

**Information to be given under Information Act-2005-under section 4(1)A For the Period
From Date of opening the office to 31-03-2013.**

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	4	15-12-1997	31-03-2020		
2	File of Departmental circulars and orders regarding Stamp matters.	File Book	2	15-12-1997	31-03-2020		
3	File of Gov't Circular	File Book	2	15-12-1997	31-03-2020		
4	Key to Index (Firm)	Book Form	6	15-12-1997	31-03-2020		
5	Register of Destruction of Records	Bound Book	1		31-03-2020		
6	Register of Documents destroyed	Bound Book	1		31-03-2020		
7	Register of stock of furniture's and other articles	Book Form	1		31-03-2020		
8	Book 1 Volumes	Book Form	1	15-12-1997	31-03-2020		
9	Book 4 Volumes	Book Form	1	15-12-1997	31-03-2020		
10	Book 5 (with Index) Volumes	Book Form	1		31-03-2020		
11	Register of CD Preserved	Book Form	1		31-03-2020		
12	Thumb Impression Register	Book Form	1		31-03-2020		
13	Reference books such as registration acts, stamps acts and manuals etc., (year wise)	Book Form	1	15-12-1997	31-03-2020		
14	Ledger of detailed examination of Register Books	Book Form	1	15-12-1997	31-03-2020		
15	Register of sanctioned establishment of each officers	Book Form	1	15-12-1997	31-03-2020		
16	Registration of stock of books and publications	Book Form	1	15-12-1997	31-03-2020		
17	Registration of valuable records	Book Form	1	15-12-1997	31-03-2020		
18	Register of showing the particulars of books partially recopied.	Book Form	1	15-12-1997	31-03-2020		
19	Registers of wills and sealed covers	Book Form	1	15-12-1997	31-03-2020		
20	Vacancy Register	Book Form	1	15-12-1997	31-03-2020		
21	Sealed covers(District Registrar Office)	In a box secured in the safe	1	15-12-1997	31-03-2020		
22	Indexes to names of Firms	Book Form	10	15-12-1997	31-03-2020		
23	File of Appeal orders and Judgement and Orders of court	File Book	11	15-12-1997	31-03-2020		
1	Karnataka Appellate Tribunal	Appeal 465/09(CH-2)		18-11-2009	31-03-2020		
2	Karnataka Appellate Tribunal	Appeal 1230/06/EAW-1HG		21-02-2007	31-03-2020		
3	Karnataka Appellate Tribunal	Appeal 882/06(EAW-2CH-2HG)		30-05-2007	31-03-2020		
4	Karnataka Appellate Tribunal	Appeal 258/06(CH-1)		02-05-2006	31-03-2020		
5	Karnataka Appellate Tribunal	Appeal 441/09(CH-2-HG)		15-07-2010	31-03-2020		
6	Karnataka Appellate Tribunal	Appeal 451/09(CH-2)		03-11-2009	31-03-2020		
7	Karnataka Appellate Tribunal	Appeal 371/06		28-03-2007	31-03-2020		
8	Division Appellate Tribunal	STP No.15/07-08		15-02-2003	31-03-2020		
9	Division Appellate Tribunal	RA STP No.153/07-08		20-03-2010	31-03-2020		
10	Division Appellate Tribunal	RASTP No.142/07-08		16-04-2010	31-03-2020		
11	Division Appellate Tribunal	RASTP No.152/07-08		27-04-2010	31-03-2020		
12	Advocate General	STP45A1 02/10-11		11-11-2011	31-03-2020		
24	File of Correspondence relating to creation of new offices, alteration of jurisdictions of offices etc.,	File Jocket Trilateral index files	1	15-12-1997	31-03-2020		
25	File of correspondence relating to creation and Transfer of Posts	File Jocket Trilateral index files	1	15-12-1997	31-03-2020		
26	Gradation list of All Cadres	File Jocket Trilateral index files	1	15-12-1997	31-03-2020		
27	List of Records transferred from one office to another and acknowledgements there for	File Book	EST 36/09-10	15-12-1997	31-03-2020		
28	Market Value of the property	File list	No of files yearwise(should be prepared seperately		31-03-2020		
29	Stock Register of blank C.D	book	1	15-12-97	31-03-2020		
30	Register of scanned images C.D	book	1	15-12-97	31-03-2020		
31	46A and 80A Recovery case Register	book	1	15-12-97	31-03-2020		
32	46A and 80A Decided case Register	book	1	15-12-97	31-03-2020		
33	Rule 10A and GPA	book	2	15-12-97	31-03-2020		
34	Token book	book	2	15-12-97	31-03-2020		
35	P.D.Register	book	1	15-12-97	31-03-2020		
36	Stock Registrar of Receipt Book	Book	1	15-12-97	31-03-2020		
37	Partnership Of Firm	Manual Firm CD Jacket	1	15-12-97	31-03-2020		

