

ANNEXURE-E
(To be Preserved for One years)

SL NO.		Method of Preservation	Volume	From Date	Till Date	Page No	Remarks		
1	2	3	4	5	6	7	8		
1	Applications for casual leave	File Jocket Trilateral index files	No of files yearwise(should be prepared		01-04-10	Till Date			
			Sl. No	File No.				From	To
			1	1	01-04-10	Till Date			
2	Attendance Register	Book Form	No of books/ volumes		01-04-07	Till Date			
			Sl. No	Volume				From	To
			1	1				01-04-07	31-10-10
			2	2				01-11-10	31-12-13
			3	3	01-01-14	Till Date			
3	Register of casual leave and examination leave	Book Form	No of books/ volumes/Files 1		04-01-06	Till Date			
			Sl. No	Volume No.				From	To
			1	1				04-01-06	Till Date
