

ANNEXURE-A
(Record to be preserved Permanently)

Sl.No	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Page No	Remarks
1	2	3	4	5	6	7	8
1	Book 1 Volumes	Book form	498	27-12-1957	10/3/2006		
2	Book 1 Additional Volumes	File form	255	5/12/1952	10/11/2011		
3	Book 2 Refusal Register	Book form	1	14-6-1973	31-07-2012		
4	Book 3 Volumes	Book form	11	9/7/1955	16-3-2003		
5	Book 4 Volumes	Book form	14	31-8-1956	3/4/2004		
6	Book 4 Additional Volumes	File form	3	31-8-1942	31-07-2012		
7	Thumb Impression Register(Manual)	Book form	174	14-5-1956	19-8-2011		
8	Thumb Impression Register(Comp)	Book form	92	8/10/2003	31-11-2011		
9	Supplement to books(Part I to V)	File form	121	18-5-1966	9/10/2003		
10	Index-I	Book form	43	1/4/1965	31-3-1993		
11	Index-II	Book form	50	1/4/1958	31-08-2013		
12	Index-III	Book form	10	1/3/1949	31-08-2013		
13	Index-IV	Book form	8	1/1/1953	31-08-2013		
14	Key to Index(Manual) & Computer	Book form	38	1/4/1969	31-08-2013		
15	Key to Index(Computer)	-	-	-	-	-	-
16	Register of CD Preserved	File Book	1	8/10/2003	30/11/2011		
17	File of Department Circulars and orders Regarding Registration Matters	File Book	3	1/4/1988	31-08-2013		
18	File of Department Circulars and orders Regarding Stamp Matters	File Book	3	1/4/1988	31-08-2013		
19	Permenent Catalogue	Book form	2	1/1/1935	31-08-2013		
20	Register of Destruction of Records(Temporary Catalogue)	Book form	1	1/4/1967	31-08-2013		
21	Register of Document Destroyed	File form	1	1/4/1950	31-08-2013		
22	Register of Stock of Furnitures and other articles	Book form	1	24-1-1920	31-08-2013		
23	Register of Records sent to court and other offices	Book form	2	24-3-2001	31-08-2013		
24	Register Showing the Particulars of books partially recopied	-	-	-	-	-	-
25	All Registers and the indexes Maintained by the Registrar under Hindu Marriage Ac 1955	-	-	-	-	-	-
26	Hindu Marriage Volumes	File book	7	14-4-1955	26-12-2005		
27	Special Marriage Volumes	File book	2	1/4/1983	31-08-2013		
28	Files of Correspondance relating to order of District Registrar Sanctioned recopying or repaired damaged books and indexes	-	-	-	-		
29	Gradation List of all Cadres	File book	1	1/4/2000	31-08-2013		
30	Loose Sheets Containing entries in Register Volume recopied	-	-	-	-	-	-
31	Market Volue Notification	File	1	1/4/2007	31-08-2013		
32	Market Volue Files before Commencement of CVC	File	1	1/5/1993	31-08-2013		
33	Refund Register of Registration fees on account of Deeds refused or Withdrawned	Book	1	23-1-2006	31-08-2013		
34	photo copy Volumes Boxes	-	-	-	-		
35	Library Register	Book	1	17-3-1978	31-08-2013		

ANNEXURE-B
(Record 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)	Book	12	1/3/1961	31-08-2013	37	
2	Daily Register	Book	30	1/4/1967	31-03-2011	38	
3	Cash Book	Book	28	2/1/1961	31-08-2013	39	
4	Administration Report of the Department(Annual Accounts)	File	22	1/4/1990	31-03-2011		
5	Assets and Liabilities statement of Government Servants	File	1	1/4/2006	31-08-2013		
6	Files of Power Attorney	File	1	1/4/2011	31-08-2013		
7	Minute Book	Book	1	1/4/1991	31-08-2013		
8	Register of Power Attorney	Book	1	1/4/1971	31-08-2013		
9	Register of Revocation of Power Attorney	-	-	-	-	-	-
10	Impound Register('B' Register)	Book	1	1/4/1974	31-08-2013		
11	Register of Deficit fee and stamp duty('D' Register)	Book	1	1/4/1980	31-08-2013		
12	Permanent Advance Register	Book	1	1/4/1991	31-08-2013		

ANNEXURE-C
(Record 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	Treasury Remittance Book	Book	73	11/11/1965	31-08-2013		
2	Counterfoil Receipt Book(Manual)	Book	1026	1/4/1991	31-08-2013		
3	Counterfoil Receipt Book(Computer)	Book	422	8/10/2003	31-08-2013		
4	Register of applications for copies, searches and inspections	Book	12	1/4/1987	31-08-2013		
5	J' Form Register	Book	8	18-6-1995	31-08-2013		
6	Accounts of Transfer duty i.e surcharge	Book	18	1/12/1984	31-08-2013		
7	Treasury Challans	File	-	1/4/2003	31-08-2013		
8	Exemption u/s 88(1)	File	-	1/4/2001	31-08-2013		
9	Case Register	Book	1	1/4/2000	31-08-2013		
10	File of correspondance relating to Fixation of pay and sanction of allocation statements	Book	1	27/01/2003	31-08-2013		

11	File of correspondance relating to instruments certified U/s 31.32 and 41 of KSA 1957	File	1	1/4/1988	31-08-2013		
12	File of Correspondance relating to Sanction of Increment	File	1	1/4/2010	31-08-2013		
13	Counterfoils Receipt Book and Challan under Hindu and Special Marriage Act	Book	10	18-10-1978	31-08-2013		

