

Sub-Registrar's Office, Kerur.

Right to Information Act 2005

U/s 4(1) a & 4(1)b

Information

From Date of opening the office to 31.03.2019

Sub-Registrar's Office
Kerur


Information to be given under information Act.2005.under section 4(1)A for the period From Date of opening the office to 31.03.2019. Sub-Registrar's Office Kerur.

ANNEXURE.A


(Records to be Preserved Permanently-)

As per IGR Circular No.RGN130/98.99, Dated:14.03.2002.

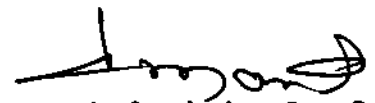
Sl. No.	Description	Method of Preservation	Volume & Files	From Date	To Date	Page No	Remarks
1	2	3	4	5	6	7	8
1	File of Departmental circulars and Orders regarding Registration matters.	File Book	File No.1 File No.2 File No.3 File No.4 File No 5	22.05.2010 1-4-2014 1-4-2015 1-4-2016 1-4-2017	31-3-2014 31-3-2015 31-3-2016 31-3-2017 31-3-2018	1 to 313 1 to 133 1 to 20 1 to 113 1 to 75	
	File of Departmental circulars and Orders regarding Stamp matters.	File Book	File No1 File No1	22.05.2010 22.05.2010 01.04.2016 01.04.2017	31-3-2015 31-3-2015 31-3-2017 31-3-2018	1 to 182 1 to 28 1 to 10 1 to 25	
2	Key to Index.	Book From	Vol No. 1 Vol No-2 Vol No-3 Vol No-4 Vol No-5 Vol No-6 Vol No-7	22.05.2010 1-4-2012 1-4-2013 1-4-2014 1-4-2015 1-4-2016 1-4-2017	31-3-2012 31-3-2013 31-3-2014 31-3-2015 31-3-2016 31-3-2017 31-3-2018	1 to 151 1 to 88 1 to 75 1 to 75 1 to 46 1 to 46 1 to 45	
3	Register of Destruction Records.	Book From	N	I	L	-	
4	Register of Documents destroyed.	Book From	N	I	L	-	Concerned to DR office
5	Register of stock of furniture's and other articles.	Book From	Vol No.1	22-5-2010	31.03.2018	1 to 45	
6	Book 1 volumes	Book From	N	I	L	-	
7	Book 2 volumes	Book From	N	I	L	-	
8	Book 3 volumes	Book From	N	I	L	-	
9	Book 4 volumes	Book From	N	I	L	-	
10	Book 5 (with Index) volumes.	Book From	Concerned to D.R				
11	Register CD Preserved.	Book From	C.D- No. 1 to 44 45 to 53 54 to 60 61 to 68	22.05.2010 01-4-2014 1-4-2015 1-4-2016	31.3.2014 31-3-2015 31-3-2016 31-3-2017	1 to 88	


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Sl. No.	Description	Method of Preservation	Volume & Files	From Date	To Date	Page No	Remarks	
1	2	3	4	5	6	7	8	
			69 to 79	1-04-2017	31-3-2018			
			80 to	01-04-2018	31-03-2019			
12	Thumb impression Register.	Book From	1 to 36 37 to 46 47 to 58 59 to 70 71 to 75 76 to 103	22.05.2010 01-4-2014 1-4-2015 1-4-2016 1-4-2017 01-04-2018	31.3.2014 31-3-2015 31-3-2016 31-3-2017 31-3-2018 31-3-2019	1 to 9000 1 to 2350 1 to 3000 1 to 3000 1 to 3750 1 to 7000		
13	Additional Book.1	File Book	NIL					
14	Additional Book.2							
15	Additional Book.4	File Book	-	-	-	-		
16	Index.I	Book From	1 to 12 13 to 16 14 to 16 17 to 19 20 to 22	22.5.2010 1-4-2014 1-4-2015 1-4-2016 1-4-2017	31-3-2014 31-3-2015 31-3-2016 31-3-2017 31-3-2018	1 to 2827 1 to 1000 1 to 741 1 to 741 1 to 801		
17	Index.II							
18	Index.III		Book From	1	22.05.2010	31.3.2019	1 to 250	
19	Index.IV		Book From	1	22.05.2010	31.3.2019	1 to 250	
20	Index.subsidiary.	Book From	Nil					
21	Index to old register Books.	Book From	-					
22	Reference books such as Registration acts stamps acts and manuals etc... (year wise).	Book From	-	N	I	L	-	
23	Ledger of detailed examination of register Books.	Book From	-					
24	Register of record.	Book From	1	22.05.2010	31.3.2019	1 to 45		
25	Register of record sent to courts and other officers.	Book From	-	-	-	-		
26	Register of reproduced entries fa ing foot notes.	Book From	-	-	-	-		
27	Register of sanctioned establishment of each officers	Book From	-	-	-	-	Concerned to DR office	
28	Registration of stock of books and publication	Book From	-	-	-	-		
29	Registration of valuable records	Book From	-	-	-	-		
30	Register of showing the particulars of books partially recopied	Book From	-	-	-	-	No such cases	


