189	-	-	1	17	1	-	1	128	-	-
9	5	190	635	21-07-2005	4/3/2006	18	37	2	4	129	405	-	-
10	6	639	778	6/3/2006	19-07-2006	38	39	5	-	406	450	-	-
2006-2007													
11	-	1	301	-	-	1	17	1	2	1	84	1	5
12	7	302	721	-	-	18	31	3	6	85	245	6	27
13	8	722	943	-	-	32	38	7	-	246	32	28	49
2007-2008													
14	-	1	309	-	-	-	-	-	-	1	-	1	4
15	9	310	939	-	-	1	-	1	2	2	27	5	8
16	10	940	1583	-	-	2	5	3	-	28	147	-	-
17	11	1584	2091	-	-	6	16	4	7	148	329	10	-
18	12	2092	2575	19-11-2007	25-02-2008	17	23	8	11	330	394	11	17
19	13	2576	2725	26-02-2008	23-06-2008	24	25	12	13	395	427	18	33
2008-09													
20	-	1	301	-	-	1	10	1	3	1	38	1	8
21	14	302	746	23-06-2008	14-10-2008	11	15	4	6	39	113	9	-
22	15	747	841	14-10-2008	14-11-2008	16	23	7	11	114	343	-	-
23	16	842	1282	14-11-2008	9-2-2009	24	38	12	-	344	575	10	-
24	17	1283	1493	10-2-2009	10-6-2009	39	41	13	15	576	6680	11	13

2009-2010

25	-	1	201	-	-	1	10	-	-	1	44	1	15
26	18	202	635	11/6/2009	1-10-2009	11	20	-	4	45	152	16	37
27	19	636	1136	1-10-2009	1-12-2009	21	29	5	6	153	205	38	44
28	20	1137	1574	2-12-2009	29-12-2010	30	31	7	8	206	244	45	49
29	21	1575	1846	29-01-2010	20-03-2010	32	42	9	11	245	271	50	53
30	22	1847	1920	20-03-2010	13-04-2010	-	-	-	-	272	277	54	-

2010-2011

31	22	1847	1920	20/30/2010	13-04-2010	43	43	-	-	278	279	-	-
32	23	48	264	13/4/2010	7-6-2010	2	2	2	6	3	19	-	-
33	24	265	467	7-6-2010	20-7-2010	3	8	-	-	20	28	-	-
34	25	468	654	20-7-2010	4-9-2010	9	13	7	9	29	123	-	-
35	26	655	830	6-9-2010	18-10-2010	14	15	-	-	124	126	-	-
36	27	831	1023	19-10-2010	6-12-2010	16	18	10	13	127	144	-	-
37	28	1024	1177	6-12-2010	22-1-2011	19	21	-	-	145	185	1	1
38	29	1178	1329	24-12-11	28-2-2011	22	27	14	15	186	213	2	4
39	30	1330	1445	28-2-2011	7-4-2011	-	-	-	-	214	222	5	5

2011-2012

40	31	1	133	7-4-2011	12-5-2011	1	2	-	-	1	3	1	2
41	32	134	273	12-5-2011	8-6-2011	3	4	2	10	4	12	3	7
42	33	274	441	8-6-2011	4-7-2011	5	8	11	14	13	26	-	-
43	34	442	587	4-7-2011	27-7-2011	9	11	15	15	27	40	-	-
44	35	588	719	27-7-2011	23-8-2011	-	-	16	16	41	121	-	-
45	36	720	840	24-8-2011	19-9-2011	12	15	17	22	122	220	-	-
46	37	841	978	19-9-2011	14-10-2011	-	-	23	24	221	262	-	-
47	38	979	1117	15-10-2011	10-11-2011	16	19	25	28	263	299	-	-
48	39	1118	1260	10-11-2011	2-12-2011	20	-	29	-	300	319	-	-

