

ANNEXURE- D
(To be preserved for Five Years)

Sl. No.	Description	Method of Preservation	Volume	From Date	To Date	Page No.
1	2	3	4	5	6	7
1	Consolidates statements of transfer duty	File Jocket Trilateral index files	No of files year wise (should be prepared seperately -5	01-04-2005	31-12-2019	
2	Contingent bill	File Jocket Trilateral index files	No of files year wise (should be prepared seperately -1	01-04-2005	31-08-2013	
3	Daily accounts of documents	Book Form	No of books / volumes -5	01-04-2005	31-08-2012	
4	Despatch Register	Book Form	No of books / volumes -6	01-04-2005	31-12-2019	
5	Detailed Budget estimates of an office and correspondence thereto	File Jocket Trilateral index files	No of files year wise (should be prepared seperately -5	01-04-2005	31-08-2013	
6	File of applications for general searches	File Book	No of books / volumes/Files -5	01-04-2005	31-12-2019	
7	File of applications for private attendance	File Book	No of books / volumes/Files-1	01-04-2005	31-12-2019	
8	File of applications for single searches and copies	File Book	No of books / volumes/Files-5	01-04-2005	31-08-2012	
9	File of applications under sec. 41 of KSA 1957	File Book	No of books / volumes/Files-1	01-04-2005	31-08-2012	
10	File of Correspondence relating to supply of furniture, books free clothing and all other office equipments.	File Jocket Trilateral index files	No of files year wise (should be prepared seperately) -1	01-04-2005	31-08-2012	
11	File of declarations filed under Karnataka Land reforms acts	File Book	No of books/ volumes /Files -5	01-04-2005	31-08-2012	
12	Library issue register	Book Form	No of books/ volumes /Files 1	01-04-2005	31-08-2012	
13	Local delieverly book	Book Form	No of books/ volumes /Files -5	01-04-2005	31-12-2019	
14	Memo forwarding and acknowledging declarations under land reforms Act.	File Book	No of books/ volumes /Files -1	01-04-2005	31-08-2012	
15	Notes of Inspections and Audit reports	File Book	No of books/ volumes /Files -1	01-04-2005	31-08-2012	
16	Register of contingent expenditure	Book Form	No of books/ volumes /Files -1	01-04-2005	31-08-2012	
17	Register of impounded documents	Book Form	No of books/ volumes /Files -1	01-04-2005	31-08-2012	
18	Register of increment certificated (office copies)	Book Form	No of books/ volumes /Files -1	01-04-2005	31-08-2012	

19	Register of reference under sec 45 A of KSA 1957	Book Form	No of books/ volumes /Files -1	01-04-2005	31-08-2012	
20	Register of unclaimed documents	Book Form	No of books/ volumes /Files -1	01-04-2005	31-08-2012	
21	Reports of private attendance	File Jocket		01-04-2005	31-08-2012	
22	File of certificates of encumbrance office copy 5 years or inspection whichever is later)	File Jocket Trilateral index files	No of files year wise (should be prepared seperately -5	01-04-2005	31-03-2010	
23	Pahani, Affidavit, Agriculture labourer certificate Mutation Extract Muncipal / Corporation Khatha extra from No. 10 & v.p. Form and all other record produced at the time of Regitstration (5 years or Inspection whichever is later) calculation sheet.	File Jocket Trilateral index files	No of files year wise (should be prepared seperately -5	01-04-2005	31-08-2012	