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Sl. No.	Description	Method of Preservation	Volume & Files	From Date	To Date	Page No	Remarks
1	2	3	4	5	6	7	8
31	Register of wills and unopened covers containing wills received by post	Book From	-	-	-	-	Concerned to DR office
32	Registers of wills and sealed covers	Book From	-	-	-	-	Concerned to DR office
33	Vacancy Register	Book From	-	-	-	-	
34	Sealed covers [District Registrar Office]	Book From	-	-	-	-	Concerned to DR office
35	Taluk Maps	Folded un mounted	1	22.05.2010	31.3.2019	1	
36	Register of firms maintained under sec 58 of I.P. Act 1939	Book From	-	-	-	-	Concerned to DR office
37	Indexes to names of Firms	Book From	-	-	-	-	Concerned to DR office
38	All Registers and the indexes maintained by the Registrar under Hindu Marriage Act 1955	Book From	1	22.05.2010	31.3.2019	1 to 45	
39	All Registers and Marriage Certificate Book and Indexes mentioned by the Registrar under Special Marriage Act 1954	Bond Book	1	22.05.2010	31.3.2019	1 to 45	
40	File of Appeal orders and Judgment and Orders of court	File Book	-	-	-	-	
41	File of Correspondence relating to creation of new officers, alteration of jurisdictions of officers etc.,	File Jacket	-	-	-	-	
42	File of Correspondence relating to clarification issued under Registration Act, stamp Act rules there under and other allied Acts bearing the subject (if there rescinded)	File Jacket	-	-	-	-	
43	File of Correspondence relating to creation and Transfer of Posts	File Jacket	-	-	-	-	No such cases
44	File of Correspondence relating to order of District Registration	File Jacket Trilateral index files	-	-	-	-	No such cases


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Sl. No.	Description	Method of Preservation	Volume & Files	From Date	To Date	Page No	Remarks
1	2	3	4	5	6	7	8
	Sanctioning recopying or repaired damaged books and indexes						
45	File of Translations	File Book	-	-	-	-	No such cases
46	Gradation list of of All Cadres	File Jocket	-	-	-	-	
47	List of Records transferred from one office to another and acknowledgements there for	File Book	-	-	-	-	No such cases
48	Loose sheets containing entries in Register Volume recopied	In a cover under the seal and signature of registering officer a slip pasted on the cover to show its contents	-	-	-	-	No such cases
49	Supplement to books (part I to V)	File Books	1 to 9 10 to 11 12 to 13 14 to 15 16 to 17 18 to 19	22-5-2010 1-4-2014 1-4-2015 1-4-2016 1-4-2017 1-4-2018	31-3-2014 31-3-2015 31-3-2016 31-3-2017 31-3-2018 31-3-2019	1208 225 294 210 178 201	-
50	File relating to Registration of firms and shanges of constitution there on under I.P.Act1935	-	-	-	-	-	Concerned to DR office
51	Market value Notifications	File Jocket Trilateral index files	-	22.05.2010	31.3.2019	1 to 32	
	2010-11	CVC Revised Value	1	15.04.2010	-	1 to 10	
	2011-12	CVC Revised Value	1	01.07.2011	31-05-2013	1 to 8	
	2012-13	-	-	-	-	-	-
52	Market value files before Commencement of CVC	CVC Revised Value		1-06-2013	30-11-14	1 to 12	-


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Sl No.	Description	Method of Preservation	Volume & Files	From Date	To Date	Page No	Remarks
1	2	3	4	5	6	7	8
	2014-15 Market value files before Commencement of CVC	CVC Revised Value		1-12-2014	31-03-16	1 to 12	-
	2016-17 Market value files before Commencement of CVC	CVC Revised Value		1-04-2016	31-03-17	1 to 14	-
	2017-18 Market value files before Commencement of CVC	CVC Revised Value		1-04-2017	31-12-2019	1 to 30	-
	2018-19 Market value files before Commencement of CVC	CVC Revised Value		01-01-2019	Till day	1 to 45	-


**Computerization of Registered Documents u/s 4(1)(a)
From date of Computerization to 31.3.2018.**

2010-2011

Sl No	CD No	Book I Doct No		Date		Book III Doct No		Book IV Doct No		Book I Part I Doct No		Book I part IV Doct No		Book I part V Doct No	
		From	To	From	To	From	To	From	To	From	To	From	To	From	To
1	KRRD-1	01	190	24-5-2010	5-7-2010	01	03	01	-	-	-	01	24	01	24
2	KRRD-2	191	354	6-7-2010	12-8-2010	04	08	02	03	-	-	25	40	01	-
3	KRRD-3	355	775	12-8-2010	23-10-2010	09	16	04	05	-	-	41	93	02	03
4	KRRD-4	776	1301	23-10-2010	14-2-2011	17	22	06	13	01	09	94	122	04	18
5	KRRD-5	1302	1503	14-2-2011	31-3-2011	23	24	14	15	-	-	123	127	19	24

2011-2012

	KRRD-5	01	137	1-4-2011	10-5-2011	01	02	01	02	-	-	01	07	01	02
6	KRRD-6	138	341	10-5-2011	28-6-2011	03	04	03	04	-	-	08	26	-	-
7	KRRD-7	342	447	28-6-2011	19-7-2011	05	06	05	-	-	-	27	46	-	-
8	KRRD-8	448	557	20-7-2011	12-8-2011	07	-	-	-	-	-	47	79	-	-

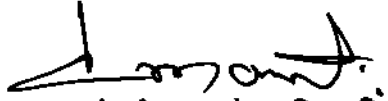

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9	KRRD-9	558	692	12-8-2011	16-9-2011	08	09	06	-	01	02	80	123	-	-
10	KRRD-10	693	848	17-9-2011	2-11-2011	10	-	-	-	-	-	124	183	03	-
11	KRRD-11	849	1006	3-11-2011	16-12-2011	11	13	07	-	03	04	184	217	04	05
12	KRRD-12	1007	1150	16-12-2011	24-1-2012	14	16	-	-	05	06	218	243	06	10
13	KRRD-13	1151	1283	24-1-2012	18-2-2012	17	20	-	-	-	-	244	256	11	16
14	KRRD-14	1284	1418	18-2-2012	17-3-2012	21	23	-	-	-	-	257	264	17	18
15	KRRD-15	1419	1502	17-3-2012	31-3-2012	-	-	08	09	-	-	265	266	-	-

