

**Information to be given under Information Act-2005-under section 4(1)A For the
Period From Date of opening the office to 31-03-2020.**

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	11	01/06/1989	31/03/2020		
	File of Departmental circulars and orders regarding Stamp matters.	File Book	11	01/06/1989	31/03/2020		
2	Key to Index	Book Form	38	01/06/1989	31/03/2020		
3	Register of Destruction of Records	Bound Book	1	01/06/1989	31/03/2020		
4	Register of Documents destroyed	Bound Book	1	01/06/1989	31/03/2020		
5	Register of stock of furniture's and other articles	Book Form	1	01/06/1989	31/03/2020		
6	Book 1 Volumes	Book Form	2859	01/06/1989	31/03/2020		
7	Book 2 Volumes	Book Form	0	01/06/1989	31/03/2020		
8	Book 3 Volumes	Book Form	37	01/06/1989	31/03/2020		
9	Book 4 Volumes	Book Form	138	01/06/1989	31/03/2020		
10	Book 5 (with Index) Volumes	Book Form	0	01/06/1989	31/03/2020		
11	Register of CD Preserved	Book Form	1	01/06/1989	31/03/2020		
12	Thumb Impression Register	Book Form	490	01/06/1989	31/03/2020		
13	Additional Book - 1	File Book	0	01/06/1989	31/03/2020		
14	Additional Book - 2	File Book	0	01/06/1989	31/03/2020		
15	Additional Book - 4	File Book	0	01/06/1989	31/03/2020		
16	Index - I	Book Form	545	01/06/1989	31/03/2020		
17	Index - II	Book Form	0	01/06/1989	31/03/2020		
18	Index - III	Book Form	0	01/06/1989	31/03/2020		
19	Index - IV	Book Form	0	01/06/1989	31/03/2020		
20	Index subsidiary	Book Form	0	01/06/1989	31/03/2020		