

**Information Given under Information Act - 2005 under section 4(1)A For the Period
From 02-04-2007 to 31-03-2020.**

**In Sub Registrar office, Mahadevapura, Bangalore.
(Records to be Preserved permanently).**

ANNEXURE-A

SI.N o.	DESCRIPTION	METHOD OF PRESERVATION	VOLUME	FROM DATE	TO DATE
1	Book-1	CD Form	CD No . 1 TO 578	02-04-2007	31-03-2020
2	Book-2	Book Form	1	02-04-2007	31-03-2020
3	Book-3	CD Form	CD No . 1 TO 578		31-03-2020
4	Book-4	CD Form	CD No . 1 TO 578		31-03-2020
	File of Correspondence relation 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Under Registration Act Stamp Act and Rules there under and other allied Acts bearing the subject (If there are not rescinded)	File Book	31-03-2020	02-04-2007	31-03-2020
	File of Departmental Circulars and orders regarding Registration Matters and stamp matters.	File Form	3	02-04-2007	31-03-2020
6	Index-II BDA Memo	File Form	16	02-04-2007	31-03-2020
11	Key to Index	Book Form	1	02-04-2007	31-03-2020
12	Register of Destruction of Records	File Form	1	02-04-2007	31-03-2020
13	Register of Documents destroyed	Book Form	1	02-04-2007	31-03-2020
14	Register of Documents discredited by civil courts	Book Form	1	02-04-2007	31-03-2020
15	Register of Records sent to courts and other office	File Form	1	02-04-2007	31-03-2020
16	Register of stock of furniture's and other articles	Book Form	1	02-04-2007	31-03-2020
17	All registers and the Indexes maintained by the registrar Under Hindu Marriage Act 1955	File Form	8	02-04-2007	31-03-2020
18	All The Registers and Marriage certificate Book and Indexes mentioned by the Registrar Under Special marriage Act 1954	Book Form	3	02-04-2007	31-03-2020
19	Register of CD Preserved	Book Form	2	02-04-2007	31-03-2020
21	Private Attendance Book	Register Form	2	02-04-2007	31-03-2020
22	C Register	Book Form	1	02-04-2007	31-03-2020
23	D Register	Book Form	1	02-04-2007	31-03-2020
24	RGN Circular	File Book	2	02-04-2007	31-03-2020
25	STP Circular	File Book	2	02-04-2007	31-03-2020
26	Circular File	File Book	2	02-04-2007	31-03-2020
27	Information Act Circular File	File Book	1	02-04-2007	31-03-2020
28	Thumb Impression Register	Book Form	920	02-04-2007	31-03-2020
29	Marriage Registration (Hindu Marriage, Special Marriage, Special Marriage in Other Forms)	CD Form	28	02-04-2007	31-03-2020

ANNEXURE-B

(To be preserved for Thirty Years)

SI.N o.	DESCRIPTION	METHOD OF PRESERVATION	VOLUME	FROM DATE	TO DATE
1	Acquaintance Rool for pay and other allowances (To be preserved 40 Years)	Book Form	17-01-1900	02-04-2007	31-03-2020
2	Administration Report of the Department	File Jocket	1	02-04-2007	31-03-2020
3	Cash Book	Book Form	8	02-04-2007	31-03-2020
4	Daily Register	Bounded Book	35	02-04-2007	31-03-2020
5	EC Register	Book Form	15	02-04-2007	31-03-2020
6	File of power of attorney	Bounded Book	1	02-04-2007	31-03-2020
7	Minute Book	Bounded Book	2	02-04-2007	31-03-2020
8	Register of Power of attorney	Bounded Book	1	02-04-2007	31-03-2020
9	Register of revocation of power of attorney	Bounded Book	1	02-04-2007	31-03-2020
10	Register of visits and commissions	Bounded Book	1	02-04-2007	31-03-2020
11	Register of deficit fee and stamp duty.	Book Form	1	02-04-2007	31-03-2020

ANNEXURE-C**(To be preserved for ten years)**

Sl.No.	DESCRIPTION	METHOD OF PRESERVATION	VOLUME	FROM DATE	TO DATE
1	Accounts of transfer duty i.e., surcharge	Book File	17	02-04-2007	31-03-2020
2	Case Register	Book Form	17	02-04-2007	31-03-2020
3	Counter foil Receipt Book	Book Form		02-04-2007	31-03-2020
4	Office order Book	Book Form	2	02-04-2007	31-03-2020
5	Register of applications for copies searches and inspections	Book Form	5	02/04/2007 (C.A)	31-03-2020
6	Register of personnel and other advances	Book Form	1	02-04-2007	31-03-2020
7	Treasury Challans	File Jacket	192	02-04-2007	31-03-2020
8	Treasury remittance Book	Book Form	18	02-04-2007	31-03-2020
9	Counterfoils of receipt book and challans under Hindu & Special Marriage Act.	Book Form		02-04-2007	31-03-2020