2012-2013

	KRRD-15	01	50	2-4-2012	23-4-2012	-	-	-	-	-	-	01	02	-	-
16	KRRD-16	51	306	23-4-2012	2-5-2012	01	02	01	02	01	02	03	19	-	-
17	KRRD-17	307	484	30-5-2012	19-6-2012	03	04	03	-	-	-	20	44	-	-
18	KRRD-18	485	654	19-6-2012	9-7-2012	05	06	-	-	-	-	45	71	-	-
19	KRRD-19	655	834	9-7-2012	28-7-2012	-	-	-	-	-	-	72	98	-	-
20	KRRD-20	835	1004	28-7-2012	21-8-2012	07	08	-	-	-	-	99	122	-	-
21	KRRD-21	1005	1173	22-8-2012	14-9-2012	09	10	04	-	-	-	123	151	01	04
22	KRRD-22	1174	1346	14-9-2012	10-10-2012	11	12	05	06	-	-	152	158	05	12
23	KRRD-23	1347	1526	11-10-2012	5-11-2012	13	16	-	-	-	-	159	174	13	17
24	KRRD-24	1527	1698	5-11-2012	27-11-2012	17	-	07	-	-	-	175	182	18	27
25	KRRD-25	1699	1890	27-11-2012	17-12-2012	-	-	-	-	-	-	183	186	28	31
26	KRRD-26	1891	2066	17-12-2012	8-1-2013	-	-	-	-	-	-	187	196	32	33
27	KRRD-27	2067	2234	8-1-2013	1-2-2013	-	-	-	-	-	-	197	206	34	35
28	KRRD-28	2235	2402	1-2-2013	16-2-2013	18	-	-	-	-	-	207	209	36	-
29	KRRD-29	2403	2572	16-2-2013	26-2-2013	-	-	-	-	-	-	210	214	-	-
30	KRRD-30	2573	2749	26-2-2013	14-3-2013	19	-	-	-	-	-	215	218	37	39
31	KRRD-31	2750	2854	14-3-2012	28-3-2013	20	-	08	-	01	-	219	225	40	41

2013-2014


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32	KRRD-32	01 76	75 251	28-3- 2013	20-5- 2013	01 03	02 04	01	04	-	-	01	12	-	-
33	KRRD-33	252	415	20-5- 2013	12-6- 2013	05	06	-	-	-	-	13	36	-	-
34	KRRD-34	12-6- 2013	416	578	2-7- 2013	07	16	05	06	-	-	37	62	-	-
35	KRRD-35	2-7- 2013	579	763	19-7- 2013	17	18	07	08	-	-	63	83	-	-
36	KRRD-36	19-7- 2013	764	950	7-8- 2013	19	21	-	-	-	-	84	90	-	-
37	KRRD-37	7-8- 2013	951	1109	30-8- 2013	22	24	09	11	-	-	91	108	-	-
38	KRRD-38	7-8- 2013	1110	1281	26-9- 2013	25	27	-	-	03	-	109	134	-	-
39	KRRD-39	26-9- 2013	1282	1442	26-10- 2013	28	30	12	13	-	-	135	139	-	-
40	KRRD-40	26-10- 2013	1443	1609	27-11- 2013	31	32	14	17	04	-	140	156	03	06
41	KRRD-41	26-10- 2013	1610	1824	19-12- 2013	33	35	-	-	-	-	157	161	08	13
42	KRRD-42	19-12- 2013	1825	2014	21-1- 2014	36	38	18	21	-	-	162	168	14	15
43	KRRD-43	21-1- 2014	2015	2196	18-2- 2014	39	41	-	-	05	06	169	174	16	24
44	KRRD-44	18-2- 2014	2197	2362	24-2- 2014	42	-	-	-	-	-	175	186	25	36
45	KRRD-45	24-3- 2014	2363 01	2402 191	16-5- 2014	01	-	01	-	01	-	187 01	190 09	01	02

2014-2015

46	KRRD-46	192	540	16-5- 14	18-06- 14	02	07	02	05	02	03	10	62	-	-
47	KRRD-47	541	840	18-06- 14	15-07- 14	08	09	06	08	04	-	63	112	03	04
48	KRRD-48	841	1125	15-07- 14	18-08- 14	10	21	09	10	-	-	113	133	-	-
49	KRRD-49	1126	1393	18-08- 14	19-11- 14	22	24	11	13	05	06	134	143	05	14
50	KRRD-50	1394	1822	19-11- 14	12-01- 15	25	26	14	16	07	09	144	174	15	36
51	KRRD-51	1823	2134	12-01- 15	16-02- 15	27	30	17	19	-	-	175	196	37	49
52	KRRD-52	2135	2355	16-02- 15	16-03- 15	31	32	20	22	-	-	197	205	50	52
53	KRRD-53	2356 01	2470 175	16-03- 15	30-03- 15	33 01	- 05	- 01	- -	- 01	- -	206 01	208 05	53 -	- -

2015-2016

54	KRRD-54	176	437	30-03- 15	03-06- 15	6	10	2	2	2	4	6	17	-	-
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[Handwritten Signature]
 2015-06-15
 2015-06-15


55	KRRD-55	438	844	03-06-15	28-07-15	11	13	3	3	-	-	18	66	1	2
56	KRRD-56	845	1120	28-07-15	04-09-15	14	14	4	4	5	5	67	88	-	-
57	KRRD-57	1121	1528	04-09-15	9-11-15	15	22	-	-	-	-	89	97	-	-
58	KRRD-58	1529	1944	10-11-15	30-12-15	23	27	5	6	-	-	98	111	3	11
59	KRRD-59	1945	2312	31-12-15	10-02-16	28	32	7	7	6	6	112	127	12	19
60	KRRD-60	2313	2573	11-02-16	10-03-16	33	33	-	-	7	7	128	134	20	24