2012-13

49	40	1261	1394	3-12-2011	16-12-2011	21	-	30	32	320	325	-	-
50	41	1395	1542	17-12-2011	5-1-2012	22	23	-	-	326	357		
51	42	1543	1675	5-1-2012	24-1-2012	24	-	-	-	358	368	11	12
52	43	1576	1796	24-1-2012	7-2-2012	25	-	-	-	369	375	13	-
53	44	1797	1908	8-2-2012	25-2-2012	26	27	-	-	376	383	14	16
54	45	1909	2027	25-2-2012	15-3-2012	-	-	-	-	384	391	17	-
55	46	2028	2136	15-3-2012	3-4-2012	28	-	33	-	392	-	-	-
56	47	17	138	3-4-2012	2-5-2012	1	4	-	-	2	11	1	2
57	48	139	262	2-5-2012	15-5-2012	5	-	1	-	12	22	-	-
58	49	263	377	15-5-2012	4-6-2012	-	-	2	-	23	32	-	-
59	50	378	491	5-6-2012	23-6-2012	6	-	3	-	33	39	-	-
60	51	492	607	25-6-2012	11-7-2012	7	10	4	-	40	46	-	-
61	52	608	733	12-7-2012	30-7-2012	11	12	-	-	47	50	-	-
62	53	734	851	30-7-2012	13-8-2012	13	16	5	-	51	58	-	-
63	54	852	986	14-8-2012	3-9-2012	17	19	6	7	59	63	-	-
64	55	987	1103	3-9-2012	14-9-2012	20	22	-	-	64	70	-	-
65	56	1104	1216	14-9-2012	29-9-2012	23	26	8	-	71	78	-	-
66	57	1217	1341	29-9-2012	18-10-2012	27	28	-	-	79	98	-	-
67	58	1342	1479	19-10-2012	19-11-2012	29	32	9	-	99	108	-	-
68	59	1480	1603	20-11-2012	10-12-2012	33	-	10	-	109	116	-	-
69	60	1604	1733	10-12-2012	27-12-2012	34	-	11	13	117	134	-	-
70	61	1734	1855	27-12-2012	17-1-2013	35	-	14	-	135	155	-	-
71	62	1856	1960	17-1-2013	4-2-2013	36	-	15	17	156	159	-	-
72	63	1961	2084	4-2-2013	18-2-2013	37	38	18	-	-	-	-	-
73	64	2085	2208	18-2-2013	6-13-2013	39	40	-	-	160	163	-	-
74	65	2209	2339	6-3-2013	20-3-2013	-	-	19	-	164	166	3	4
75	66	1	55	20-3-2013	16-4-2013	-	-	1	12	167	-	1	2

2013-14

76	67	56	171	16-4-2013	19-5-2013	2	-	3	-	1	2	1	3	1	-		
77	68	172	327	20-5-2013	7-6-2013	3	5	4	5	3	7	-	-				
78	69	328	467	7-6-2013	25-6-2013	6	7	-	-	8	19	-	-				
79	70	468	598	26-6-2013	28-7-2013	8	10	6	8	20	30	4	7				
80	71	599	742	23-7-2013	12-8-2013	11	13	9	10	31	36	-	-	4	-		
81	72	743	885	12-8-2013	3-9-2013	14	21	11	12	37	50	-	-				
82	73	886	1005	3-9-2013	28-9-2013	-	-	13	16	51	65	-	-				
83	74	1006	1124	30-9-2013	24-10-2013	22	23	17	18	66	91	-	-				
84	75	1123	1243	24-10-2013	21-11-2013	24	25	19	20	92	104	-	-				
85	76	1244	1282	21-11-2013	26-11-2013	-	-	21	-	105	109	-	-			122	123
86	77	1283	1440	26-11-2013	21-12-2013	26	-	22	23	110	121	-	-			124	142
87	78	1441	1983	21-12-2013	20-8-2014	27	32	24	34	143	209	-	-	-	-		
88	79	1984	2043	20-3-2014	28-3-2014	1	2	1	3	210	217	-	-				

