

**Information to be given under Information Act-2005-under section 4(1)A For the Period From 01-01-2019 to 31-12-2019**

**Annexure - 'A'**

**(Records to be Preserved Permanently)**

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	File of Departmental circulars and orders regarding Registration matters.	File Book	2 files	1/4/1990	31.12.2019	500	A	---	-
2	File of Departmental circulars and orders regarding Stamp matters.	File Book	2 files	1.4.1990	31.12.2019	500	A	---	-
3	Key to Index	Book -I+CD	339	1.4.1868	31.12-2019	14400	A	---	-
		Book III+CDs		1.4.1868	31-12-2019	100	A	---	-
		Book -IV+CDs		1-04-1868	31-12-2019	100	A	---	-
4	Register of Destruction of Records	Bound Book	1		31.12.2019	100	A	---	-
	Register of Documents destroyed			31-12-2019	100	A	---	48 bundle	
5	Register of stock of furniture's and other articles	Book	2	01.04.2003	31.12.2019	200	A	---	-
6	Book 1 Volumes	Book I	1077+CD 482	01.01-1968	31.12.2019	269250	A	---	-
7	Book 2 Volumes	Book	1	16.01.1968	31-12-2019	1000	A	---	-
8	Book 3 Volumes	Book III+CDs		20.09.1988	31.12.2019	7500	A	---	-
9	Book 4 Volumes	Book IV+CDs		29.06.1867	31.12.2019	2250	A	---	-
10	Book 5 (with Index)Volumes	Book Form	No of Books	-	-	-	A	---	-
11	Register of CD Preserved	Book Form	1 to CD 482	08.01.2004	31.12.2019	100	A	---	-
12	Thumb Impression Register	Book Form	363	25.11.1918	31.12.2019	90750	A	---	-
13	Additional Book – 1	File Book	61	04.02.1984	31.12.2019	15250	A	---	-

14			-					---	
15	Additional Book – 4	File Book	2	28.10.1978	31.12.2019	500	A	---	-
16	Index - I	Book Form	188	11.1.1863	31.12.2019	-	A	---	4250
18	Index - III	Book Form	6	06.01.1949	31.12.2019	1500	A	---	-
19	Index - IV	Book Form	5	13.06.1874	<b>31.12.2019</b>	1250	A	---	-
20	Index subsidiary	Book Form	71	25.03.1957	31.12.2019	17750	A	---	-
21						-	A	---	-
22	Reference books such as registration acts, stamps acts and manuals etc., (year wise)	Book Form	36	01.04.1957	31.12.2019	14117	A	---	-
23						-	A	---	-
24	Register of records	Book Form	25	1.04.1908	31.12.2019	3050	A	---	-
25						-	A	---	-
26	Register of reproduced entries of fading foot notes	Book Form	-	Not Applicable			A	---	-
27	Register of sanctioned establishment of each officers	Book Form	-	Not Applicable		-	A	---	-
28	Registration of stock of books and publications	Book Form	-	Not Applicable		-	A	---	-
29	Registration of valuable records	Book Form	-	Not Applicable		-	A	---	-
30	Register of showing the particulars of books partially recopied.	Book Form	-	Not Applicable		-	A	---	-
31	Register of wills and unopened covers containing wills received by post	Book Form	-	Not Applicable		-	A	---	-
32	Registers of wills and sealed covers	Book Form	-	Not Applicable		-	A	---	-
33	Vacancy Registe	Book Form	-	Not Applicable		-	A	---	-
34	Sealed covers(District Registrar Office)	In a box secured in the safe	-	Not Applicable		-	A	---	-