2016-2017

61	KRRD-61	2574 1	2777 107	11-03-16 01-04-16	31-03-16 18-04-16	-	-	1	1	-	-	1	2	25 1	28 1
62	KRRD-62	108	440	18-4-16	25-5-16	1	2	2	6	1	1	3	12	2	3
63	KRRD-63	441	838	26-5-16	15-07-16	3	8	7	10	-	-	13	22	-	-
64	KRRD-64	839	1258	16-07-16	31-08-16	9	12	11	15	-	-	23	36	4	5
65	KRRD-65	1259	1603	31-08-16	14-10-16	13	14	16	16	2	3	37	42	6	22
66	KRRD-66	1604	1985	15-10-16	31-12-16	15	17	18	19	-	-	43	48	23	34
67	KRRD-67	1986	2294	31-12-16	21-02-17	18	18	20	23	4	4	49	49	35	36
68	KRRD-68	2295 1	2589 52	22-02-17 01-04-17	31-03-17 11-04-17	19	24	24 1	25 2	-	-	-	-	37	39

2017-2018

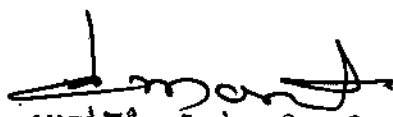
69	KRRD-69	53	412			1	4	3	10	-	-	1	10	1	4
70	KRRD-70	413	791			5	7	11	13	1	1	11	21	5	5
71	KRRD-71	792	1163			8	11	14	18	-	-	22	28	-	-
72	KRRD-72	1164	1469			12	18	19	24	-	-	29	38	-	-
73	KRRD-73	1470	1476			19	19	-	-	3	3	-	-	-	-
74	KRRD-75	1477	1479			-	-	25	25	-	-	-	-	-	-


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75	KRRD-75	1480	1694			20	22	26	29	2	4	39	43	-	-
76	KRRD-76	1695	1952			23	28	30	32	5 1	5 1	44	44	-	-
77	KRRD-77	1953	2242			29	31	33	36	6	6	45	53	6	6
78	KRRD-78	2243	2475			-	-	34	37	7	7	54	59	-	-
79	KRRD-79	2476	2715			32	33	38	38	8	8	60	63	7	7

2018-2019

80	KRRD-80	2716	3038			34	34	39	40	0	0	64	68	8	8
81	KRRD-81	1 3039	98 3256			0	0	41	41	0	0	1 60	2 69	1	1
82	KRRD-82	99	327			0	0	0	0	1	1	4	6	2	2
83	KRRD-83	328	583			1	3	0	0	3	3	7	9	3	3
84	KRRD-84	584	809			4	4	0	0	0	0	10	11	0	0
85	KRRD-85	810	1078			5	6	1	2	0	0	12	13	0	0
86	KRRD-86	1079	1382			7	9	3	4	0	0	14	23	0	0
87	KRRD-87	1383	1662			10	10	0	0	0	0	24	24	0	0
88	KRRD-88	1663	2012			11	11	5	7	0	0	25	36	0	0
89	KRRD-89	2013	2719			12	22	0	0	0	0	37	46	0	0
90	KRRD-90	2720	3308			23	30	8	9	4	6	47	56	4	6
91	KRRD-91	3309	3375			0	0	10	10	0	0	57	57	7	12
92	KRRD-92	3376	3394			31	31	11	11	0	0	0	0	13	3
93	KRRD-93	3395	3408			0	0	0	0	0	0	0	0	0	0
94	KRRD-94	3409	3414			0	0	0	0	0	0	0	0	0	0
95	KRRD-95	3415	3422			32	32	0	0	0	0	0	0	0	0
96	KRRD-96	3423	3427			0	0	0	0	0	0	0	0	0	0
97	KRRD-97	3428	3445			0	0	0	0	0	0	0	0	0	0
98	KRRD-98	3446	3461			0	0	0	0	0	0	58	58	0	0
99	KRRD-99	3462	3465			0	0	0	0	0	0	59	60	0	0


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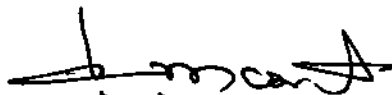
100	KRRD-100	3466	3482			0	0	0	0	0	0	0	0	14	18
101	KRRD-101	3483	3496			0	0	0	0	7	7	0	0	19	19
102	KRRD-102	3497	3510			0	0	0	0	0	0	0	0	20	21
103	KRRD-103	3511	3513			0	0	0	0	0	0	0	0	0	0
104	KRRD-104	3514	3528			0	0	0	0	0	0	0	0	0	0
105	KRRD-105	3529	3538			33	33	0	0	0	0	0	0	0	0
106	KRRD-106	3539	3557			0	0	0	0	0	0	0	0	0	0
107	KRRD-107	3558	3563			0	0	0	0	0	0	0	0	0	0
108	KRRD-108	3564	3575			0	0	0	0	0	0	0	0	0	0
109	KRRD-109	3578	3590			0	0	0	0	0	0	61	62	0	0
110	KRRD-110	3591	3600			0	0	0	0	0	0	63	63	0	0
111	KRRD-111	3601	3608			0	0	0	0	0	0	0	0	0	0
112	KRRD-112	3609	3614			0	0	0	0	0	0	0	0	0	0
113	KRRD-113	3615	3628			0	0	0	0	0	0	0	0	0	0
114	KRRD-114	3629	3643			0	0	0	0	0	0	0	0	22	22
115	KRRD-115	3644	3653			0	0	0	0	0	0	0	0	23	24
116	KRRD-116	3654	3660			0	0	0	0	0	0	0	0	0	0
117	KRRD-117	3661	3675			0	0	12	12	0	0	0	0	0	0
118	KRRD-118	3676	3681			0	0	0	0	0	0	0	0	0	0
119	KRRD-119	3682	3704			0	0	0	0	0	0	0	0	0	0
120	KRRD-120	3705	3721			0	0	0	0	0	0	0	0	25	25
121	KRRD-121	3722	3739			0	0	0	0	0	0	0	0	26	27
122	KRRD-122	3740	3751			34	34	0	0	0	0	0	0	0	0
123	KRRD-123	3752	3758			0	0	0	0	0	0	0	0	0	0
124	KRRD-124	3759	3762			0	0	0	0	0	0	0	0	0	0
125	KRRD-125	3763	3773			0	0	0	0	0	0	0	0	0	0
126	KRRD-126	3774	3778			0	0	0	0	0	0	0	0	28	28