2014-15

89	80	124	320	5-5-2014	31-5-2014	3	-	4	-	17	34	-	-	1	5
90	81	321	486	31-5-2014	26-6-214	4	7	5	7	35	74	1	7	6	-
91	82	487	671	26-6-2014	28-7-2014	8	10	8	9	75	227	8	9	7	-
92	83	672	798	28-7-2014	19-8-2014	-	-	11	12	228	242	10	-	8	-
93	84	799	934	19-8-2014	11-9-2014	13	14	10	11	243	251	-	-	-	-
94	85	935	1071	11-9-2014	13-10-2014	15	18	-	-	252	268	-	-		
95	86	1072	1220	14-10-2014	31-10-2014	19	21	12	-	269	292	-	-		
96	87	1221	1383	31-10-2014	29-11-2014	22	25	13	14	293	302	11	12		
97	88	1384	1531	29-11-2014	19-12-2014	26	27	15	16	303	324	-	-	9	-
98	89	1532	1701	19-12-2014	17-1-2015	28	-	17	18	325	345	-	-	-	-
99	90	1702	1874	17-1-2015	11-2-2015	-	-	19	22	346	356	-	-	-	-
100	91	1875-2159/ 2014-15	1-48/2 015-16	11-2-2015	13-04-2015	29-31/ 2014-15	-	1/15-16	357-394/ 2014-15	1/15-16	13-17/ 2014-15	-	-	10-11/ 15-16	-

2015-16

101	92	49	518	13-04-2015	20-07-2015	1	8	2	6	2	28	1	2	1	-
102	93	519	1039	20-07-2015	16-11-2015	9	1 5	7	12	29	52	-	-	2	7
103	94	1040	1609	16-11-2015	02-02-16	1 6	2 1	13	20	53	127	-	-	8	9
104	95	1610 to 2051/1 5-16	1 to 124/16- 17	02-02-2016	25-04-2016	2 2	-	21	27	128 to 192/15- 16	1 to 30/16- 17	3	6	-	-

2016-17

105	96	125	687	25-04-2016	04-08-2016	1	8	5	13	31	60	-	-	-	-
106	97	688	1129	05-08-2016	26-10-2016	9	15	14	22	61	133	-	-	2	5
107	98	1130	1528	26-10-2016	25-1-2017	16	24	23	30	134	179	2	10	-	-

108	99	1529 to 1935/ 16-17	1 to 121/1 7-18	25-1-2017	21-4-2017	25	33	31 to 37/16 -17	1 to 2/17- 18	180 to 304/1 6-17	1 to 6/17- 18	11	25	6	-
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2017-18

109	100	199/ 122	655	21-04-2017	10-07-2017	1	10	3	15	6	248	-	-	1	3
110	101	656	1164	10-07-2017	26-09-2017	11	22	16	21	249	496	-	-	-	-
111	102	1165	1652	26-09-2017	07-12-2017	23	31	22	31	497	879	-	-	4	5
112	103	1653	2188	07-12-2017	05-03-2018	32	37	32	39	880	1508	-	-	6	-

2018-19.

113	104	2189/17- 18. 1/18-19	2365/ 17-18. 309/ 18-19	5/3/2018	21-6-2018	38/17 -18. 1/18- 19.	44/17- 18. 3/18- 19.	40/1 7-18. 1/18- 19.	43/17- 18. 4/18- 19.	1509/ 17-18. 1/18- 19.	1529/17- 18. 5/18- 19.	-	-	-	-
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114	105	310	770	21-6-2018	23-8-2018	4	10	6	16	5	19	-	-	6	7
115	106	771	1162	23-8-2018	16-11-2018	11	16	17	30	20	75	-	-	8	-
116	107	1163	1588	16-11-2018	24-1-2019	17	19			76	699	1	-	1	-
117	108	1589	-	24-1-2019	24-01-2019	-	-	37	-	700	715	-	-	-	-
118	109	1590	1600	24-1-2019	24-1-2019	-	-	-	-	716	742	-	-	-	-
119	110	1601	1616	25-1-2019	25-1-2019	-	-	-	-	743	770	-	-	-	-
.															
120	111	1617	1629	29-1-2019	29-1-2019	24	25	38	40	771	787	-	-	-	-
121	112	1630	1648	29-1-2019	29-1-2019	-	-	-	-	788	797	-	-	-	-
122	113	1649	1671	30-1-2019	30-1-2019	-	-	41	-	798	823	-	-	-	-
123	114	1672	1689	31-1-2019	31-01-2019	-	-	-	-	824	848	-	-	-	-
124	115	1690	1706	1-02-2019	1-2-2019	-	-		-	849	858	-	-	-	-
125	116	1707	1722	2-2-2019	2-2-2019	-	-	42	-	859	866	-	-	-	-
126	117	1723	1736	4-2-2019	4-2-2019	-	-	-	-	867	889	-	-	-	-
127	118	1737	1744	5-2-2019.	5-2-2019.	-	-	43	-	890	893	-	-	-	-
128	119	1745	1765	6-2-2019	6-2-2019	-	-	44	-	894	915	-	-	-	-
129	120	1766	1770	7-2-2019	7-2-2019	-	-	-	-	916	946	-	-	-	-