ANNEXURE-D

(Reserved 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	Any other papers not specially provided for under any of the categories	File	-	-	-	-	-
2	Budget Statements	File	1	1/4/1999	31-08-2013		
3	Bill Register	Book					
4	Consolidated Statements of transfer duty (Monthly Accounts File)	File	1	1/4/1999	31-08-2013		
5	Daily Account fo Documents (monthly Accounts Register)	Book	4	1/8/2000	31-08-2013		
6	Despatch Register	Book	2	1/4/2007	31-08-2013		
7	File of Applications for copies of Misc records	File	5	1/4/2007	31-08-2013		
8	File of Applications for general searches	File	60	1/4/2007	31-08-2013		
9	File of Applications for Private Attendance	File	1	1/4/1974	31-08-2013		
10	File of Applications for single searches and copies	File	1	1/4/2007	31-08-2013		
11	Files of Applications U/s 41 of KSA 1957	Book	1	1/4/2000	31-08-2013		
12	Files of Correspondance relating to Supply of Books, forms etc	-	-	-		-	-
13	Files of Correspondance relating to Supply of Furniture, Books free clothing and all other office equipments.	Book	1	1/4/2007	31-08-2013		
14	General Receipt Register	Book	2	1/4/1991	31-08-2013		
15	Karnataka Gazette(part I and Important Act and Regulations relating to the Dept to be sorted out and retained for 30 years)	File	1	1/4/2007	31-08-2013		
16	Leave accounts of non-gazetted Govt Servants	File	1	1/4/2007	31-08-2013		
17	Local Delivery Book	Book	1	1/4/2001	31-08-2013		
18	Memo forwarding and acknowledging declaration under Land Reforms act	-	-	-		-	-
19	Notes of Inspection and Audit Reports	File	-	1/4/2007	31-08-2013		
20	Office copies of LPC	Book	1	29-6-1994	31-08-2013		
21	Register of Reference U/s 45(a) of K.S Act 1957	Book	2	1/4/1991	31-08-2013		
22	Register of Unclaimed Documents('C' Register)	Book	1	2/2/1980	31-08-2013		
23	Stamp Register (service Stamps)	Book	3	1/4/1991	31-08-2013		
24	File of Certificate of Encumbrance O.C (5 years or departmental inspection whichever is later)	File	72	1/4/2006	31-08-2013		
25	I.T.C.C U/s 230 A of income tax Act(5 years of deptal Inpection whichever is later)	File	1	1/4/2007	31-08-2013		
26	Pahani, Affidavit, Agriculture Labourer Certificate Mutation Extract Municipal/corporation Khatha extract form No.19 & v.p. Form 9 & 10 form I and all other records Produced at the tome of Registration(5 Years or Inspection whichever is later) Calculation Sheet	File	-	1/4/2007	31-08-2013		
27	Form I Calculation sheets (I and endorsements regarding Market Value) u/s 45 A of KSA, 5 years or Deptal inspection whichever is later	Book	1	1/4/2007	31-08-2013		
28	Closed files relating U/s 45 A & 46A of K.S.A 1957 (5 years or Dept. Inspection whichever is later)	Book	1	1/4/2007	31-08-2013		

ANNEXURE-E

(Record to be preserved for one Years)

Sl.No	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Page No	Remarks
1	2	3	4	5	6	7	8
1	All papers received for information for which no action necessary	-	-	-	-	-	-
2	Application for Casual Leave	Files	1	1/4/2010	31-08-2013		
3	Application for Leave & Transfer	Files	1	1/4/2010	31-08-2013		
4	Attendance Register	Book	1	1/4/2010	31-08-2013		
5	Certificates of Transfer of charge and reports of joining and releave	Files	1	1/4/2010	31-08-2013		
6	File of Correspondance relating to applications requesting inform ets, relating to stamp and registration matters from public	Files	1	1/4/2010	31-08-2013		
7	postal receipt and acknowledgement	Files	1	1/4/2010	31-08-2013		

8	Register of casual leave and examination leave	Book	1	1/4/2010	31-08-2013		
9	Register of receipt and disposal of copies and memoranda(sec 64-67)	Book	1	1/4/2010	31-08-2013		
10	Register showing the acknowledgement of Regd post received	Book	1	1/4/2010	31-08-2013		
11	Summons and other Correspondance regarding production of records	Files	1	1/4/2010	31-08-2013		
12	Work Statement relating to Sub-Registry offices(Monthly Accounts Files)	Files	1	1/4/2010	31-08-2013		

I. Book-I Volumes						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	498	Date of Open	10/3/2006	
1	413		1	27-12-1957	12/3/1958	
2	414		1	13-3-1958	7/5/1958	
3	415		1	7/5/1958	25-6-1958	
4	416		1	16-6-1958	7/8/1958	
5	417		1	7/7/1958	21-11-1958	
6	418		1	8/8/1958	31-1-1959	
7	419		1	12/12/1959	28-3-1959	
8	420		1	1/1/1959	11/5/1959	
9	421		1	17-5-1959	24-6-1959	
10	422		1	6/6/1959	27-7-1959	
11	423		1	29-7-1959	7/11/1959	
12	424		1	6/11/1959	31-12-1959	
13	425		1	18-1-1960	2/3/1960	
14	426		1	2/3/1960	15-4-1960	
15	427		1	1/8/1960	13-10-1960	
16	428		1	14-10-1960	17-11-1960	
17	429		1	2/6/1960	3/12/1960	
18	430		1	3/12/1960	30-12-1960	
19	431		1	14-7-1960	19-1-1961	
20	432		1	19-1-1961	11/2/1961	
21	433		1	10/10/1961	20-3-1961	
22	434		1	20-3-1961	11/4/1961	
23	435		1	12/4/1961	4/5/1961	
24	436		1	4/5/1961	31-5-1961	
25	437		1	31-5-1961	4/7/1961	
26	438		1	5/7/1961	24-7-1961	
27	439		1	24-7-1961	24-8-1961	
28	440		1	24-8-1961	15-9-1961	
29	441		1	15-9-1961	6/10/1961	
30	442		1	6/10/1961	31-10-1961	
31	443		1	31-10-1961	29-11-1961	
32	444		1	29-11-1961	29-12-1961	
33	445		1	30-12-1961	14-2-1962	
34	446		1	12/2/1962	14-3-1962	
35	447		1	14-3-1962	16-4-1962	
36	448		1	16-4-1962	16-5-1962	
37	449		1	16-5-1962	4/6/1962	
38	450		1	5/6/1962	23-6-1962	
39	451		1	23-6-1962	19-7-1962	
40	452		1	19-7-1962	17-8-1962	
41	453		1	17-8-1962	4/10/1962	
42	454		1	4/10/1962	10/12/1962	
43	455		1	11/12/1962	24-1-1963	
44	456		1	24-1-1963	7/3/1963	
45	457		1	7/3/1963	24-4-1963	
46	458		1	24-4-1963	12/6/1963	
47	459		1	12/6/1963	26-7-1963	
48	460		1	27-7-1963	28-8-1963	
49	461		1	19-8-1963	3/9/1963	
50	462		1	25-9-1963	21-9-1963	
51	463		1	4/9/1963	26-9-1963	
52	464		1	21-9-1963	21-9-1963	
53	465		1	26-9-1963	12/9/1963	
54	466		1	11/11/1963	15-12-1963	
55	467		1	10/1/1964	13-2-1964	
56	468		1	16-4-1964	30-5-1964	
57	469		1	14-2-1964	3/6/1964	