[Handwritten Signature]
 [Illegible Printed Text]

127	KRRD-127	3779	3793			0	0	0	0	0	0	0	0	0	0
128	KRRD-128	3794	3813			0	0	0	0	0	0	64	64	0	0
129	KRRD-129	3814	3818			0	0	0	0	0	0	0	0	0	0
130	KRRD-130	3819	3824			0	0	0	0	0	0	65	65	0	0
131	KRRD-131	3825	3828			0	0	0	0	0	0	0	0	0	0
132	KRRD-132	3829	3831			0	0	0	0	0	0	0	0	0	0
133	KRRD-133	3832	3843			0	0	0	0	8	8	0	0	0	0
134	KRRD-134	3844	3863			35	35	0	0	0	0	0	0	0	0
135	KRRD-135	3864	3870			0	0	0	0	0	0	0	0	0	0
136	KRRD-136	3871	3880			0	0	0	0	0	0	0	0	0	0
137	KRRD-137	3881	3885			0	0	0	0	0	0	0	0	0	0
138	KRRD-138	3886	3892			0	0	0	0	0	0	0	0	0	0
139	KRRD-139	3893	3913			36	36	0	0	0	0	0	0	29	31
140	KRRD-140	3814	3929			37	37	13	13	0	0	0	0	0	0
141	KRRD-141	3930	3930			0	0	0	0	0	0	0	0	0	0
142	KRRD-142	3931	3943			0	0	0	0	0	0	0	0	0	0


ANNEXURE.B
(To be preserved for Thirty years)

SI No.	DISCRIPTION	Method of preservation	Volume	From Date	To Date	Page No From	Page No To	Remarks
1	2	3	4	5	6	7	8	9
01.	Acquaintance Roll for pay and other allowances (To be preserved for 40 years)	Bound Book	-	-	-	-	-	-
02.	Administration Report of the Department	File Jacket Trilateral index files	3	22-05-2010	31-03-2019	1	48	-
03.	Assets and liabilities statement of Government Servants	File Jacket Trilateral index files	-	-	-	-	-	Concerned to DR office
04.	Cash Book	Bound Book	Volume -1 Volume -2 Volume -3	22.05.2010	31-3-2019	1 1 1	99 99 95	-
05.	Commission orders with interrogatories	File Book	-	-	-	-	-	-
06.	Confidential Reports	File Book	-	-	-	-	-	-

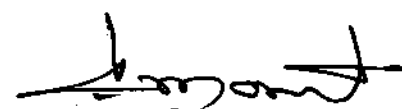

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	(two years after death five years from the date of retirement or removal, dismissal from services)							
07.	Daily Register	Bound Book	Volume -1 Volume -2 Volume -3 Volume -4 Volume -5 Volume -6 Volume -7 Volume -8	22.05.2010	31-3-2019	1 1 1 1 1 1 1 1	247 250 250 253 251 247 248 248	-
08.	File of Correspondence relating to appointments, promotions and confirmations	File Jacket Trilateral index files	-	-	-	-	-	No Such Cases
09.	File of Correspondence relating to disciplinary proceedings	File Jacket Trilateral index files	-	-	-	-	-	No such cases
10.	File of Correspondence relating to family pension cases	File Jacket Trilateral index files	-	-	-	-	-	
11.	File of Correspondence relating to Writ cases on service matters	File Jacket Trilateral index files	-	-	-	-	-	No such cases
12.	File of power of attorney	File Book	-	-	-	-	-	
13.	Minute Book	Bound Book	1	22.05.2010	31.3.2019	1	200	
14.	File of relating to HBA, HPA., etc	File Jacket Trilateral index files	-	-	-	-	-	Concerned to DR office
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	-	-	-	-	-	Concerned to DR office
16.	Personal file		-	-	-	-	-	
17.	Records connected with enquiry under rule 76.		-	-	-	-	-	No such cases
18.	Register of Appeals	Book Form	1	-	-	-	-	
19.	Register of power of Attorney	Book Form	1	-	-	-	-	
20.	Register of revocation of power of attorney	Book Form	-	-	-	-	-	No such cases
21.	Register of visits and commissions	Book Form	-	-	-	-	-	No such cases
22.	Service Register of Government servant who retires/dies while in service	Book Form	-	-	-	-	-	No such cases
23.	Register of deficit fee and stamp duty	Book Form	1	-	-	-	-	DR

ANNEXURE. C
(To be preserved for Ten years)