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)	File Jacket 1	8	01-09-1998	31-03-2020		
2	Administration Report of the Department	ADM File Jacket 1	12	98-99	31-03-2020		
3	Assets and liabilities statement of Government Servants	A& L File Jacket 1	EST 5/03-04 EST 2/04-05 EST 2A/05-06 EST 2/06-07 EST 3/07-08 EST 6/08-09 EST 3/09-10 EST 4/09-10 EST 1/10-11 EST 1/11-12 EST 1/12-13 EST 1/13-14 EST 1/14-15 EST 1/15-16 EST 1/16-17 EST 1/17-18 EST 1/18-19 EST 1/19-20	03-04 04-05 05-06 06-07 07-08 08-09 09-10 09-10 10-11 11-12 12-13 13-14 14-15 15-16 16-17 17-18 18-19 19-20	31-03-2020		
4	Cash Book	Bound Book	16	15-12-1997	31-3-2020		
5	Confidential Reports of Staff	EST File Jacket 1	EST 4/03-04 EST 1 /04-05 EST 2/05-06 EST 1/06-07 EST 2/07-08 EST 5/08-09 EST 2/09-10 EST 4/09-10 EST 1/10-11 EST 1/11-12 EST 1/12-13 EST 1/13-14 EST 1/14-15 EST 1/15-16 EST 1/16-17 EST 1/17-18 EST 1/18-19 EST 1/19-20	02-03 03-04 04-05 05-06 06-07 07-08 08-09 09-10 10-11 11-12 12-13 13-14 14-15 15-16 16-17 17-18 18-19 19-20	31-3-2020		
6	Daily Register	Bound Book	7	15-12-1997	31-03-2020		
7	Daily Register of Firm	Book	5	15-12-1997	31-03-2020		
8	File of correspondence relating to appointments, promotions and confirmations	EST	EST 20/09-10 EST 2/12-13	23-09-2009 01-04-2012	31-03-2020 31-03-2020		
9	File of correspondence relating to disciplinary proceedings	EST	1	15-12-1997	31-03-2020		
10	File of correspondence relating to family pension cases	PEN File Jacket 1	3 Pen 3/03-04 Pen 6/ 03-07 Pen 2/09-10 Pen 1/14-15 Pen 1/15-16 Pen 1/16-17 Pen 1/17-18 Pen 1/18-19 Pen 1/19-20	15-12-1997	31-03-2020		
11	File of power of attorney Adjudication	File Book File Jacket 5	1529	15-12-1997	31-03-2020		
12	Personal file	EST File Jacket 1	3	15-12-1997	31-03-2020		

13	Service Register of Government servant who retires/dies while in service	Bound Book	3	15-12-1997	31-03-2020		
14	Register of deficit fee and stamp duty	Book Form	1	15-12-1997	31-03-2020		