58	470		1	30-5-1964	15-6-1964
59	471		1	6/4/1964	21-7-1964
60	472		1	16-7-1964	27-8-1964
61	473		1	21-7-1964	31-8-1964
62	474		1	20-7-1964	11/11/1964
63	475		1	27-7-1964	13-11-1964
64	476		1	16-11-1964	24-12-1964
65	477		1	28-12-1964	10/4/1965
66	478		1	10/4/1965	11/3/1965
67	479		1	12/3/1965	7/7/1965
68	480		1	8/7/1965	25-9-1965
69	481		1	27-9-1965	15-11-1965
70	482		1	13-9-1965	23-11-1965
71	483		1	16-11-1965	5/7/1965
72	484		1	23-11-1965	17-7-1966
73	485		1	5/7/1966	10/3/1966
74	486		1	17-7-1966	17-3-1966
75	487		1	29-3-1966	21-9-1966
76	488		1	22-4-1966	26-5-1966
77	489		1	26-5-1966	14-2-1966
78	490		1	17-6-1966	13-7-1966
79	491		1	1/7/1966	17-8-1966
80	492		1	17-8-1966	13-9-1966
81	493		1	14-9-1966	4/10/1966
82	494		1	5/10/1966	8/11/1966
83	495		1	10/11/1966	2/6/1967
84	496		1	23-11-1966	23-6-1967
85	497		1	3/6/1967	18-8-1967
86	498		1	23-6-1967	23-8-1967
87	499		1	23-8-1967	13-9-2967
88	500		1	13-9-1967	4/10/1967
89	501		1	4/10/1967	31-10-1967
90	502		1	21-10-1967	8/11/1967
91	503		1	31-10-1967	20-11-1967
92	504		1	8/11/1967	22-11-1967
93	505		1	20-11-1967	5/12/1967
94	506		1	23-11-1967	6/12/1967
95	507		1	5/12/1967	22-12-1967
96	508		1	18-12-1967	11/1/1968
97	509		1	22-12-1967	10/1/1968
98	510		1	30-12-1967	1/2/1968
99	511		1	11/1/1968	30-1-1968
100	512		1	10/1/1968	12/12/1968
101	513		1	22-1-1968	17-2-1968
102	514		1	30-1-1968	17-2-1968
103	515		1	1/2/1968	6/3/1968
104	516		1	12/2/1968	11/3/1968
105	517		1	17-2-1968	16-3-1968
106	518		1	17-2-1968	8/4/1968
107	519		1	6/3/1968	15-4-1968
108	520		1	12/3/1968	24-4-1968
109	521		1	12/3/1968	21-5-1968
110	522		1	16-3-1968	13-6-1968
111	523		1	10/4/1968	20-6-1968
112	524		1	16-4-1968	28-10-1968
113	525		1	24-4-1968	12/12/1968
114	526		1	25-5-1968	31-12-1968
115	527		1	14-6-1968	3/3/1969
116	528		1	30-10-1968	24-3-1969
117	529		1	13-12-1968	2/4/1969
118	530		1	2/1/1969	30-4-1969
119	531		1	3/3/1969	30-4-1969
120	532		1	26-3-1969	19-5-1969
121	533		1	3/4/1969	27-5-1969
122	534		1	30-4-1969	22-8-1969
123	535		1	19-5-1969	15-10-1969
124	536		1	2/6/1969	31-11-1969
125	537		1	25-8-1969	21-1-1970
126	538		1	17-10-1969	20-2-1970
127	539		1	4/1/1969	4/3/1970
128	540		1	22-11-1969	25-4-1970
129	541		1	23-2-1970	28-4-1970
130	542		1	5/3/1970	8/5/1970

131	543		1	25-4-1970	8/6/1970
132	544		1	29-4-1970	19-6-1970
133	545		1	8/5/1970	23-6-1970
134	546		1	9/6/1970	12/11/1970
135	547		1	26-6-1970	23-11-1970
136	548		1	24-6-1970	27-11-1970
137	549		1	13-11-1970	24-2-1971
138	550		1	23-11-1970	17-3-1971
139	551		1	28-11-1970	22-3-1971
140	552		1	25-2-1971	7/5/1971
141	553		1	18-3-1971	13-5-1971
142	554		1	23-3-1971	14-5-1971
143	555		1	7/5/1971	2/8/1971
144	556		1	13-5-1971	11/8/1971
145	557		1	14-8-1971	16-9-1971
146	558		1	3/8/1971	5/11/1972
147	559		1	11/8/1971	17-1-1972
148	560		1	17-9-1971	25-1-1972
149	561		1	8/1/1972	29-4-1972
150	562		1	18-1-1972	2/5/1972
151	563		1	25-1-1972	10/5/1972
152	564		1	29-4-1972	28-8-1972
153	565		1	3/5/1972	21-9-1972
154	566		1	11/5/1972	30-10-1972
155	567		1	37-8-1972	19-2-1973
156	568		1	25-9-1972	23-2-1973
157	569		1	13-11-1972	12/3/1973
158	570		1	19-2-1973	4/5/1973
159	571		1	26-2-1973	5/5/1973
160	572		1	12/3/1973	18-5-1973
161	573		1	4/5/1973	21-7-1973
162	574		1	5/5/1973	26-6-1973
163	575		1	19-5-1973	7/8/1973
164	576		1	23-7-1973	28-9-1973
165	577		1	26-7-1973	30-8-1973
166	578		1	28-8-1973	25-2-1974
167	579		1	30-8-1973	1/2/1974
168	580		1	2/2/1974	11/6/1974
169	581		1	25-2-1974	2/6/1974
170	582		1	12/6/1974	12/7/1974
171	583		1	21-6-1974	25-7-1974
172	584		1	15-7-1974	19-8-1974
173	585		1	25-7-1974	21-10-1974
174	586		1	19-8-1974	30-11-1974
175	587		1	28-10-1974	28-12-1974
176	588		1	30-11-1974	10/1/1975
177	589		1	30-12-1974	27-2-1975
178	590		1	1/1/1975	13-3-1975
179	591		1	27-2-1957	19-4-1975
180	592		1	15-3-1975	7/5/1975
181	593		1	18-4-1975	13-6-1975
182	594		1	7/5/1975	21-8-1975
183	595		1	13-6-1975	12/12/1975
184	596		1	20-8-1975	8/1/1976
185	597		1	15-12-1975	22-3-1976
186	598		1	13-1-1976	23-4-1976
187	599		1	22-3-1976	14-6-1976
188	600		1	26-4-1976	12/7/1976
189	601		1	14-6-1976	28-10-1976
190	602		1	15-7-1976	28-1-1977
191	603		1	28-10-1976	13-4-1977
192	604		1	31-1-1977	25-5-1977
193	605		1	13-4-1977	23-8-1977
194	606		1	26-5-1977	24-11-1977
195	607		1	23-8-1977	30-12-1977
196	608		1	25-11-1977	1/3/1978
197	609		1	4/1/1978	31-3-1978
198	610		1	2/3/1978	3/5/1978
199	611		1	1/4/1978	25-7-1978
200	612		1	3/5/1978	11/8/1978
201	613		1	29/5/78	3/11/1978