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SI No.	DISCRPTION	Method of preservation	volume	From Date	To Date	Page No Form	Page No To	Remarks
1	2	3	4	5	6	7	8	9
01.	Accounts of transfer duty i.e., surcharge	Bound Book	4	22.05.2010	31.3.2019	1	198	
02.	Receipt Book, Counter file Receipt Book	Book Form	161	22.05.2010	31.3.2019	1	39978	-
03.	Office order Book	Book Form	1	22.05.2010	31.3.2019	1	45	
04.	Register of applications for copies searches and inspections	Book Form	8	22.05.2010	31.3.2019	1	378	
05.	Register of personnel and other advances	Book Form	-	-	-	-	-	No such cases
06.	Register of Refunds	Book Form	-	-	-	-	-	No such cases
07.	Treasury Challans	Fill Jacket	-	-	-	-	-	
08.	Treasury remittance Book	Book Form	22	22.05.2010	31.3.2019	1	331	-
09.	Exemption U/s 88(1)	Book Form	8	22.05.2010	31.3.2019	1	10934	
10.	Accounts of Documents set by post	Book Form	-	-	-	-	-	Documents Delivered within 30mins
11.	Call Book	Book Form	-	-	-	-	-	No such cases
12.	Case Register	Book Form	1	22.05.2010	31.3.2019	1	44	
13.	Declarations filed under Karnataka Vacant Lands in Urban areas (prohibition of alienation) Act 1971	File Book	-	-	-	-	-	
14.	File of Correspondence relating to administration Reports	Fill Jacket	1	22.05.2010	31.3.2019	1	40	
15.	File of Correspondence relating to amendments to stamp act and Registration Act etc...	Fill Jacket	-	-	-	-	-	
16.	File of Correspondence relating to BPA	Fill Jacket	-	-	-	-	-	No such cases
17.	File of Correspondence relating to condo nation of claims of arrears of pay etc...	Fill Jacket	-	-	-	-	-	No such cases
18.	File of correspondence relating to date of birth	Fill Jacket	-	-	-	-	-	No such cases
19.	File of Correspondence relating to fixation of pay and sanction of allocation statements	Fill Jacket	-	-	-	-	-	No such cases
20.	File of Correspondence relating to gradation list	Fill Jacket	-	-	-	-	-	No such cases
21.	File of Correspondence relating to instruments certified under Sec 31, 32 & 41 of indian Stamp Act and KSA 1957	Fill Jacket	-	-	-	-	-	Concerned to DR office
22.	File of Correspondence relating to MCA	Fill Jacket	-	-	-	-	-	No such cases
23.	File of Correspondence relating to objection memos received from the Account General	Fill Jacket Index Files	-	-	-	-	-	
24.	File of Correspondence	Fill Jacket	-	-	-	-	-	No such



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Sl No.	DISCRIPTION	Method of preservation	volume	From Date	To Date	Page No Form	Page No To	Remarks
1	2	3	4	5	6	7	8	9
	relating to remission of institution fee in papers suits and remission of C.F	Trilateral Index file						cases
25.	File of Correspondence relating to sanction of increment	Fill Jacket	-	-	-	-	-	No such cases
26.	File of Correspondence relating to refunds	Fill Jacket Trilateral Index file	-	-	-	-	-	No such cases
27.	File of Correspondence relating to write off of stamp duty and registration fee	Fill Jacket Trilateral Index file	-	-	-	-	-	No such cases
28.	Pay Bill (not containing acquaintance)	Fill Jacket Trilateral Index file	-	-	-	-	-	
29.	Register of case histories (personnel Register)	Book Form	-	-	-	-	-	
30.	Register of fees and deposits for copies searches and inspections	Book Form	1	22.05.2010	31.3.2019	1	44	
31.	Counterfoils of receipt book and challans under Hindu & special Marriage Act.	Book Form	1	22.05.2010	31.3.2019	1	44	Receipts are kept with perform - 15.


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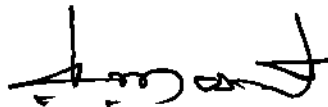
ANNEXURE. D
(To be preserved for Five years)

Sl No.	DISCRIPTION	Method of preservation	volume	From Date	To Date	Page No From	Page No To	Remarks
1	2	3	4	5	6	7	8	9
01.	Additional D.A. Account Ledger	Book Form	-	-	-	-	-	No such cases
02.	Any other papers not specially provided for under any of the categories	Fill Jacket Trilateral Index file	-	-	-	-	-	No such cases
03.	Budget statement	Fill Jacket Trilateral Index file	1	22.05.2010	31.3.2019	1	10	
04.	Bill Register	Book Form	-	-	-	-	-	
05.	Binding Estimates	Fill Jacket Trilateral Index file	-	-	-	-	-	No such cases
06.	Consolidates statements of transfer duty	Fill Jacket Trilateral Index file	-	-	-	-	-	No such cases
07.	Contingent bill	Fill Jacket Trilateral Index file	1	01.04.2011	31.03.2019	1	200	
08.	Daily accounts of documents	Book Form	4	22.05.2010	31-3-2019	1	780	
09.	Dispatch Register	Book Form	2	22.05.2010	31.3.2019	1	199	
10.	Detailed Budget estimates of an office and correspondence thereto	File Jacket Trilateral Index file	-	-	-	-	-	No such cases
11.	Fair copy Register	Book Form	-	-	-	-	-	
12.	File of application for copies of misc records	File Book	-	-	-	-	-	
13.	File of applications for general searches	File Book	20	22.05.2010	31.3.2098	1	15154	
14.	File of applications for private attendance	File Book	-	-	-	-	-	No such cases
15.	File of applications for single searches and copies	File Book	6	22-5-2010	31-3-2019	1	426	
16.	File of applications under Sec 41 of KSA 1957	File Book	-	-	-	-	-	
17.	File of applications for withdrawal of sealed covers	File Jacket	-	-	-	-	-	Concerned to DR office
18.	File of Correspondence and registers etc., connected with recruitment committee	File Jacket	-	-	-	-	-	No such cases
19.	File of Correspondence relating to FDA	File Jacket	-	-	-	-	-	No such cases
20.	File of Correspondence relating to civil list	File Jacket Trilateral Index file	-	-	-	-	-	No such cases
21.	File of Correspondence relating to constructions improvements of building etc.,	File Jacket	-	-	-	-	-	
22.	File of Correspondence relating to F.A	File Jacket Trilateral Index file	-	-	-	-	-	No such cases
23.	File of Correspondence relating to GPF final withdrawal	File Jacket Trilateral Index file	-	-	-	-	-	No such cases
24.	File of Correspondence relating to GPF partial final withdrawal	File Jacket Trilateral Index file	-	-	-	-	-	No such cases
25.	File of Correspondence	File Jacket Trilateral	-	-	-	-	-	No such