35	Taluk Maps	Folded Unmounted	-	Not Applicable		-	A	---	-
			-	Not Applicable		-	A	---	-
36	Register of firms maintained under sec 58 of I.P. Act 1939	Book Form	-	Not Applicable		-	A	---	-
37	Indexes to names of Firms	Book Form	-	Not Applicable		-	A	---	-
38	All Registers and the Indexes maintained by the Registrar under Hindu Marriage Act	File Book	6-Files	8.28.1985	31.12.2019	500	A	---	-
							A	---	-
							A	---	-
							A	---	-
39	All Registers and Marriage Certificate	File Book	14-Files	14.12.1979	31.12.2019	750	A	---	-
							A	---	-
40	File of Appeal orders and Judgement and Orders of court	File Book	-	Not Applicable	-	-	A	---	-
41	File of Correspondence relating to creation of new offices, alteration of jurisdictions of offices etc.,	File Jocket Trilateral index files	-	Not Applicable		-	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	File Jocket Trilateral index files	-	Not Applicable		-	A	---	-
43	File of correspondence relating to creation and Transfer of Posts	File Jocket Trilateral index files	-	Not Applicable		-	A	---	-

44	File of correspondence relating to order of District Registrar sanctioning recopying or repaired damaged books and indexes	File Jocket Trilateral index files	-	Not Applicable		-	A	---	
45	File of Translations	File Book	-	Not Applicable		-	A	---	
46	Gradation list of All Cadres	File Jocket Trilateral index files	-	Not Applicable	-	-	A	---	-
47	List of Records transferred from one office to another and acknowledgements there for	File Book	0	Not Applicable		-	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	-	Not Applicable			A	---	-
49	Supplement to books (part I to V)	File Books					A	---	
			68	25.03-1957	31.12.2019	-	A	---	-
50	File relating to Registration of firms and shanges of c onstitution there on under I.P.Act 1935	File Jocket			31.12.2019	-	A	---	-
		Trilateral index files	No of files year wise( sho uld be Pre red separately	Not Applicable		-	A	---	-
51	Market Value Notifications	File Jocket Trilateral index files	5	29.02.2008	31.12.2019	187	A	---	-
52	Market Value files before Commencement of CVC	File Jocket Trilateral index files	7	30.03.1993	31.12.2019	175	A	---	
							A	---	
				<b>ANNEXURE-B</b>					

( To be Preserved for Thirty 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	Acquaintance Roll for pay and other allowances (To be preserved for 40 years)	Bound Book	19- Books	01.04.1969	31.12.2019	800	B	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು , ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./15/97-98 ದಿನಾಂಕ: 19-01-2017ರನ್ವಯ ದಿನಾಂಕ: 31-03-1976ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	-
2	Cash Book	Bound Book	33-books	01.04.1969	31.12.2019	3200	B	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./19/97-98 ದಿನಾಂಕ: 14-12-2010ರನ್ವಯ 31-03-1978 ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	1900
3	Daily Register	Bound Book	9 -BOOKS	11.07.1968	31-12-2019	1250	B	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./19/97-98 ದಿನಾಂಕ: 22-11-2002ರನ್ವಯ 31-03-1972 ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	-
4	Minute Book	Bound Book	1- Books	01-04-197.3	31.12.2019	200	B	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./19/97-98 ದಿನಾಂಕ: 22-11-2002ರನ್ವಯ 31-03-1972 ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	-
5	Proceeding sheets ( vide sec 72 & 73) with the following papers: A) Original petitions B) The SR Reasons for refusal C) Enquiry Sheet	Bound Book	No of books/ volumes	Not Applicable		-	B		-

	D) Original documents or copies there of								
6	Personal file	Bound Book	No of books/ volumes/ FILES	Not Applicable		-	B		-
7	Records connected with enquiry under	Bound Book	No of books/ volumes	Not Applicable		-	B		-
8	Register of Appeals	Book Form	No of books/ volumes	Not Applicable		-	B		-
9	Register of power of Attorney	Bound Book	2- Books	01.04.1857	31.12.2019	500	B		-
10	Register of revocation of power of attorney	Bound Book	NIL	Not Applicable		-	B		-
11	Register of visits and commissions	Bound Book	No of books/ volumes	Not Applicable		-	B		-
12	Service Register of Government servant who retires/dies while in service	Bound Book	3 Books	-		-	B		-
13	Register of deficit fee and stamp duty	Book Form	4-Books	10/6/1977	31.12.2019	400	B	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./19/97-98 ದಿನಾಂಕ: 01- 06-2000ರನ್ವಯ 9-6-1972 ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	-
<b>ANNEXURE-C</b>									
<b>( To be Preserved for Ten years )</b>									
<b>SL NO.</b>	<b>DESCRIPTION</b>	<b>Method of Preservation</b>	<b>Volume</b>	<b>From Date</b>	<b>To Date</b>	<b>Page No.</b>	<b>Category</b>	<b>Destruction</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
1	Accounts of transfer duty i.e., surcharge	Book Form	8-Books	1.4.1995	31.12.2019	2000	C	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./19/97-98 ದಿನಾಂಕ: 17- 12-2013ರನ್ವಯ 31-3-2002 ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	-