202	614		1	11/8/1978	4/1/1979
203	615		1	4/1/1978	9/2/1979
204	616		1	4/1/1979	12/4/1979
205	617		1	12/2/1979	24-4-79
206	618		1	12/4/1979	16-6-79
207	619		1	25-4-79	6/6/1979
208	620		1	16-6-79	5/11/1979
209	621		1	6/7/1979	29-11-79
210	622		1	5/11/1979	21-1-80
211	623		1	30-11-79	12/2/1980
212	624		1	21-1-80	22-3-80
213	625		1	13-2-80	5/4/1980
214	626		1	24-3-80	7/5/1980
215	627		1	5/4/1980	4/6/1980
216	628		1	17-5-80	26-7-80
217	629		1	5/6/1980	31-7-80
218	630		1	26-7-80	17-11-80
219	631		1	1/8/1980	29-11-80
220	632		1	17-11-80	17-1-81
221	633		1	29-11-80	27-1-81
222	634		1	21-1-81	3/3/1981
223	635		1	27-1-81	11/3/1981
224	636		1	3/3/1981	24-4-81
225	637		1	12/3/1981	1/5/1981
226	638		1	25-4-81	26-6-81
227	639		1	1/5/1981	26-6-81
228	640		1	27-6-81	19-8-81
229	641		1	26-6-81	18-8-81
230	642		1	19-8-81	5/11/1981
231	643		1	18-8-81	15-10-81
232	644		1	13-11-81	26-12-81
233	645		1	16-10-81	15-12-81
234	646		1	28-12-81	17-3-82
235	647		1	15-12-81	2/3/1982
236	648		1	17-3-82	6/5/1982
237	649		1	2/3/1982	25-4-82
238	650		1	10/5/1982	6/7/1982
239	651		1	28-4-82	18-6-82
240	652		1	7/7/1982	8/9/1982
241	653		1	18-6-82	23-8-82
242	654		1	23-8-82	15-11-82
243	655		1	10/9/1982	9/12/1982
244	656		1	28-11-82	21-1-83
245	657		1	9/12/1982	9/2/1983
246	658		1	21-1-83	19-3-83
247	659		1	9/2/1983	15-4-83
248	660		1	21-3-83	6/5/1983
249	661		1	15-4-83	10/6/1983
250	662		1	7/5/1983	7/7/1983
251	663		1	13-6-83	26-7-83
252	664		1	7/7/1983	4/8/1983
253	665		1	26-7-83	12/10/1983
254	666		1	9/8/1983	18-11-83
255	667		1	19-10-83	24-12-83
256	668		1	18-11-83	10/1/1984
257	669		1	26-12-83	23-2-84
258	670		1	11/1/1984	12/3/1984
259	671		1	23-3-84	7/4/1984
260	672		1	12/3/1984	23-4-84
261	673		1	10/4/1984	5/6/1984
262	674		1	24-4-84	12/6/1984
263	675		1	5/6/1984	22-6-84
264	676		1	13-6-84	6/7/1984
265	677		1	22-6-84	21-9-84
266	678		1	7/7/1984	11/10/1984
267	679		1	25-9-84	20-12-84
268	680		1	15-10-84	22-12-84
269	681		1	20-12-84	22-1-85
270	682		1	22-12-84	28-1-85
271	683		1	22-1-85	6/2/1985
272	684		1	28-1-85	13-2-85
273	685		1	6/2/1985	21-2-85
274	686		1	13-2-85	1/3/1985
275	687		1	21-2-85	26-3-85
276	688		1	2/3/1985	28-3-85
277	689		1	26-3-85	15-4-85
278	690		1	29-3-85	17-4-85
279	691		1	16-4-85	18-6-85
280	692		1	18-4-85	5/6/1985
281	693		1	6/6/1985	25-6-85
282	694		1	19-6-85	10/7/1985
283	695		1	27-6-85	14-8-85
284	696		1	11/7/1985	12/9/1985
285	697		1	16-8-85	26-11-85
286	698		1	13-9-85	8/12/1985
287	699		1	26-11-85	10/2/1986
288	700		1	18-12-85	28-2-86
289	701		1	10/2/1986	8/5/1986
290	702		1	28-2-86	16-5-86
291	703		1	8/5/1986	4/8/1986
292	704		1	16-5-86	19-8-86
293	705		1	4/8/1986	27-11-86
294	706		1	19-8-86	29-12-86
295	707		1	27-11-86	10/3/1987
296	708		1	29-12-86	6/4/1987
297	709		1	11/3/1987	29-4-87
298	710		1	6/4/1987	20-5-87
299	711		1	30-4-87	30-6-87
300	712		1	20-5-87	13-7-87
301	713		1	30-6-87	10/11/1987
302	714		1	14-7-87	28-11-87
303	715		1	10/11/1987	2/2/1988
304	716		1	30-11-87	11/2/1988
305	717		1	2/2/1988	30-3-88
306	718		1	11/2/1988	4/4/1988
307	719		1	2/4/1988	30-5-88
308	720		1	6/4/1988	30-5-88
309	721		1	30-5-88	27-8-88

