

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	2	1/3/2008	31/03/2019	1 to 250	
2	Administration Report of the Department	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
3	Assests and liabilities statement of Government Servants	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
4	Cash Book	Bound Book	6	1/3/2008	31/03/2019	1 to 250	
5	Commission orders with interrogatories	File Book	1	1/3/2008	31/03/2019	1 to 250	
6	Confidential Reports (two years after death five years from the date of retirement or removal, dismissal from services)	File Book	1	1/3/2008	31/03/2019	1 to 250	
7	Daily Register	Bound Book	21	1/3/2008	31/03/2019	1 to 250	
8	File of correspondence relating to appointments, promotions and confirmations	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
9	File of correspondence relating to disciplinary proceedings	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
10	File of correspondence relating to family pension cases	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
11	File of correspondence relating to writ cases on service matters	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
12	File of power of attorney	File Book	1	1/3/2008	31/03/2019	1 to 250	
13	Minute Book	Bound Book	2	1/3/2008	31/03/2019	1 to 250	
14	File of relating to HBA, HPA., etc.,	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
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	1	1/3/2008	31/03/2019	1 to 250	
16	Personal file	Bound Book	1	1/3/2008	31/03/2019	1 to 250	
17	Records connected with enquiry under rule 76	Bound Book	1	1/3/2008	31/03/2019	1 to 250	
18	Register of Appeals	Bound Book	1	1/3/2008	31/03/2019	1 to 250	
19	Register of power of Attorney	Bound Book	1	1/3/2008	31/03/2019	1 to 250	
20	Register of revocation of power of attorney	Bound Book	1	1/3/2008	31/03/2019	1 to 250	
21	Register of visits and commissions	Bound Book	1	1/3/2008	31/03/2019	1 to 250	
22	Service Register of Government servant who retires / dies while in service	Bound Book	0	1/3/2008	31/03/2019	1 to 250	
23	Register of deficit fee and stamp duty	Book Form	1	1/3/2008	31/03/2019	1 to 250	

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	2	1/3/2008	31/03/2019	1 to 250	
2	Receipt Book Counter foil Receipt Book	Book Form	100	1/3/2008	31/03/2019	1 to 250	
3	Office order Book	Book Form	1	1/3/2008	31/03/2019	1 to 250	
4	Register of applications for copies, searches and inspections	Book Form	11	1/3/2008	31/03/2019	1 to 250	
5	Register of personnel and other advances	Book Form	1	1/3/2008	31/03/2019	1 to 250	
6	Register of Refunds	Book Form	1	1/3/2008	31/03/2019	1 to 250	
7	Treasury Challans	File Jocket	50	1/3/2008	31/03/2019	1 to 250	
8	Treasury remittance Book	Book Form	6	1/3/2008	31/03/2019	1 to 250	
9	Exemption U/s 88(1)	Year wise Bundles	1	1/3/2008	31/03/2019	1 to 250	
10	Accounts of Documents set by post	Book Form	1	1/3/2008	31/03/2019	1 to 250	
11	Call Book	Book Form	1	1/3/2008	31/03/2019	1 to 250	
12	Case Register	Book Form	1	1/3/2008	31/03/2019	1 to 250	
13	Declarations filed under Karnataka Vacant Lands in Urban areas(prohibition of alienation)Act 1971	File Book	1	1/3/2008	31/03/2019	1 to 250	
14	File of Correspondence relating to adminstration Reports	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
15	File of Correspondence relating to amendments to stamp act and Registration Act etc.,	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
16	File of Correspondence relating to BPA	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
17	File of Correspondence relating to condonation of claims of arrears of pay etc	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
18	File of Correspondence relating to date of birth	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
19	File of Correspondence relating to fixation of pay and sanction of allocation statements	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
20	File of Correspondence relating to gradation list	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
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	1	1/3/2008	31/03/2019	1 to 250	
22	File of Correspondence relating to MCA	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	
23	File of Correspondence relating to objection memos received from the Account General	File Jocket Trilateral index files	1	1/3/2008	31/03/2019	1 to 250	