2	Receipt Book Counter foil Receipt Book	Book Form	1139	1/4/1995	31.12.2019	113900	C	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./14/97-98 ದಿನಾಂಕ: 9- 04-2009ರನ್ವಯ 30-3-1995 ರ ವರೆಗೆ ನಾಲಪಡಿಸಲಾಗಿದೆ.	-
3	Office order Book	Book Form	1-Books	1.4.1995	31.12.2019	1000	C		-
4	Register of applications for copies, searches and inspections	Book Form	10CA	1.4.2000	31.12.2019	1250	C	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./19/97-98 ದಿನಾಂಕ: 17- 12-2013ರನ್ವಯ 31-3-2002 ರ ವರೆಗೆ ನಾಲಪಡಿಸಲಾಗಿದೆ.	-
			12-Search	1.4.2000	31.12.2019		C		-
			10 - Inspections Books	1.4.2000	31.12.2019		C		-
5	Register of personnel and other advances	Book Form	1-Books	1.4.2000	31.12.2019	100	C		-
6	Treasury Challans	File Jacket	20 -Books	1.4.2000	31.12.2019	3000	C		-
7	Treasury remittance Book	Book Form	12-Books	1.4.1989	31.12.2019	19300	C	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./19/97-98 ದಿನಾಂಕ: 14- 12-2010ರನ್ವಯ 31-3-1998 ರ ವರೆಗೆ ನಾಲಪಡಿಸಲಾಗಿದೆ.	-
8	Exemption U/s 88(1)	Year wise	10-Books	1.4.1995	31.12.2019	2500	C		-
		Bundles			31.12.2019		C		
9	Accounts of Documents set by post	Book Form	-	Not Applicable		-	C		-
10	Call Book	Book Form	No of books/ volumes	Not Applicable		-	C		-
11	Case Register	Book Form	No of books/ volumes	Not Applicable		-	C		-
12	Declarations filed under Karnataka Vacant Lands in Urban areas(prohibition of alienation)Act 1971	File Book	No of files year wise( should be prepared se parately)			-	C		-

13	File of Correspondence relating to administration Reports	File Jocket Trilateral index files	No of files year wise( should be prepared sep erately			-	C		-
14	File of correspondence relating to amendments to stamp act and Registration Act etc.,	File Jocket Trilateral index files	No of files year wise( should be prepared sep erately	Not Applicable			C		-
15	File of Correspondence relating to BPA	File Jocket Trilateral index files	No of files year wise( should be prepared sep erately	Not Applicable		-	C		Related to D R Office
16	File of correspondence relating to condonation of claims of arrears of pay etc	File Jocket Trilateral index files	No of files year wise( should be prepared sep erately	Not Applicable		-	C		Related to D R Office
17	File of correspondence relating to date of birth	File Jocket Trilateral index files	No of files year wise( should be prepared sep erately	Not Applicable		-	C		-
18	File of correspondence relating to fixation of pay and sanction of allocation statements	File Jocket Trilateral index files	-	Not Applicable		-	C		
19	File of correspondence relating to gradation list	File Jocket Trilateral index files	No of files year wise( should be prepared sep erately	Not Applicable		-	C		-
20	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 year wise( should be prepared seperately	Not Applicable		-	C		-