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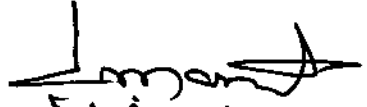
SI No.	DISCRIPTION	Method of preservation	volume	From Date	To Date	Page No From	Page No To	Remarks
1	2	3	4	5	6	7	8	9
	relating to GPF temporary advance	Index file						cases
26.	File of Correspondence relating to reimbursement of Medical charges	File Jacket Trilateral Index file	-	-	-	-	-	No such cases
27.	File of Correspondence relating to revision of rents	File Jacket Trilateral Index file	-	-	-	-	-	No such cases
28.	File of Correspondence of routine nature	File Jacket Trilateral Index file	-	-	-	-	-	No such cases
29.	File of Correspondence regarding sub vouchers sent to audit office	File Jacket Trilateral Index file	-	-	-	-	-	No such cases
30.	File of Correspondence relating to supply of books, forms etc.,	File Jacket Trilateral Index file	-	-	-	-	-	No such cases
31.	File of Correspondence relating to supply of furniture, books free clothing and all other office equipments.	Book form	1	22.05.2010	31.3.2019	1	44	
32.	File of Correspondence relating to temporary posts	Book form	-	-	-	-	-	No such cases
33.	File of Correspondence relating to transfers	Book form	-	-	-	-	-	No such cases
34.	File of Correspondence relating to transfer duty	File Jacket Trilateral Index file	-	-	-	-	-	
35.	File declarations file under Karnataka Land Reforms Act.	File Book	8	22.05.2010	31.3.2019	1	916	-
36.	File of Correspondence with KGID	File Jacket	-	-	-	-	-	No such cases
37.	File of Correspondence with PSC regarding appointments	File Jacket	-	-	-	-	-	No such cases
38.	File of Correspondence with SPD	File Jacket	-	-	-	-	-	No such cases
39.	Form 37 G (income of value less than Rs.10,000/-)	File Book	-	-	-	-	-	
40.	General Receipt Register	Book form	1	22.05.2010	31.3.2019	1	53	
41.	Indent for supply of stationary articles, financial forms, dept books and sales etc.,	File Jacket	-	-	-	-	-	No such cases
42.	Intimation of collection of transfer duty	File Jacket Trilateral Index file	-	-	-	-	-	No such cases
43.	Karnataka Gazette (part I and important Act and regulations relating to the department to be sorted out and retained for 30 years.	Book form	-	-	-	-	-	
44.	Leave accounts of non-gazetted government servants.	Book form	1	22.05.2010	31.3.2019	1	12	
45.	Library issue register	Book form	-	-	-	-	-	
46.	Local delivery book	Book form	1	22.05.2010	31.3.2019	1	90	
47.	Memo forwarding and acknowledging declarations under land reforms Act,	File Book	1	22.05.2010	31.3.2019	1	128	
48.	Notes of Inspections and Audit reports	IRF-1/KRR/13-14. No Pr.AG(E&RSA/R AV/ G13-14)	1	22.05.2010	31.3.2019	1	8	
49.	Office copies of LPC	File Jacket Trilateral	-	-	-	-	-	


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Sl No.	DISCRIPTION	Method of preservation	volume	From Date	To Date	Page No From	Page No To	Remarks
1	2	3	4	5	6	7	8	9
		Index file						
50.	Order book of contingent charges	Book form	-	-	-	-	-	
51.	Petitions: i) For issue of summons other than those in appeal and original of such summons ii) For certificate under Sec 16 of the stamp Act iii) Regarding other matters connected with Registration	File Book						No such cases
52.	Record issue Register	Book form	1	22.05.2010	31.3.2019	1	45	
53.	Record receipt Register	Book form	1	22.05.2010	31.3.2019	1	45	
54.	Register of contents of records Receptacles	Book form	1	22.05.2010	31.3.2019	1	45	
55.	Register of contingent expenditure	Book form	1	22.05.2010	31.3.2019	1	192	
56.	Register of documents adjudicated	Book form	-	-	-	-	-	Concerned to DR office
57.	Register of impounded documents	Book form	1	22.05.2010	31.3.2019	1	94	
58.	Register of examinations of records with records receptacles	Book form	-	22.05.2010	31.3.2019	-	-	
59.	Register of increment certificated (office copeis)							No such cases
60.	Register of reference under sec 45 A KSA 1957	Book form	1	22.05.2010	31.3.2019	1	250	
61.	Registering of Traveling allowance and process fees	Book form	1	-	-	-	-	No such cases
62.	Register of trunk call	Book form	-	-	-	-	-	
63.	Register of unclaimed documents	Book form	-	-	-	-	-	
64.	Register of undisturbed pay	Book form	-	-	-	-	-	No such cases
65.	Register of unserviceable articles	Book form	-	-	-	-	-	
66.	Register showing recoveries made from the salaries of members of co.op societies							No such cases
67.	Register showing the stock of service books	Book form	-	-	-	-	-	No such cases
68.	Register relating to scaled bags containing keys	Book form	-	-	-	-	-	No such cases
69.	Reports of private attendance	File Jacket	-	-	-	-	-	No such cases
70.	Service book of Government servants who has been refer or removal of dismissed	File Jacket	-	-	-	-	-	No such cases
71.	Service book of Government servants who has resigned (five years from the resignation)	File Jacket	-	-	-	-	-	No such cases
72.	Special register	Book form	-	-	-	-	-	
73.	Special or misused sent by the D.C. to the IGR under rule 17 of K.S.R 1958.	File Jacket	-	-	-	-	-	No such cases