310	722		1	30-5-88	26-8-88
311	723		1	27-8-88	15-12-88
312	724		1	27-8-88	16-12-88
313	725		1	16-12-88	21-2-89
314	726		1	19-12-88	21-2-89
315	727		1	21-2-89	6/5/1989
316	728		1	12/5/1989	12/5/1989
317	729		1	8/5/1989	5/7/1989
318	730		1	15-5-89	7/7/1989
319	731		1	5/7/1989	10/11/1989
320	732		1	10/7/1989	25-10-89
321	733		1	26-10-89	12/1/1990
322	734		1	13-11-89	11/1/1990
323	735		1	12/1/1990	5/3/1990
324	736		1	16-1-90	9/3/1990
325	737		1	5/3/1990	4/5/1990
326	738		1	12/3/1990	4/5/1990
327	739		1	4/5/1990	29-6-90
328	740		1	5/5/1990	11/7/1990
329	741		1	2/7/1990	3/12/1990
330	742		1	11/7/1990	21-11-90
331	743		1	22-11-90	31-1-90
332	744		1	4/12/1990	13-2-91
333	745		1	2/12/1991	25-3-91
334	746		1	13-2-91	30-3-91
335	747		1	25-3-91	20-5-91
336	748		1	30-3-91	2/5/1991
337	749		1	3/5/1991	2/7/1991
338	750		1	20-5-91	2/8/1991
339	751		1	3/7/1991	14-10-91
340	752		1	3/8/1991	12/11/1991
341	753		1	12/11/1991	4/2/1992
342	754		1	12/11/1991	11/2/1992
343	755		1	5/2/1992	26-2-92
344	756		1	11/2/1992	6/3/1992
345	757		1	22-2-92	9/4/1992
346	758		1	6/3/1992	9/4/1992
347	759		1	6/5/1992	18-6-92
348	760		1	9/4/1992	16-6-92
349	761		1	18-6-92	1/10/1992
350	762		1	19-6-92	7/12/1992
351	763		1	19-10-1992	3/2/1993
352	764		1	7/12/1992	22-02-1993
353	765		1	4/2/1993	6/4/1994
354	766		1	22-2-1993	16-04-1993
355	767		1	1/2/1993	9/6/1993
356	768		1	19-4-93	17-06-1993
357	769		1	9/6/1993	25-11-1993
358	770		1	17-06-1993	25-11-1993
359	771		1	25-11-1993	22-02-1994
360	772		1	27-11-1993	25-02-1994
361	773		1	24-02-1994	27-05-1994
362	774		1	25-2-1994	18-04-1994
363	775		1	19-04/1994	15-06-1994
364	776		1	28-04-1994	22-06-1994
365	777		1	1/6/1994	6/9/1994
366	778		1	13-06-1994	13-12-1994
367	779		1	13-09-1994	13-12-1994
368	780		1	19-09-1994	19-12-1994
369	781		1	13-12-1994	2/3/1995
370	782		1	19-12-1994	6/3/1995
371	783		1	4/3/1995	16-05-1995
372	784		1	6/3/1995	27-05-1995
373	785		1	16-05-1995	27-06-1995
374	786		1	27-05-1995	19-07-1995
375	787		1	27-06-1995	13-09-1995
376	788		1	19-07-1995	30-09-1995
377	789		1	16-08-1995	23-12-1995
378	790		1	4/10/1995	10/1/1996
379	791		1	23-12-1995	13-03-1996
380	792		1	21-01-1996	6/4/1996
381	793		1	14-03-1996	17-05-1996
382	794		1	6/4/1996	24-05-1996
383	795		1	18-05-1996	2/8/1996
384	796		1	13-05-1996	9/9/1996
385	797		1	2/8/1996	14-03-1997
386	798		1	10/9/1996	9/12/1996
387	799		1	25-11-1996	4/2/1997
388	800		1	10/12/1996	19-02-1997
389	801		1	5/2/1997	26-03-1997
390	802		1	21-02-1997	31-03-1997
391	803		1	27-03-1997	12/5/1997
392	804		1	1/4/1997	16-05-1997
393	805		1	12/5/1997	23-06-1997
394	806		1	16-05-1997	2/7/1997
395	807		1	25-06-1997	10/9/1997
396	808		1	2/7/1997	29-09-1997
397	809		1	12/9/1997	26-11-1997
398	810		1	29-09-1997	4/12/1997
399	811		1	28-11-1997	11/2/1998
400	812		1	4/12/1997	13-02-1998
401	813		1	11/2/1998	13-04-1998
402	814		1	13-2-1998	15-04-1998
403	815		1	13-4-98	25-05-1998
404	816		1	15-04-1998	27-05-1998
405	817		1	1/6/1998	3/8/1998
406	818		1	28-05-1998	13-07-1998
407	819		1	3/8/1998	6/10/1998
408	820		1	13-07-1998	19-09-1998
409	821		1	6/10/1998	5/12/1998
410	822		1	19-9-1998	25-11-1998
411	823		1	5/2/1998	29-01-1999
412	824		1	25-11-1998	25-01-1999
413	825		1	29-01-1999	16-03-1999
414	826		1	25-01-1999	1/3/1999
415	827		1	1/3/1999	16-04-1999
416	828		1	16-3-1999	23-04-1999
417	829		1	16-04-1999	24-05-1999

418	830		1	23-04-1999	1/6/1999
419	831		1	25-05-1999	2/7/1999
420	832		1	1/6/1999	12/7/1999
421	833		1	2/7/1999	1/9/1999
422	834		1	12/7/1999	25-09-1999
423	835		1	1/9/1999	1/12/1999
424	836		1	27-09-1999	13-12-1999
425	837		1	1/12/1999	10/1/2000
426	838		1	18-12-1999	19-01-2000
427	839		1	1/1/2000	15-03-2000
428	840		1	10/1/2000	27-03-2000
429	841		1	19-01-2000	27-03-2000
430	842		1	27-03-2000	16-05-2000
431	843		1	27-03-2000	3/5/2000
432	844		1	9/5/2000	3/5/2000
433	845		1	16-05-2000	9/6/2000
434	846		1	30-05-2000	29-06-2000
435	847		1	12/6/2000	4/7/2000
436	848		1	29-06-2000	29-08-2000
437	849		1	4/7/2000	17-08-2000
438	850		1	16-08-2000	18-10-2000
439	851		1	17-08-2000	13-10-2000
440	852		1	16-10-2000	16-12-2000
441	853		1	18-10-2000	4/12/2000
442	854		1	4/12/2000	23-1-2000
443	855		1	6/12/2000	20-12-2000
444	856		1	20-12-2000	1/2/2000
445	857		1	23-01-2001	14-02-2001
446	858		1	1/2/2001	19-02-2001
447	859		1	14-02-2001	20-04-2001
448	860		1	19-02-2001	21-04-2001
449	861		1	21-04-2001	11/5/2001
450	862		1	24-04-2001	16-05-2001
451	863		1	14-05-2001	14-06-2001
452	864		1	16-05-2001	14-06-2001
453	865		1	11/6/2001	18-07-2001
454	866		1	15-06-2001	9/7/2001
455	867		1	9/7/2001	6/8/2001
456	868		1	18-7-2001	27-8-2001
457	869		1	6/8/2001	12/9/2001
458	870		1	28-8-2001	18-10-2001
459	871		1	12/9/2001	13-12-2001
460	872		1	18-10-2001	28-12-2001
461	873		1	13-12-2001	31-1-2002
462	874		1	28-12-2001	7/3/2002
463	875		1	31-2-2002	26-3-2002
464	876		1	7/3/2002	9/4/2002
465	877		1	23-3-2002	27-4-2002
466	878		1	26-3-2002	29-4-2002
467	879		1	9/4/2002	15-5-2002
468	880		1	29-4-2002	29-5-2002
469	881		1	15-5-2002	12/6/2002
470	882		1	22-5-2002	6/7/2002
471	883		1	13-6-2002	16-7-2002
472	884		1	6/7/2002	9/8/2002
473	885		1	16-7-2002	30-8-2002
474	886		1	9/8/2002	10/10/2002
475	887		1	30-8-2002	13-11-2002
476	888		1	13-11-2002	26-12-2002
477	889		1	15-11-2002	26-12-2002
478	890		1	26-12-2002	23-1-2003
479	891		1	27-12-2002	24-1-2003
480	892		1	24-1-2003	15-2-2003
481	893		1	24-1-2003	19-2-2003
482	894		1	17-2-2003	19-3-2003
483	895		1	19-2-2003	21-3-2003
484	896		1	20-3-2003	21-4-2003
485	897		1	21-3-2003	23-4-2003
486	898		1	21-4-2003	17-5-2003
487	899		1	23-4-2003	19-5-2003
488	900		1	17-5-2003	12/6/2003
489	901		1	19-5-2003	13-6-2003
490	902		1	12/6/2003	9/7/2003
491	903		1	13-6-2003	14-7-2003
492	904		1	10/7/2003	19-8-2003
493	905		1	14-7-2003	20-8-2003
494	906		1	19-8-2003	6/11/2003
495	907		1	21-8-2003	20-11-2003
496	908		1	6/11/2003	22-3-2004
497	909		1	23-3-2004	17-8-2004
498	910		1	17-8-2004	10/3/2006