130	121	1771	1781	11/2/2019	11/2/2019	-	-	-	-	947	952	-	-	-	-
131	122	1782	1790	12/02/2019	12/02/2019	-	-	-	-	953.	975	-	-	-	-
132	123	1791	1801	13/2/2019	13/2/2019	-	-	-	-	976	1007	-	-	-	-
133	124	1802	1814	14-2-2019	14-2-2019	-	-	-	-	1008	1026	-	-	-	-
134	125	-	-	15-2-2019	15-2-2019	-	-	-	-	1027	1031	-	-	-	-
135	126	1815	1830	15-2-2019	15-2-2019	-	-	45	-	1032	1033	-	-	-	-
136	127	1831	1836	18/2/2019	18/2/2019	-	-	-	-	1034	-	-	-	-	-
137	128	1837	1845	18-2-2019	18-2-2019	26	27	-	-	1035	1040	-	-	-	-
138	129	1846	1848	20-2-2019	20-2-2019	-	-	-	-	-	-	-	-	-	-
139	130	1849	-	20-2-2019	20-2-2019	-	-	-	-	-	-	-	-	-	-
140	131	1850	1854	20-2-2019	20-2-2019	-	-	46	-	-	-	-	-	-	-
141	132	1855	1856	21-2-2019	21-2-2019	-	-	-	-	-	-	-	-	-	-
142	133	1857	1884	23-2-2019	23-2-2019	-	-	-	-	1041	1042	-	-	-	-

143	134	1885	1894	25-2-2019	25-2-2019	-	-	-	--	-	-	-	-	-	-
144	135	1895	1904	25-2-2019	25-2-2019	-	-	-	-	1043	1049	-	-	2	3
145	136	1905	1925	27-2-2019	27-2-2019	28	-	-	-	1050	1054	-	-	-	-
146	137	1926	1937	27-2-2019	27-2-2019	-	-	-	-	1055	1056	-	-	-	-
147	138	1938	1949	28-2-2019	28-2-2019	-	-	-	-	1057	1086	-	-	-	-
148	139	1950	1955	1-3-2019	1-3-2019	-	-	--	-	1087	1111	-	-	-	-
149	140	1956	1969	4-3-2019	4-3-2019	-	-	-	-	1112	1117	-	-	-	-
150	141	1970	1977	5-3-2019	5-3-2019	-	-	-	-	1118	1125	-	-	-	-
151	142	1978	1984	6-3-2019	6-3-2019	-	-	-	-	1126	1144	-	-	-	-
152	143	1985	1991	7-3-2019	7-3-2019	-	-	-	-	1145	-	-	-	-	-
153	144	1992	2003	10-3-2019	10-3-2019	-	-	-	-	1146	1147	-	-	-	-