21	File of correspondence relating to MCA	File Jocket Trilateral index files	No of files year wise( should be prepared separately	Not Applicable		-	C		-
22	File of correspondence relating to objection memos received from the Account General	File Jocket Trilateral index files	1-Book	Not Applicable		-	C		-
23	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 year wise( should be prepared separately	Not Applicable			C		-
24	File of correspondence relating to sanction of Increment	File Jocket Trilateral index files	No of files year wise( should be prepared separately	-		-	C		-
25	File of correspondence relating to sanction of refunds	File Jocket Trilateral index files	No of files year wise( should be prepared separately	Not Applicable			C		-
26	File of correspondence relating to write off of stamp duty and registration fee	File Jocket Trilateral index files	No of files year wise( should be prepared separately	Not Applicable			C		-
27	Pay Bill( not containing acquaintance)	File Jocket Trilateral index files 2 BOOKS		1/4/2009	31.12.2019		C		-
28	Register of case histories(personnel Register)	Book Form	No of books/ volumes	Not Applicable			C		-
29	Register of fees and deposits for copies, searches and inspections	Book Form	-	Not Applicable		-	C		-
30	Special Register	Book Form	-	Not Applicable		-	C		-

31	Counterfoils of receipt book and challans under Hindu and Special Marriage Act.	Book Form	-	Not Applicable		-	C		-
			<b>ANNEXURE-D</b>						
			<b>( To be Preserved for Five years )</b>						
<b>SL NO.</b>	<b>DESCRIPTION</b>	<b>Method of Preservation</b>	<b>Volume</b>	<b>From Date</b>	<b>To Date</b>	<b>Page No.</b>	<b>Category</b>	<b>Destruction</b>	<b>Remarks</b>
1	2	3	4	5	6	7	8	9	10
1	Additional D.A Account Ledger	Book Form	-	Not Applicable	-	-	D		-
2	Any other papers not specially provided for under any of the categories	File Jocket Trilateral index files	-	Not Applicable		-	D		-
3	Budget statements	File Jocket Trilateral index files	5-Books	1.4.2005	31.12.2019	100	D		-
4	Bill Register	Book Form	2-Books	1.4.2005	31.12.2019	200	D		-
5	Binding Estimates	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	Not Applicable		-	D		-
6	Consolidates statements of transfer duty	File Jocket Trilateral index files	5-Books	Not Applicable		-	D		-
7	Contingent bill	File Jocket Trilateral index files	5-Books	1.4.2010	31.03.2019	500	D		-
8	Daily accounts of documents	Book Form	-	Not Applicable		-	D		-

9	Despatch Register	Book Form	5-books	1.4.2010	31.12.2019	-	D	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./15/97-98 ದಿನಾಂಕ: 19- 01-2017ರನ್ವಯ 31-3-2011 ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	-
10	Detailed Budget estimates of an office and correspondence thereto	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	-	31.12.2019	-	D		-
11	Fair copy Register	Book Form	No of books/ volumes	Not Applicable		-	D		-
12	File of applications for copies of misc records	File Book	-	Nil	31.12.2019	-	D		-
13	File of applications for general searches	File Book	10-Books	1.4.2005	31.12.2019	500	D	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./19/97-98 ದಿನಾಂಕ: 17- 12-2013ರನ್ವಯ 31-3-2007 ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	-
14	File of applications for private attendance	File Book	2-Books	10.08.1966	31.12.2019	200	D		-
15	File of applications for single searches and copies	File Book	-	1.4.2010	31.12.2019	-	D		-
16	File of applications under Sec.41 of KSA 1957	File Book	No of books/ volumes/Files	1.4.2010	31.03.2019	-	D		-
17	File of applications for withdrawal of sealed covers	File Book	No of books/ volumes/Files	Not Applicable		-	D		-
18	File of Correspondence and registers etc., connected with	File Jocket Trilateral index files	No of files yearwise( should be prepared	Not Applicable	31.12.2019	-	D		-
					31.12.2019		D		-

19	File of Correspondence relating to FDA	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	1.4.2010	31.12.2019	-	D		-
20	File of Correspondence relating to civil list	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	Not Applicable		-	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	Not Applicable		-	D		-
22	File of Correspondence relating to F.A.	File Jocket Trilateral index files	1-Books	1.4.2005	31.12.2019		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	1.4.2010	31.12.2019		D		-
26	File of Correspondence relating to reimbursement of Medical charges	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	Not Applicable			D		-