2. Book-I Additional Volumes

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	223	Date of Open		
1	Ad-I 33		1	15-12-1952	19-7-1958	
2	Ad-I 34		1	19-7-1958	25-7-1959	
3	Ad-I 35		1	30-7-1959	30-1-1961	
4	Ad-I 36		1	30-1-1961	28-7-1961	
5	Ad-I 37		1	9/8/1961	4/10/1961	
6	Ad-I 38		1	9/10/1961	2/8/1962	
7	Ad-I 39		1	3/8/1962	4/10/1962	
8	Ad-I 40		1	4/10/1962	19-3-1963	
9	Ad-I 41		1	19-03-1963	27-8-1963	
10	Ad-I 42		1	29-08-1963	25-1-1964	
11	Ad-I 43		1	28-03-1964	23-6-1964	
12	Ad-I 44		1	31-07-1964	14-9-1964	
13	Ad-I 45		1	25-09-1964	25-8-1965	
14	Ad-I 46		1	25-08-1965	4/12/1965	
15	Ad-I 47		1	4/12/1965	31-1-1966	
16	Ad-I 48		1	31-01-1966	19-11-1966	
17	Ad-I 49		1	19-11-1966	9/2/1967	
18	Ad-I 50		1	10/2/1967	19-10-1967	
19	Ad-I 51		1	19-10-1967	10/11/1967	
20	Ad-I 52		1	16-11-1967	21-11-67	
21	Ad-I 53		1	21-11-1967	10/6/1968	
22	Ad-I 54		1	10/6/1968	24-6-1968	
23	Ad-I 55		1	24-06-1968	31-10-1968	
24	Ad-I 56		1	7/11/1968	23-9-1969	
25	Ad-I 57		1	23-09-1969	10/6/1970	
26	Ad-I 58		1	1/6/1970	15-10-1970	
27	Ad-I 59		1	15-10-1970	13-5-1971	
28	Ad-I 60		1	13-05-1971	6/7/1971	
29	Ad-I 61		1	6/7/1971	17-7-1972	
30	Ad-I 62		1	25-07-1972	20-10-1972	
31	Ad-I 63		1	26-10-1972	16-03-1973	
32	Ad-I 64		1	17-03-1973	9/5/1973	
33	Ad-I 65		1	9/5/1973	30-80-1973	
34	Ad-I 66		1	30-08-1973	23-3-1973	
35	Ad-I 67		1	6/5/1974	5/9/1974	
36	Ad-I 68		1	5/9/1974	6/12/1974	
37	Ad-I 69		1	18-12-1974	25-9-1975	
38	Ad-I 70		1	26-9-1974	30-10-1975	
39	Ad-I 71		1	3/11/1975	20-5-1976	
40	Ad-I 72		1	2/6/1976	16-10-1976	
41	Ad-I 73		1	16-10-1976	27-12-1976	
42	Ad-I 74		1	27-12-1976	14-3-1977	
43	Ad-I 75		1	14-03-1977	30-3-1977	
44	Ad-I 76		1	30-03-1977	31-08-1977	
45	Ad-I 77		1	1/9/1977	16-3-1978	
46	Ad-I 78		1	16-03-1978	20-06-1978	
47	Ad-I 79		1	20-06-1978	8/3/1979	
48	Ad-I 80		1	8/3/1979	25-5-1979	
49	Ad-I 81		1	25-5-1979	14-1-1980	
50	Ad-I 82		1	1/2/1980	28-07-1980	
51	Ad-I 83		1	29-07-1980	23-08-1980	
52	Ad-I 84		1	23-08-1980	3/12/1980	
53	Ad-I 85		1	3/12/1980	30-5-1981	
54	Ad-I 86		1	3/6/1981	9/7/1981	
55	Ad-I 87		1	9/7/1981	19-8-1981	
56	Ad-I 88		1	5/9/1981	24-12-1981	
57	Ad-I 89		1	24-12-1981	21-5-1982	
58	Ad-I 90		1	27-5-1982	14-10-1982	
59	Ad-I 91		1	14-10-1982	28-07-1983	
60	Ad-I 92		1	28-7-1983	19-12-1983	
61	Ad-I 93		1	23-12-1983	22-5-1984	
62	Ad-I 94		1	22-5-1984	3/7/1984	
63	Ad-I 95		1	3/7/1984	20-8-1984	
64	Ad-I 96		1	20-8-1984	15-12-1984	
65	Ad-I 97		1	15-12-1984	3/6/1985	
66	Ad-I 98		1	3/6/1985	13-9-1985	
67	Ad-I 99		1	25-9-1985	25-2-1986	
68	Ad-I 100		1	27-2-1986	25-4-1986	
69	Ad-I 101		1	25-4-1986	18-8-1986	
70	Ad-I 102		1	18-8-1986	29-4-1987	
71	Ad-I 103		1	29-4-1987	29-3-1988	
72	Ad-I 104		1	11/4/1988	19-5-1989	
73	Ad-I 105		1	22-5-1989	13-3-1990	
74	Ad-I 106		1	23-3-1990	1/12/1990	
75	Ad-I 107		1	3/12/1990	13-6-1991	
76	Ad-I 108		1	14-6-1991	19-9-1991	
77	Ad-I 109		1	24-9-1991	16-6-1992	
78	Ad-I 110		1	18-6-1992	23-4-1993	
79	Ad-I 111		1	24-4-1993	26-2-1994	
80	Ad-I 112		1	28-2-1994	15-07-1994	
81	Ad-I 113		1	15-7-1994	8/8/1994	
82	Ad-I 114		1	8/8/1994	6/9/1994	
83	Ad-I 115		1	16-9-1994	8/2/1995	
84	Ad-I 116		1	10/1/1995	6/12/1995	
85	Ad-I 117		1	8/12/1995	24-8-1996	
86	Ad-I 118		1	24-8-1996	9/10/1996	
87	Ad-I 119		1	9/10/1996	6/11/1996	
88	Ad-I 120		1	6/11/1996	24-12-1996	
89	Ad-I 121		1	24-12-1996	24-2-1997	
90	Ad-I 122		1	24-02-1997	27-05-1997	
91	Ad-I 123		1	25-7-1997	6/8/1997	
92	Ad-I 124		1	6/8/1997	20-11-1997	
93	Ad-I 125		1	21-11-1997	24-3-1998	
94	Ad-I 126		1	24-3-1998	2/7/1998	
95	Ad-I 127		1	2/7/1998	13-10-1998	
96	Ad-I 128		1	13-10-1998	23-2-1999	
97	Ad-I 129		1	23-2-1999	11/6/1999	
98	Ad-I 130		1	14-6-1999	19-7-1999	
99	Ad-I 131		1	19-7-1999	10/8/1999	