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	No of books-02	1-4-1975	31-12-2019	1 to 100	
2	Administration Report of the Department	File Jocket Trilateral index files	No of files year wise (list should be prepared separately)	-	31-12-2019	-	
3	Assests and liabilities statement of Government Servants	File Jocket Trilateral index files	No of files year wise (list should be prepared separately)	-	31-12-2019	-	
4	Cash Book	Bound Book	No of books/ volume-12	1/4/1975	31-12-2019	1 to 100	
5	Commission orders with interrogatories	File Book	No of books/ volumes - 01	1/4/1975	31-12-2019	1 to 100	
6	Confidential Reports(two years after death five years from the date of retirement or removal, dismissal from services)	File Book	No of books/ volumes	-	31-12-2019	-	
7	Daily Register	Bound Book	No of books/	-	31-12-2019	-	

			volumes				
8	File of correspondence relating to appointments, promotions and confirmations	File Jacket Trilateral index files	No of files year wise (list should be prepared separately)	-	31-12-2019	-	
9	File of correspondence relating to disciplinary proceedings	File Jacket Trilateral index files	No of files year wise (list should be prepared separately)	-	31-12-2019	-	
10	File of correspondence relating to family pension cases	File Jacket Trilateral index files	No of files year wise (list should be prepared separately)	-	31-12-2019	-	
11	File of correspondence relating to Writ cases on service matters	File Jacket Trilateral index files	No of files year wise (list should be prepared separately)	-	31-12-2019	-	
12	File of power of attorney	File Book	If more than 5 volume (should be prepared separately)	1/4/2007	31-12-2019	1 to 100	
13	Minute Book	Bound Book	No of books/ volumes-02	15-4-1975	31-12-2019	1 to 250	
14	File of relating to HBA , HPA.,	File Jacket	No of files	-	31-12-2019	-	

	etc.,	Trilateral index files	year wise (list should be prepared separately)				
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	No of books/ volumes	-	31-12-2019	-	
16	Personal file	Bound Book	No of books/ volumes/ Files-04	1-8-2007	31-12-2019	1 to 50	
17	Records connected with enquiry under rule 76	Bound Book	No of books/ volumes	-	31-12-2019	-	
18	Register of Appeals	Book Forms	No of books/ volumes	-	31-12-2019	-	
19	Register of power of Attorney	Bound Book	No of books/ volumes	-	31-12-2019	-	
20	Register of revocation of power of attorney	Bound Book	No of books/ volumes	-	31-12-2019	-	
21	Register of visits and commissions	Bound Book	No of books/ volumes	-	31-12-2019	-	
22	Service Register of Government servant who retires/dies while in service	Bound Book	No of books/ volumes	-	31-12-2019	-	
23	Register of deficit fee and stamp duty	Book Form	No of books/volumes-01	1-4-2009	31-12-2019	1 to 100	

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	No of books/volumes	1/4/2000	31-12-2019	1 to 25	
2	Receipt Book Counter foil Receipt Book	Book Form	No of books/volumes	1/4/2000	31-12-2019	1 to 25	
3	Office order Book	Book Form	No of books/volumes-01	1/4/2000	31-12-2019	1 to 200	
4	Register of applications for copies, searches and inspections	Book Form	No of books/volumes -04	1/4/2000	31-12-2019	1 to 200	
5	Register of personnel and other advances	Book Form	No of books/volumes	-	31-12-2019	-	
6	Register of Refunds	Book Form	No of books/volumes	-	31-12-2019	-	
7	Treasury Challans	File Jacket	No of files year wise (should be prepared separately)	-	31-12-2019	-	
8	Treasury remittance Book	Book Form	No of books/volumes -25	1/4/1975	31-12-2019	1 to 100	
9	Exemption U/s 88(1)	Year wise Bundles	-	-	31-12-2019	-	
10	Accounts of Documents set by post	Book Form	No of books/volumes	-	31-12-2019	-	
11	Call Book	Book Form	No of books/volumes	-	31-12-2019	-	