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	Case Register	Book Form	25	15/12/1997	31-3-2020		
2	Counter foil Receipt Book	Book Form	90	15/12/1997	31-3-2020		
3	Office order Book	Book Form	1	15/12/1997	31-3-2020		
4	Register of Refunds	Book Form	8	15/12/1997	31-3-2020		
5	Treasury Challans	File Jacket	39	15/12/1997	31-3-2020		
6	Treasury remittance Book	Book Form	23	15/12/1997	31-3-2020		
7	Case Register	Book Form	8	15/12/1997	31-3-2020		
8	File of correspondence relating to fixation of pay and sanction of allocation statements	EST	1	15/12/1997	31-3-2020		
9	File of correspondence relating to gradation list	EST	1	-	31-3-2020		
10	File of correspondence relating to instruments certified under Sec 31, 32 and 41 of Indian Stamp Act and KSA 1957	ADN File Jacket 8	1529	15/12/1997	31-3-2020		
	a).	ADJ 1/00-01		7/02-03			
	b).	ADJ 1/03-04		8/03-04			
	c).	ADJ 1/04-05		27/04-05			
	d).	ADJ 1/05-06		45/05-06			
	e).	ADJ 1/06-07		95/06-07			
	f).	ADJ 1/07-08		13/07-08			
	g).	ADJ 1/08-09		118/08-09			
	h).	ADJ 1/09-10		170/09-10			
	i).	ADJ 1/10-11		197/10-11			
	j).	ADJ 1/11-12		233/11-12			
	k).	ADJ 1/12-13		222/12-13			
11	File of correspondence relating to sanction of Increment	INC	1	15/12/1997	31-3-2020		
12	File of correspondence relating to sanction of refunds	REF File Jacket 8	307	15/12/1997	31-3-2020		
	a).	REF 1/ 02-03		8/ 02-03			
	b).	REF 1/ 03-04		23/03-04			
	c).	REF 1/ 04-05		22/ 04-05			
	d).	REF 1/ 05-06		23/05-06			
	e).	REF 1/ 06-07		37/ 06-07			
	f).	REF 1/ 07-08		45/07-08			
	g).	REF 1/ 08-09		31/ 08-09			
	h).	REF 1/ 09-10		12/ 09-10			
	i).	REF 1/10-11		28/10-11			
	j).	REF 1/11-12		67/11-12			
	k).	REF 1/12-13		114/12-13			

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	Budget statements	BUD File Jacket 1	6	15/12/2005	31-3-2020		
		"	BUD6/04-05				
			BUD8/05-06				
			BUD3/07-08				
			BUD3/06-07				
			BUD3/08-09				
			BUD1/09-10				
			BUD 1/10-11				
			BUD 1/11-12				
			BUD 1/12-13				
2	Bill Register	Book Form	6	04-05	31-3-2020		
3	Contingent bill	Book	6	97-98	31-3-2020		
4	Dispatch Register	Book Form	G.R = 15 45A = 10	29-07-2003	31-3-2020		
5	File of applications for copies of misc. records	File Book	1	04-05	31-3-2020		
6	File of applications for general searches	File Book	1	04-05	31-3-2020		
7	File of applications under Sec.41 of KSA 1957	File Book	2	04-05	31-3-2020		
8	File of applications for withdrawal of sealed covers	File Book	1	04-05	31-3-2020		
9	File of Correspondence relating to constructions improvements of building etc.,	BLD File Jacket 1	BLD 7/05-06 – SKN BLD 3/05-06 – UDP BLD 5/05-06- KUN BLD 1/03-04 – BHV BLD 1/ 04-05 – KKI BLD 1/98-99 – DRO	04-05	31-3-2020		
10	File of Correspondence relating to F.A.	EST	1 /04-05	04-05	31-3-2020		
11	File of Correspondence relating to GPF final withdrawal	GPF	1	04-05	31-3-2020		
12	File of Correspondence relating to GPF temporary advance	GPF	1	04-05	31-3-2020		
13	File of Correspondence relating to reimbursement of Medical charges	EST File Jacket 1	9 EST 53/05-06, EST 7/06-07, EST 15/06-07, EST 54/05-06, EST 09/06-07, EST 28/05-06, EST 51/05-06, EST 28/10-11 EST 22/10-11 EST 22/11-12	05-06	31-3-2020		