100	Ad-I 132		1	10/8/1999	14-9-1999
101	Ad-I 133		1	15-9-1999	10/12/1999
102	Ad-I 134		1	13-12-1999	9/5/2000
103	Ad-I 135		1	15-5-2000	11/9/2000
104	Ad-I 136		1	12/9/2000	19-1-2000
105	Ad-I 137		1	20-1-2001	25-4-2001
106	Ad-I 138		1	25-4-2001	8/6/2001
107	Ad-I 139		1	8/6/2001	29-6-2001
108	Ad-I 140		1	29-6-2001	19-7-2001
109	Ad-I 141		1	19-7-2001	30-7-2001
110	Ad-I 142		1	30-7-2001	13-8-2001
111	Ad-I 143		1	13-8-2001	31-8-2001
112	Ad-I 144		1	31-8-2001	11/9/2001
113	Ad-I 145		1	11/9/2001	15-09-2001
114	Ad-I 146		1	18-9-2001	4/10/2001
115	Ad-I 147		1	4/10/2001	19-11-2001
116	Ad-I 148		1	23-11-2001	28-01-2002
117	Ad-I 149		1	30-1-2002	8/9/2002
118	Ad-I 150		1	8/4/2002	15-5-2002
119	Ad-I 151		1	15-5-2002	25-8-2002
120	Ad-I 152		1	25-8-2002	14-6-2002
121	Ad-I 153		1	14-6-2002	10/7/2002
122	Ad-I 154		1	10/7/2002	23-7-2002
123	Ad-I 155		1	23-7-2002	5/8/2002
124	Ad-I 156		1	5/8/2002	13-11-2002
125	Ad-I 157		1	16-9-2002	13-11-2002
126	Ad-I 158		1	13-11-2002	3/1/2003
127	Ad-I 159		1	3/1/2003	4/2/2003
128	Ad-I 160		1	4/2/2003	7/3/2003
129	Ad-I 161		1	7/3/2003	26-3-2003
130	Ad-I 162		1	27-3-2003	19-5-2003
131	Ad-I 163		1	19-5-2003	12/6/2003
132	Ad-I 164		1	12/6/2003	5/7/2003
133	Ad-I 165		1	5/7/2003	29-7-2003
134	Ad-I 166		1	29-7-2003	25-8-2003
135	Ad-I 167		1	25-8-2003	6/10/2003
136	Ad-I 168		1	6/10/2003	12/12/2003
137	Ad-I 169		1	16-12-2003	24-03-2004
138	Ad-I 170		1	24-3-2004	28-5-2004
139	Ad-I 171		1	28-5-2004	19-6-2004
140	Ad-I 172		1	19-6-2004	23-7-2004
141	Ad-I 173		1	23-7-2004	13-8-2004
142	Ad-I 174		1	13-8-2004	28-8-2004
143	Ad-I 175		1	28-8-2004	29-12-2004
144	Ad-I 176		1	29-12-2004	3/5/2005
145	Ad-I 177		1	11/2/2005	27-3-2006
146	Ad-I 178		1	27-3-2006	28-3-2006
147	Ad-I 179		1	28-3-2006	28-3-2006
148	Ad-I 180		1	28-3-2006	28-3-2006
149	Ad-I 181		1	28-3-2006	29-3-2006
150	Ad-I 182		1	29-3-2006	29-3-2006
151	Ad-I 183		1	29-3-2006	29-3-2006
152	Ad-I 184		1	29-3-2006	31-3-2006
153	Ad-I 185		1	31-3-2006	31-3-2006
154	Ad-I 186		1	31-3-2006	15-4-2006
155	Ad-I 187		1	17-04-2006	29-4-2006
156	Ad-I 188		1	3/5/2006	30-6-2006
157	Ad-I 189		1	30-6/2006	27-9-2006
158	Ad-I 190		1	27-9-2006	8/2/2007
159	Ad-I 191		1	8/2/2007	14-2-2007
160	Ad-I 192		1	14-2-2007	15-2-2007
161	Ad-I 193		1	15-2-2007	17-2-2007
162	Ad-I 194		1	17-2-2007	20-2-2007
163	Ad-I 195		1	20-2-2007	21-2-2007
164	Ad-I 196		1	21-2-2007	24-2-2007
165	Ad-I 197		1	26-2-2007	28-2-2007
166	Ad-I 198		1	28-2-2007	3/3/2007
167	Ad-I 199		1	3/3/2007	5/3/2007
168	Ad-I 200		1	5/3/2007	15-3-2007
169	Ad-I 201		1	15-3-2007	16-3-2007
170	Ad-I 202		1	16-3-2007	17-3-2007
171	Ad-I 203		1	17-3-2007	21-3-2007
172	Ad-I 204		1	21-3-2007	24-3-2007
173	Ad-I 205		1	24-3-2007	21-4-2007
174	Ad-I 206		1	21-4-2007	21-5-2007
175	Ad-I 207		1	21-5-2007	29-5-2007
176	Ad-I 208		1	29-5-2007	5/6/2007
177	Ad-I 209		1	6/6/2007	18-6-2007
178	Ad-I 210		1	18-6-2007	22-6-2007
179	Ad-I 211		1	22-6-2007	21-7-2007
180	Ad-I 212		1	21-7-2007	11/7/2007
181	Ad-I 213		1	11/7/2007	19-7-2007
182	Ad-I 214		1	19-7-2007	23-7-2007
183	Ad-I 215		1	23-7-2007	27-7-2007
184	Ad-I 216		1	27-7-2007	30-7-2007
185	Ad-I 217		1	30-7-2007	20-8-2007
186	Ad-I 218		1	20-8-2007	24-8-2007
187	Ad-I 219		1	24-8-2007	3/10/2007
188	Ad-I 220		1	3/10/2007	14-11-2007
189	Ad-I 221		1	14-11-2007	6/3/2008
190	Ad-I 222		1	11/3/2008	5/7/2008
191	Ad-I 223		1	5/7/2008	22-8-2008
192	Ad-I 224		1	22-8-2008	26-8-2008
193	Ad-I 225		1	26-8-2008	11-11*-08
194	Ad-I 226		1	11/11/2008	3/10/2009
195	Ad-I 227		1	3/10/2009	12/10/2009
196	Ad-I 228		1	12/10/2009	3/11/2009
197	Ad-I 229		1	3/11/2009	11/11/2009
198	Ad-I 230		1	11/11/2009	17-11-2009
199	Ad-I 231		1	17-11-2009	24-11-2009
200	Ad-I 232		1	24-11-2009	26-11-2009
201	Ad-I 233		1	26-11-2009	8/12/2009
202	Ad-I 234		1	8/12/2009	2/1/2010
203	Ad-I 235		1	2/1/2010	2/2/2010
204	Ad-I 236		1	2/2/2010	18-12-2010
205	Ad-I 237		1	18-12-2010	3/3/2010
206	Ad-I 238		1	3/3/2010	8/4/2010
207	Ad-I 239		1	8/4/2010	29-5-2010