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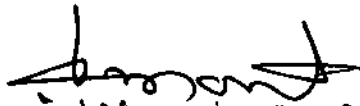
SI No.	DISCRIPTION	Method of preservation	volume	From Date	To Date	Page No From	Page No To	Remarks
1	2	3	4	5	6	7	8	9
74.	Stamp register	Book form	1	22-5-2010	31-3-2019	1	161	
75.	Statement of monthly progressive expenditure and correspondence relating to discrepancy in figure	File Jacket	1	22.05.2010	31.3.2019	1	74	
76.	Statement of monthly progressive receipts and correspondence relating to discrepancy in figure	File Jacket	95	22.05.2010	31.3.2019	1	2454	-
77.	Stock account of stationary	Book form	1	22.05.2010.	31.03.2019	1	94	
78.	Sub vouchers not sent to audit office	File Jacket	-	-	-	-	-	No such cases
79.	Traveling allowances Bill	Book form	1	-	-	-	-	No such cases
80.	Treasury schedules received from District treasures	Loose sheets KTC 25	95	22.05.2010	31.3.2019	1	1245	-
81.	File of certificates of encumbrance (office copy 5years or inspection whichever is later)	File Jacket	21	22.05.2010	31.3.2019	1	11915	
82.	I.T.C.CU/s 230 A of Income tax Act (5 years or deptal Inspection whichever is later)	File Jacket	-	-	-	-	-	No such cases
83.	Affidavits filed under prevention of fragmentation and consolidation holds Act 1966	File Jacket	-	-	-	-	-	
84.	Pahani, affidavit, Agriculture labourer Certificate Mutation Extract, Municipal/Corporation khata Extract form No.19 & V.P form 9&10 form 1and all other records produced at the time of Registration (5 years or inspection whichever is later) calculation sheet.	File Jacket	94	22.05.2010	31.3.2019	1	22604	
85.	Application filed U/s 26 & 27of the Urban Land (cleaning and regulation Act 1976 and Endorsement issued (5 years or Inspection whichever is later)	File Jacket	-	-	-	-	-	No such cases
86.	Application for deed writers license/Form A and Renewal Form B	File Jacket	-	-	-	-	-	Concerned toDR office
87.	Form 1 calculation sheets (land endorsements regarding market value) U/s 45A of KSA, (5 years of dept inspection whichever is later).	Files	1	22.05.2010	31.3.2019	1	191	
88.	D/C certificates (5 years or dept inspection whichever is later.		-	-	-	-	-	


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Sl No.	DISCRIPTION	Method of preservation	volume	From Date	To Date	Page No From	Page No To	Remarks
1	2	3	4	5	6	7	8	9
89.	Closed files relating U/s 45A & 46A of K.S.A 1957 (5 years of dept inspection whichever is later)	File Jacket	-	-	-	-	-	Concerned to DR office

ANNEXURE – E
(To be preserved for one years)

Sl No.	DISCRIPTION	Method of preservation	volume	From Date	To Date	Page From	Page To	Remarks
1	2	3	4	5	6	7	8	
01.	All papers received for information for which no action is necessary	File Jacket	-	-	-	-	-	No such cases
02.	Application for casual leave	File Jacket	1	22.05.2010	31.3.2019	1	22	-
03.	Application for casual leave & transfer	File Jacket	-	-	-	-	-	No such cases
04.	Attendance Register.	Book Form	6	22.05.2010	31.3.2019	1	234	
05.	Certificates of transfer of charge and reports of joining and relief	File Jacket	-	-	-	-	-	
06.	Copies of Bills received from Nasik sent to S.O.S	File Jacket	-	-	-	-	-	No such cases
07.	Dead stock Register	Book Form	1	22.05.2010	31.3.2019	1	41	
08.	Dairies of Inspector of Registration	File Jacket	-	-	-	-	-	Concerned to DR office
09.	Dairies of clerks	Book Form	-	22.05.2010	31.3.2019	-	-	
10.	Fair copy Register	Book Form	-	-	-	-	-	-
11.	File of correspondence relating to applications requesting inform etc., relating to stamp and registration matters from public	File Jacket	-	-	-	-	-	No such cases
12.	File of correspondence relating to grant of copies inspections of records relating to Registration of Firms and Societies.	File Jacket	-	-	-	-	-	Concerned to DR
13.	File of correspondence relating to monthly arrears list.	File Jacket	-	-	-	-	-	No such cases
14.	File of correspondence relating to interpretations	File Jacket	-	-	-	-	-	No such cases
15.	File of intermediate correspondence relating to Registration of Firms change of constitution	File Jacket	-	-	-	-	-	Concerned to DR
16.	File of correspondence relating to weekly arrears list.	File Jacket	-	-	-	-	-	No such cases
17.	Invoices (counter foils with acknowledgements retained in the officer of issue)	Book Form	1	22.05.2010	31.3.2019	1	47	
18.	Petrol Register				Vehicle not allotted			
19.	Periodical Register	Book Form	1	22.05.2010	31.3.2019	1	45	
20.	Periodicals received from	Book Form	-	-	-	-	-	-


 ಉಪ ನಿರೀಕ್ಷಕರ ಕಾರ್ಯಾಲಯ
 ಚಿರಾಪುರ, ಕಾರ್ಗಿಲೆ

	subordinate offices							
21.	Postal receipts and acknowledgements	File Book	1	22.05.2010	31.3.2019	1	35	
22.	Register of allotments	Book Form	-	-	-	-	-	
23.	Register of casual leave and examination leave	Form	-	-	-	-	-	
24.	Register of receipts and disposal of copies and memoranda (sec 64.67)	Book Form	1	22.05.2010	31.3.2019	1	100	
25.	Register showing the acknowledgements of registered post received	File Book	-	-	-	-	-	Documents Delivered within 30mins
26.	Summons and other correspondence regarding production of records	File Book	-	-	-	-	-	No such cases
27.	Tour Programme	Not Concern to this office						
28.	Work statement relating to sub registry offices	File Jacket & Book	1	22.05.2010	31.3.2019	1	45	

Public Authority



ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿ
Public Information Officer
Sub Registrar Office
-Kerur Tq:Badami -