27	File of Correspondence relating to revision of rents	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	Not Applicable			D		-
28	File of Correspondence of routine nature	File Jocket Trilateral index files	No of files yearwise( should be	Not Applicable			D		-
				Not Applicable			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	Not Applicable		-	D		-
30	File of Correspondence relating to supply of books, forms etc.,	File Jocket Trilateral index files	3 Book	1.4.2005	31.12.2019	300	D		-
31	File of Correspondence relating to supply of furniture, books free clothing and all other office equipments.	File Jocket Trilateral index files	2-Books	1.4.2005	31.12.2019	200	D		-
32	File of Correspondence relating to temporary posts	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	1.4.2010	31.12.2019	-	D		-
33	File of Correspondence relating to transfers	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	1.4.2010	31.12.2019	-	D		-
34	File of Correspondence	File Jocket Trilateral index	-	Not Applicable		-	D		-
35	File of declarations filed under Karnataka	File Book	No of books/ volumes/Files	Not Applicable		-	D		-
						-	D		-

36	File of Correspondence with KGID	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	Nil	31.12.2019	-	D		-
37	File of Correspondence with PSC regarding appointments	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	Not Applicable		-	D		-
38	File of Correspondence with SPD	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	Not Applicable		-	D		-
39	Form 37 G(income of value less than Rs.10,000/-	File Book	No of books/ volumes/Files	Not Applicable	1/4/1999	31-12-2019	D	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./19/97-98 ದಿನಾಂಕ: 17-12-2013ರನ್ವಯ 31-3-2007 ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	-
40	General Receipt Register	Bound Form	2-Books	1.4.2005	31.12.2019	200	D		-
41	Indent for supply of stationary articles, financial forms, dept books and sales etc.,	File Jocket Trilateral index files	-	Not Applicable	31.03.2017	-	D		-
42	Intimation of collection of transfer duty	File Jocket Trilateral index files	-	Not Applicable		-	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	-	Not Applicable	1/9/1976	31-3-2019	D	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./19/97-98 ದಿನಾಂಕ: 17-12-2013ರನ್ವಯ 31-3-2007 ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	-
44	Leave accounts of non-gazetted government servants	Book Form	No of books/ volumes/Files	1.4.2010	31.12.2019	-	D		-
45	Library issue register	Book Form	2-Books	1.1.1857	31.12.2019	200	D		-

46	Local deliverly book	Book Form	1-Book	16.6.1993	31.12.2019	250	D		-
47	Memo forwarding and acknowledging declarations under land reforms Act.	File Book	2-Books	1.4.2005	31.03.2019	200	D		-
48	Notes of Inspections and Audit reports	File Book	6-Books	1.4.1995	31.03.2019	600	D		-
49	Office copies of LPC	File Jocket Trilateral index files	1-Book	9.11.2005	31.12.2019	100	D		-
50	Order book of contengent charges	Book Form	1-Book	1.4.2005	31.12.2019	100	D		-
51	Petitions:	File Book	No of books/ volumes/Files	1.4.2010	31.12.2019	-	D		-
	I- For issue of summons other than those in appeal and original of such summons			1.4.2010	31.12.2019		D		-
	II- For certificates under Sec 16 of the Stamp Act.			1.4.2010	31.12.2019		D		-
	III- Regarding other matters connected with Registration			1.4.2010			D		-
52	Record issue Register	Book Form	-	Not Applicable		-	D		-
53	Record receipt Register	Book Form	-	Not Applicable		-	D		-
54	Register of contents of records Receptacles	Book Form	3-Book	1.4.2005	31.12.2019	600	D		-
55	Register of contingent expenditure	Book Form	1-Book	1.4.2005	31.12.2019	100	D		-
56	Register of documents adjudicated	Book Form	3-Books	1.4.2005	31.12.2019	600	D		-
57	Register of impounded documents	Book Form	1-Book	1.4.2005	31.12.2019	200	D		-