12	Case Register	Book Form	No of books/volumes	-	31-12-2019	-	
13	Declarations filed under Karnataka Vacant Lands in Urban areas(prohibition of alienation)Act 1971	File Book	No of files year wise(should be prepared separately	-	31-12-2019	-	
14	File of Correspondence relating to administration Reports	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
15	File of correspondence relating to amendments to stamp act and Registration Act etc.,	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
16	File of Correspondence relating to BPA	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
17	File of correspondence relating to condonation of claims of arrears of pay etc	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
18	File of correspondence relating to date of birth	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
19	File of correspondence relating to fixation of pay and sanction of allocation statements	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
20	File of correspondence	File Jocket	No of files	-	31-12-2019	-	

	relating to gradation list	Trilateral index files	yearwise(should be prepared separately				
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	No of files yearwise(should be prepared Separately	1/4/2000	31-12-2019	-	
22	File of correspondence relating to MCA	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	1/4/2000	31-12-2019	-	
23	File of correspondence relating to objection memos received from the Account General	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	1/4/2000	31-12-2019	-	
24	File of correspondence relating to remission of institution fee in papers suits and remission of C.F	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	1/4/2000	31-12-2019	-	
25	File of correspondence relating to sanction of Increment	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
26	File of correspondence relating to sanction of refunds	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	1/4/2000	31-12-2019	-	
27	File of correspondence	File Jocket	No of files year	1/4/2000	31-12-2019	-	

	relating to write off of stamp duty and registration fee	Trilateral index files	wise(should be prepared separately				
28	Pay Bill(not containing acquaintance)	File Jocket Trilateral index files	No of files year wise(should be prepared separately	-	31-12-2019	-	
29	Register of case histories(personnel Register)	Book Form	No of books/ volumes	-	31-12-2019	-	
30	Register of fees and deposits for copies, searches and inspections	Book Form	No of books/ volumes	1/4/2000	31-12-2019	-	
31	Special Register	Book Form	No of books/ volumes	-	31-12-2019	-	
32	Counterfoils of receipt book and challans under Hindu and Special Marriage Act.	Book Form	No of books/ volumes	-	31-12-2019	-	

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 of books/ volumes	1/4/2005	31-12-2019	-	
2	Any other papers not specially provided for under any of the categories	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
3	Budget statements	File Jocket Trilateral index files	No of files yearwise(should be prepared separately-01	1/4/2005	31-12-2019	ಪ್ರತ್ಯೇಕ	
4	Bill Register	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
5	Binding Estimates	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
6	Consolidates statements of transfer duty	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
7	Contingent bill	File Jocket Trilateral index files	No of files yearwise(should be prepared separately-01	1/4/2005	31-12-2019	-	

8	Daily accounts of documents	Book Form	No of books/ volumes-01	1/4/2005	31-12-2019	1 to 100	
9	Dispatch Register	Book Form	No of books/ volumes-01	1/4/2005	31-12-2019	1 to 100	
10	Detailed Budget estimates of an office and correspondence thereto	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
11	Fair copy Register	Book Form	No of books/ volumes/files	-	31-12-2019	-	
12	File of applications for copies of misc records	File Book	No of books/ volumes/Files	-	31-12-2019	-	
13	File of applications for general searches	File Book	No of books/ volumes/Files	-	31-12-2019	-	
14	File of applications for private attendance	File Book	No of books/ volumes/Files	1/4/2005	31-12-2019	1 to 100	
15	File of applications for single searches and copies	File Book	No of books/ volumes/Files	-	31-12-2019	-	
16	File of applications under Sec.41 of KSA 1957	File Book	No of books/ volumes/Files	-	31-12-2019	-	
17	File of applications for withdrawal of sealed covers	File Book	No of books/ volumes/Files	-	31-12-2019	-	
18	File of Correspondence and registers etc., connected with recruitment committee	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
19	File of Correspondence relating to FDA	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	