14	File of Correspondence relating to revision of rents	ADM	ADM5/07-08	05-06	31-3-2020		
15	File of Correspondence relating to supply of books, forms etc.,	GUA	1	05-06	31-3-2020		
16	File of Correspondence relating to supply of furniture, books free clothing and all other office equipments.	GUA	1	05-06	31-3-2020		
17	File of Correspondence relating to temporary posts	EST	1	05-06	31-3-2020		
18	File of Correspondence relating to transfers	TRF	2	05-06	31-3-2020		
19	File of Correspondence with KGID	KGID	1	05-06	31-3-2020		
20	General Receipt Register	Bound Form	10	20-07-2003	31-3-2020		
21	Indent for supply of stationary articles, financial forms, dept books and sales etc.,	GUA	1	05-06	31-3-2020		
22	Leave accounts of non-gazetted government servants	Book Form	1	05-06	31-3-2020		
23	Library register	Book Form	1	97-98	31-3-2020		
24	Local delivery book	Book Form	8	97-98	31-3-2020		
25	Memo forwarding and acknowledging declarations under land reforms Act.	File Book	RGN 2/09-10	08-09	31-03-201931-3-2020		
26	Notes of Inspections and Audit reports	File Book	2	2000-01	31-3-2020		
27	Office copies of LPC	LPC	1	05-06	31-3-2020		
28	Register of contingent expenditure	Book Form	7	97-98	31-3-2020		
29	Register of documents adjudicated	Book Form	6	97-98	31-3-2020		
30	Register of impounded documents	Book Form	2	97-98	31-3-2020		
31	Register of increment certificated(office copies)	Book Form	1	97-98	31-3-2020		
32	Registering of Traveling allowance and process fees	Book Form	1	97-98	31-3-2020		
33	Register showing the stock of service books	Book Form	1	97-98	31-3-2020		
34	Service Register	Book Form	4	97-98	31-3-2020		
35	Stock account of stationary	Book Form	1	97-98	31-3-2020		
36	Application for deed writers license/ Form A and Renewal Form B	D W L File Jacket 1	58	97-98	31-3-2020		
37	Closed files relating U/s 45A & 46A of K.S.A 1957(5years or dept. inspection whichever is later)	STP	71	1-4-2009	31-3-2020		
38	U/s 46A & 80A	STP	102	1-4-2005	31-3-2020		

ANNEXURE-E
(To be Preserved for One years)

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	MISC	1	01-02-2009	31-3-2020		
2	Applications for casual leave	ECL	1	01-02-2009	31-3-2020		
3	Applications for leave & Transfer	TRF	1	01-02-2009	31-3-2020		
4	Attendance Register	Book Form	2	01-02-2009	31-3-2020		
5	Certificates of transfer of charge and reports of joining and relief	CTC	1	01-02-2009	31-3-2020		
6	Diaries of Clerks	BOOK	2	01-02-2009	31-3-2020		
7	Invoices(counter foils with acknowledgements retained in the officer of issue)	Book Form	1	01-02-2009	31-3-2020		
8	Periodical Register	Book Form	1	01-02-2009	31-3-2020		
9	Postal receipts and acknowledgements	File Book	1	01-02-2009	31-3-2020		
10	Register of allotments	Book Form	3	01-02-2009	31-3-2020		
11	Register of casual leave	Book Form	1	01-02-2009	31-3-2020		
12	Register of receipts and disposal of copies and memoranda(sec 64-67)	Book Form	1	01-02-2009	31-3-2020		
13	Register showing the acknowledgement of Regd. Post received	Book Form	1	01-02-2009	31-3-2020		
14	Summons and other correspondence regarding production of records	File Book	1	01-02-2009	31-3-2020		
15	Tour Programme	TOUR	1	01-02-2009	31-3-2020		
16	Minority Cadit Karnataka Gov't Service	EST	EST26/09-10	16-01-2009	31-3-2020		
17	S.D.C And F.D.C. Promotion List	EST	EST29/09-10	23-02-2009	31-3-2020		
18	Senior Sub Registrar Transfer List	EST	EST05/09-10	20-06-2009	31-3-2020		
19	Service Particular of the Gov't Employees	EST	EST09/09-10	08-08-2009	31-3-2020		
20	Transfer File	EST	EST12/09-10	15-08-2009	31-3-2020		
21	Training Of the D.T.I. File	EST	EST37/09-10	22-03-2009	31-3-2020		
22	Training Of the E-Stamp Verification & Login	EST	COMP02/10-11	14-07-2009	31-3-2020		
23	D C P D Registrar	DCPD	1	14-07-2009	31-3-2020		
24	RTI Application Registrar	Book	1	14-07-2009	31-3-2020		
25	Monthly Statement registrar	Book	1	14-07-2009	31-3-2020		
26	Marriage Registrar	Book	1	14-07-2009	31-3-2020		
27	KDP Meeting Registrar	Book	1	14-07-2009	31-3-2020		
28	Forgone Registrar	FRG	1	14-07-2009	31-3-2020		
29	Inspection Registrar	INP	3	14-07-2009	31-3-2020		
30	A G AUDIT	AUD	7	14-07-2009	31-3-2020		
31	IGR Inspection	IRF File jacket 1	7 1/08-09 3/08-09 4/08-09 1/06-07	14-07-2009	31-3-2020		
32	Right of Information Act 2005	RTI File Jacket 1	1-73/ 12-13	14-02-2009	31-3-2020		
33	RTI Information Act 2005	Book	1	14-02-2009	31-3-2020		