58	Register of examinations of records with records receptacles	Book Form	1-Book	1.4.2005	31.12.2019	200	D		-
59	Register of increment certificated( office copies)	Book Form	1-Book		31.12.2019	100	D		-
60	Register of reference under sec 45 A of KSA 1957	Book Form	No of books/ volumes/Files	Not Applicable		-	D		-
61	Registering of Traveling allowance and process fees	Book Form	-	Not Applicable		-	D		-
62	Register of trunk call	Book Form	No of books/ volumes/Files	Not Applicable		-	D		
63	Register of unclaimed documents	Book Form	No of books/ volumes/Files	Not Applicable		-	D		-
64	Register of undisbursed pay	Book Form	No of books/ volumes/Files	Not Applicable		-	D		-
65	Register of unserviceable articles	Book Form	No of books/ volumes/Files	Not Applicable		-	D		-
66	Register showing recoveries made from the salaries of members of co-op societies	Book Form	No of books/ volumes/Files	Not Applicable		-	D		
67	Register showing the stock of service books	Book Form	No of books/ volumes/Files	Not Applicable		-	D		
68	Register relating to sealed bags containing keys	Book Form	No of books/ volumes/Files	Not Applicable		-	D		
69	Reports of private attendance	File Jocket	3 - Book	18.6.1924	31.12.2019	300	D		
70	Service book of Government servants who has been refer or removal of dismissed	Book Form	No of books/ volumes/Files	Not Applicable		-	D		



71	Service book of a Government servant who has resigned (five years from the resignation)	Book Form	No of books/volumes/Files	Not Applicable		-	D		-
72	Special register	Book Form	No of books/volumes/Files	Not Applicable		-	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	Not Applicable			D		-
74	Stamp Register	Book Form	1-Book	24.10.2002	31.12.2019	-	D		-
75	Statement of monthly progressive expenditure and correspondence relating to discrepancy in figure	File Jocket Trilateral index files	2-Book	1.4.2005	31.12.2019	500	D	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ಕುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./19/97-98 ದಿನಾಂಕ: 17-12-2013ರನ್ವಯ 31-03-2007 ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	-
76	Statement of monthly progressive receipts and correspondence relating to discrepancy in figure	File Jocket Trilateral index files	1 Book	24.10.2002	31.12.2019	200	D		-
77	Stock account of stationary	Book Form	1 Book	1.4.2010	31.12.2019	-	D		-
78	Sub-Vouchers not sent to audit office	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	1.4.2010	31.12.2019	-	D		-
79	Traveling allowances Bill	Book Form	1 Book	13.2.1975	31.12.2019	-	D		-
80	Treasury schedules received from District treasures	Loose sheets stiched into the books at the close of the years(dist wise, SRO wise)	-	1.4.2010	31.12.2019	-	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	1.4.2003	31.12.2019	-	D	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./15/97-98 ದಿನಾಂಕ: 19-01-2017ರನ್ವಯ 31-03-2006 ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	-
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	1 Book	06.01.1981	31.12.2019	-	D		-
83	Affidavits filed under prevention of fragmantaion and consolidation holds Act 1966	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	1.4.2010	31.12.2019	-	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	File Jocket Trilateral index files	No of files yearwise( should be prepared seperately	1.4.2000	31.12.2019	-	D	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿನೋತು/ಆರ್.ಜಿ.ಎನ್./19/97-98 ದಿನಾಂಕ: 14-12-2010ರನ್ವಯ 31-03-2003 ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	-
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	Not Applicable	31.12.2019	-	D		-
86	Application for deed writers license/ Form A and Renewal Form B	File Jocket Trilateral index files	1 Book	30.03.2007	31.12.2019	250	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	-	-	01.04.2003	31.12.2019	-	D		-
88	D/C certificates (5 years or dephal inspection whichever		1 Book	01.04.2003	31.03.2017	100	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	-	31.03.2017	-	D		-
									-
									-
<b>ANNEXURE - E</b>									
<b>(To be Preserved for One years</b>									
<b>SL NO.</b>	<b>DESCRIPTION</b>	<b>Method of Preservation</b>	<b>Volume</b>	<b>From Date</b>	<b>To Date</b>	<b>Page No.</b>	<b>Category</b>	<b>Destruction</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>		-
1	All papers received for information for which no action is	File Jocket Trilateral index files	1-File	01.04.2010	31.12.2019	250	E		-
2	Applications for casual leave	File Jocket Trilateral index files	1-Book	01.04.2010	31.12.2019	100	E	ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು, ತುಮಕೂರು ರವರ ಜ್ಞಾಪನಾ ಸಂಖ್ಯೆ: ಜಿ.ನೋ.ತು/ಆರ್.ಜಿ.ಎನ್./19/97-98 ದಿನಾಂಕ: 17-12-2013ರನ್ವಯ 31-03-2012 ರ ವರೆಗೆ ನಾಶಪಡಿಸಲಾಗಿದೆ.	-
3	Applications for leave & transfer	File Jocket Trilateral index files	1-Book	01.04.2010	31.12.2019	100	E		-
4	Attendance Register	Book Form	1-Book	01.04.2010	31.12.2019	50	E		
5	Certificates of transfer of charge and reports of joining and releave	File Jocket Trilateral index files	Nil	01.04.2010	31.12.2019	-	E		