20	File of Correspondence relating to civil list	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
21	File of Correspondence relating to constructions improvements of building etc.,	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
22	File of Correspondence relating to F.A.	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
23	File of Correspondence relating to GPF final withdrawal	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
24	File of Correspondence relating to GPF partial final withdrawal	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
25	File of Correspondence relating to GPF temperary advance	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
26	File of Correspondence relating to reimbursement of Medical charges	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
27	File of Correspondence relating to revision of rents	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
28	File of Correspondence of routine	File Jocket	No of files	-	31-12-2019	-	

	nature	Trilateral index files	yearwise(should be prepared separately				
29	File of Correspondence regarding sub-vouchers sent to audit office	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
30	File of Correspondence relating to supply of books, forms etc.,	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
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 separately	-	31-12-2019	-	
32	File of Correspondence relating to temporary posts	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
33	File of Correspondence relating to transfers	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
34	File of Correspondence relating to transfer duty	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
35	File of declarations filed under Karnataka Land reforms Acts	File Book	No of books/ volumes/Files	-	31-12-2019	-	
36	File of Correspondence with KGID	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	1/4/2005	31-12-2019	-	
37	File of Correspondence with PSC regarding appointments	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
38	File of Correspondence with SPD	File Jocket	No of files	-	31-12-2019	-	

		Trilateral index files	yearwise(should be prepared separately				
39	Form 37 G(income of value less than Rs.10,000/-	File Book	No of books/ volumes/Files	-	31-12-2019	-	
40	General Receipt Register	Bound Form	No of books/ volumes/Files	-	31-12-2019		
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 separately	-	31-12-2019	-	
42	Intimation of collection of transfer duty	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
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	-	31-12-2019	-	
44	Leave accounts of non-gazetted government servants	Book Form	No of books/ volumes/Files	1/4/2005	31-12-2019	-	
45	Library issue register	Book Form	No of books/ volumes/Files	1/4/2005	31-12-2019	1 to 100	
46	Local delivery book	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
47	Memo forwarding and acknowledging declarations under land reforms Act.	File Book	No of books/ volumes/Files	1/4/2005	31-12-2019	-	
48	Notes of Inspections and Audit reports	File Book	No of books/ volumes/Files	1/4/2005	31-12-2019	1 to 200	
49	Office copies of LPC	File Jocket		1/4/2005	31-12-2019	-	

		Trilateral index files					
50	Order book of contingent charges	Book Form	No of books/ volumes/Files	1/4/2005	31-12-2019		
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	-	31-12-2019	-	
52	Record issue Register	Book Form	No of books/ volumes/Files-01	1/4/2005	31-12-2019	1 to 100	
53	Record receipt Register	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
54	Register of contents of records Receptacles	Book Form	No of books/ volumes/Files	-	31-12-2019		
55	Register of contingent expenditure	Book Form	No of books/ volumes/Files-01	1/4/2005	31-12-2019	1 to 100	
56	Register of documents adjudicated	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
57	Register of impounded documents	Book Form	No of books/ volumes/Files01	1/4/2005	31-12-2019	1 to 100	
58	Register of examinations of records with records receptacles	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
59	Register of increment certificated(office copies)	Book Form	No of books/ volumes/Files01	1/4/2005	31-12-2019	1 to 100	
60	Register of reference under sec 45 A of KSA 1957	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
61	Registering of Traveling allowance	Book Form	No of books/	-	31-12-2019	-	

	and process fees		volumes/Files				
62	Register of trunk call	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
63	Register of unclaimed documents	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
64	Register of undisbursed pay	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
65	Register of unserviceable articles	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
66	Register showing recoveries made from the salaries of members of co-op societies	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
67	Register showing the stock of service books	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
68	Register relating to sealed bags containing keys	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
69	Reports of private attendance	File Jocket	No . 01	1-4-2005	31-12-2019	1 to 100	
70	Service book of Government servants who has been refer or removal of dismissed	Book Form	No of books/ volumes/Files	-	31-12-2019		
71	Service book of a Government servant who has resigned (five years from the resignation)	Book Form	No of books/ volumes/Files	-	31-12-2019		
72	Special register	Book Form	No of books/ volumes/Files	-	31-12-2019		
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 separately	-	31-12-2019	-	
74	Stamp Register	Book Form	No of books/	-	31-12-2019	-	