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

Sl.No.	DESCRIPTION	METHOD OF PRESERVATION	VOLUME	FROM DATE	TO DATE
1	Budget Statements	File Jacket	2	02-04-2007	31-03-2020
2	Bill Register	Book Form	1	02-04-2007	31-03-2020
3	Contingent bills	File Jacket	1	02-04-2007	31-03-2020
4	Dispatch Register 01-04-2012 to 31-03-2019	Book Form	16	02-04-2007	31-03-2020
5	From Registrar	Book Form	5	02-04-2007	31-03-2020
6	File of Applications for general searches	File	1	02-04-2007	31-03-2020
7	File of Applications for Private attendance	File	1	02-04-2007	31-03-2020
8	File of Applications for single searches & copies	File	1	02-04-2007	31-03-2020
9	File of Applications Under Sec 41 K.S.A 1957	File	10	02-04-2007	31-03-2020
10	File of Correspondence relating to constructions	File	1	02-04-2007	31-03-2020
11	File of Correspondence relating to supply of books,	File	1	02-04-2007	31-03-2020
12	File of Correspondence relating to supply of furniture, books, free clothing all other office equipments	File	1	02-04-2007	31-03-2020
14	General Receipt Register	Bound Form	1	02-04-2007	31-03-2020
15	Library issue Register	Book Form	1	02-04-2007	31-03-2020
16	Local delivery Book	Book Form	1	02-04-2007	31-03-2020
17	Memo forwarding and acknowledging copies and	File	1	02-04-2007	31-03-2020
18	Notes of Inspection & Audit reports	Book Form	7	02-04-2007	31-03-2020
19	Office copies of L.P.C	Book Form	1	02-04-2007	31-03-2020
20	Register of Contingent expenditure	Book Form	1	02-04-2007	31-03-2020
21	Register of impounded documents	File	1	02-04-2007	31-03-2020
22	Register of increment certificate (Office Copies)	Book Form	1	02-04-2007	31-03-2020
23	Register of reference under Sec.45A of K.S.A 1957	Book Form	1	02-04-2007	31-03-2020
24	Registering of Traveling allowance and process fees	Book Form	1	02-04-2007	31-03-2020
25	Register of unclaimed documents	Book Form	1	02-04-2007	31-03-2020
26	Register of Showing the the stock of Service books	Book Form	1	02-04-2007	31-03-2020
27	Reports of Private Attendance	Book Form	1	02-04-2007	31-03-2020
28	Stamp Register	Book Form	1	02-04-2007	31-03-2020
29	Stock Account of Stationary	Book Form	1	02-04-2007	31-03-2020
30	File of Certificates of encumbrance (Office copy 5 years or inspection which ever is later)	File Jacket		2012-13	31-03-2020
31	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 (5years or inspection which ever is later) calculation sheet.	File Jacket		2012-13	31-03-2020
32	Closed files relating U/s 45 A & 46A of K.S.A 1957 (5 Years or dept. inspection which ever is later)	File Jacket	1	02-04-2007	31-03-2020
33	Out ward Register	Book Form	4	02-04-2007	31-03-2020
34	Movement Register	Book Form	1	02-04-2007	31-03-2020
35	Charge Register	Book Form	2	02-04-2007	31-03-2020
36	Yearly Statement	File Form	16	02-04-2007	31-03-2020

ANNEXURE-E**(To be preserved for Five years)**

Sl.N o.	DESCRIPTION	METHOD OF PRESERVATION	VOLUME	FROM DATE	TO DATE
1	Applications for casual Leave	File Jacket	1	01-04-2014	31-03-2020
2	Applications for Leave & Transfer	File Jacket	1	01-04-2014	31-03-2020
3	Attendance register	Book Form	6	01-04-2014	31-03-2020
4	Certificates of transfer of charge and reports of Joining	File Jacket	1	01-04-2010	31-03-2020
5	Register of Casual Leave & Examination Leave	Book Form	1	01-04-2014	31-03-2020
6	Summons and other Correspondence regarding Production of records	Fille Book	1	02-04-2007	31-03-2020