6	Copies of Bills received from Nasiksent to S.O.S.	File Jocket Trilateral index files	-	01.04.2010	31.12.2019	-	E		
7	Dead stock Register	Book Form	1-Book	01.04.2010	31.12.2019	250	E		
8	Dairies of Inspector of Registration	File Jocket Trilateral index files	1-Book	01.04.2010	31.12.2019	-	E		
9	Diaries of clerks	File Jocket Trilateral index files	2-Book	01.04.2010	31.12.2019	200	E		
10	Fair copy Register	Book Form	Nil	01.04.2010	31.12.2019	-	E		
11	File of correspondence relating to applications requesting inform etc., relating to stamp and registration matters from public	File Jocket Trilateral index files	1-Book	01.04.2010	31.12.2019	100	E		
12	File of correspondence relating to grant of copies inspection of records relating to Registration of firms and societies	File Jocket Trilateral index files	-	-	31.12.2019	-	E		
13	File of correspondence relating to monthly arrears list	File Jocket Trilateral index files	1-File	01.04.2010	31.12.2019	100	E		
14	File of correspondence relating to interpretations	File Jocket Trilateral index files	Nil	01.04.2009	31.12.2019	-	E		
15	File of intermediate correspondence relating to Registration of firms change of constitution	File Book	-	01.04.2010	31.03.2019	-	E		

16	File of correspondence relating to weekly arrears list	File Jocket Trilateral index files	No of files 1	01.04.2009	31.12.2019	-	E		
17	Invoices(counter foils with acknowledgements retained in the officer of issue)	Book Form	No of books/1	01.04.2009	31.12.2019	-	E		
18	Petrol Register	Book Form	No of book1	nil	31.12.2019	-	E		
19	Periodical Register	Book Form	No of books/1	1.4.2010	31.03.2019	-	E		
20	Periodicals received from subordinate offices	Book Form	No of books/ 1	1.4.2009	31.03.2019	-	E		
21	Postal receipts and acknowledgements	File Book	No of books/ 1	1.4.2009	31.12.2019	-	E		
22	Register of allotments	Book Form	No of books/ 1	1.4.2009	31.12.2019	-	E		
23	Register of casual leave and examination leave	Book Form	No of books/	1.4.2009	31.12.2019	-	E		
24	Register of receipts and disposal of copies and memoranda(sec	Book Form	No of books/ 1 2	1.4.2009	31.12.2019	-	E		
25	Register showing the acknowledgement of Regd Post received	Book Form	No of books/ 1	1.4.2009	31.12.2019	-	E		
26	Summons and other correspondence regarding production of records	File Book	No of books/1	1.4.2009	31.12.2019	-	E		
27	Tour Programme	File Jocket Trilateral index files	No of files1	ಅನ್ವಯಿಸುವುದಿಲ್ಲ		-	E		
28	Work statement relating to Sub-Registry offices	File Jocket Trilateral index files	No of files -1	1.4.2009	31-12-2019	-	E		