			volumes/Files				
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 separately	-	31-12-2019	-	
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 separately	-	31-12-2019	-	
77	Stock account of stationary	Book Form	No of books/ volumes/Files	1/4/2005	31-12-2019	1 to 100	
78	Sub-Vouchers not sent to audit office	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
79	Traveling allowances Bill	Book Form	No of books/ volumes/Files	1/4/2005	31-12-2019	1 to 100	
80	Treasury schedules received from District treasures	Loose sheets stiched into the books at the close of the years(dist wise, SRO wise)	-	-	31-12-2019	-	
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 separately	1/4/2005	31-12-2019	1 to 500	
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 separately	1-4-2005	31-12-2019	1 to 200	
83	Affidavits filed under prevention of	File Jocket	No of files	-	31-12-2019	-	

	fragmentation and consolidation holds Act 1966	Trilateral index files	yearwise(should be prepared separately				
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 separately	1/4/2005	31-12-2019	-	
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 separately	-	31-12-2019	-	
86	Application for deed writers license/ Form A and Renewal Form B	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	1/4/2005	31-12-2019	1 to 100	
87	Form I calculation sheets (land endorsements regarding market value) U/s 45 A of KSA, 5 years or dephal inspection whichever is later			1/4/2005	31-12-2019	-	
88	D/C certificates (5 years or deptal inspection whichever is later.			1/4/2005	31-12-2019	-	
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 separately	1/4/2005	31-12-2019	1 to 100	

ANNEXURE-E
(To be Preserved for one year)

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	No of files yearwise(should be prepared separately	-	31-12-2019		
2	Applications for casual leave	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	1/4/2005	31-12-2019	ಪ್ರತ್ಯೇಕ	
3	Applications for leave & Transfer	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	1/4/2005	31-12-2019	ಪ್ರತ್ಯೇಕ	
4	Attendance Register	Book Form	1	1/4/2005	31-12-2019	1 - 50	
5	Certificates of transfer of charge and reports of joining and relief	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	1/4/2005	31-12-2019	-	
6	Copies of Bills received from Nasiksent to S.O.S.	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	

7	Dead stock Register	Book Form	No of books/ volumes/	-	31-12-2019	-	
8	Dairies of Inspector of Registration	File Jocket Trilateral index files	No of files yearwise(should be prepared separately		31-12-2019	-	
9	Diaries of Clearks	File Jocket Trilateral index files	1	1-4-2009	31-12-2019	1 to 100	
10	Fair copy Register	Book Form	No of books/ volumes	-	31-12-2019	-	
11	File of correspondence relating to applications requesting inform etc., relating to stamp and registration matters from public	File Jocket Trilateral index files	1	-	31-12-2019	-	
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 separately	-	31-12-2019	-	
13	File of correspondence relating to monthly arrears list	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
14	File of correspondence relating to interpretations	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019		

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 separately	-	31-12-2019		
16	File of correspondence relating to weekly arrears list	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
17	Invoices(counter foils with acknowledgements retained in the officer of issue)	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
18	Petrol Register	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
19	Periodical Register	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
20	Periodicals received from subordinate offices	Book Form	No of books/ volumes/Files	-	31-12-2019	-	
21	Postal receipts and acknowledgements	File Book	No of books/ volumes/Files	-	31-12-2019	-	
22	Register of allotments	Book Form	No of books/ volumes/Files	-	31-12-2019	-	

23	Register of casual leave and examination leave	Book Form	No of books/ volumes/ Files	-	31-12-2019	-	
24	Register of receipts and disposal of copies and memoranda(sec 64-67)	Book Form	No of books/ volumes/ Files	1-4-2005	31-12-2019	ಪ್ರತ್ಯೇಕ	
25	Register showing the acknowledgement of Regd.Post received	Book Form	No of books/ volumes/ Files	-	31-12-2019	-	
26	Summons and other correspondence regarding production of records	File Book	No of books/ volumes/ Files	-	31-12-2019	-	
27	Tour Programme	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	
28	Work statement relating to Sub-Registry offices	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-	31-12-2019	-	