208	Ad-I 240		1	29-05-2010	26-6-2010	
209	Ad-I 241		1	26-6-2010	27-1-2011	
210	Ad-I 242		1	8/2/2011	8/3/2011	
211	Ad-I 243		1	8/3/2011	24-3-2011	
212	Ad-I 244		1	24-3-2011	29-3-2011	
213	Ad-I 245		1	29-03-2011	6/4/2011	
214	Ad-I 246		1	6/4/2011	12/4/2011	
215	Ad-I 247		1	12/4/2011	28-4-2011	
216	Ad-I 248		1	29-4-2011	19-5-2011	
217	Ad-I 249		1	19-5-2011	3/6/2011	
218	Ad-I 250		1	3/6/2011	18-7-2011	
219	Ad-I 251		1	18-7-2011	3/8/2011	
220	Ad-I 252		1	3/8/2011	13-9-2011	
221	Ad-I 253		1	13-9-2011	4/10/2011	
222	Ad-I 254		1	4/10/2011	10/11/2011	
223	Ad-I 255		1	10/11/2011	Computer	

3. Book-III Volumes

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Volume	Bound Book	11	Date of Open		
1	III-5			9/7/1955	28-8-1958	
2	III-6			28-8-1958	12/5/1961	
3	III-7			10/10/1961	6/10/1962	
4	III-8			29-5-1962	28-10-1969	
5	III-9			3/11/1969	24-6-1974	
6	III-10			5/9/1962	16-3-1981	
7	III-11			24-8-1966	17-10-1985	
8	III-12			25-10-1985	9/12/1992	
9	III-13			9/12/1992	18-3-1996	
10	III-14			23-3-1996	8/5/2000	
11	III-15			15-5-2000	16-2-2003	

4. Book-IV Volumes

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Volume	Bound Book	14	Date of Open	16-2-2003	
1	IV-15			31-8-1956	20-5-1960	
2	IV-16			23-11-1960	13-9-1963	
3	IV-17			13-9-1963	21-1-1965	
4	IV-18			26-12-1964	27-7-1966	
5	IV-19			27-7-1966	17-7-1967	
6	IV-20			18-7-1967	22-12-1967	
7	IV-21			23-12-1967	21-11-1968	
8	IV-22			12/12/1968	27-2-1973	
9	IV-23			22-6-1970	31-5-1978	
10	IV-24			16-6-1978	14-2-1983	
11	IV-25			16-2-1983	14-8-1986	
12	IV-26			21-10-1986	24-7-1992	
13	IV-27			7/8/1992	5/8/1998	
14	IV-28			17-9-1998	3/4/2004	

5. Book-IV Additional Volumes

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Volume	Bound Book	3	Date of Open	24-11-2003	
1	1		1	13-8-1942	31-7-1969	
2	2		1	31-7-1969	10/6/2002	
3	3		1	4/11/2002	24-11-2003	

6. Thumb Impression Register's (manual)

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Volume	Bound Book	174	Date of Open		
1	42	1		14-5-1956	29/5/1958	
2	43	1		29-5-1958	23-3-60	
3	44	1		24-3-60	25-10-61	
4	45	1		25-10-61	25-1-63	
5	46	1		28-1-63	27-5-64	
6	47	1		29-5-64	11/8/1965	
7	48	1		12/8/1965	29-7-66	
8	49	1		29-7-66	31-1-67	
9	50	1		31-1-67	28-7-67	
10	51	1		28-7-67	25-4-68	
11	52	1		25-4-68	13-3-69	
12	53	1		13-3-69	20-1-70	
13	54	1		21-1-70	21-10-70	
14	55	1		21-10-70	15-7-71	
15	56	1		19-7-71	19-11-71	
16	57	1		19/11/1971	12/2/1972	
17	58	1		12/2/1972	9/5/1972	
18	59	1		9/5/1972	31-7-72	
19	60	1		31-7-72	13-12-72	
20	61	1		13-12-72	9/3/1973	
21	62	1		9/3/1973	17-4-73	
22	63	1		17-4-73	27-4-73	
23	64	1		28-4-73	12/6/1973	
24	65	1		13-6-73	17-12-73	
25	66	1		17-12-73	24-4-74	
26	67	1		24-4-74	20-9-74	
27	68	1		20-9-74	25-2-75	
28	69	1		25-2-75	18-6-75	
29	70	1		18-6-75	16-1-76	
30	71	1		16-1-76	8/6/1976	
31	72	1		21-6-76	5/3/1977	
32	73	1		8/3/1977	13-10-77	
33	74	1		17-10-77	12/4/1978	
34	75	1		13-4-78	22-11-78	
35	76	1		22-11-78	14-5-79	

36	77	1		14-5-79	22-1-80
37	78	1		23-1-80	26-5-80
38	79	1		26-5-80	19-12-80
39	80	1		19-12-80	9/2/1981
40	81	1		10/2/1981	6/3/1981
41	82	1		6/3/1981	9/4/1981
42	83	1		10/4/1981	7/5/1981
43	84	1		7/5/1981	29-5-81
44	85	1		29-5-81	30-6-81
45	86	1		30-6-81	10/8/1981
46	87	1		10/8/1981	14-9-81
47	88	1		14-9-81	6/11/1981
48	89	1		8/11/1981	15-12-81
49	90	1		15-12-81	6/2/1982
50	91	1		6/2/1982	17-3-82
51	92	1		18-3-82	21-4-82
52	93	1		21-4-82	19-5-82
53	94	1		19-5-82	28-6-82
54	95	1		28-6-82	19-8-82
55	96	1		19-8-82	2/11/1982
56	97	1		3/11/1982	24-12-82
57	98	1		27-12-82	10/2/1983
58	99	1		10/2/1983	31-3-83
59	100	1		2/4/1983	7/5/1983
60	101	1		7/5/1983	6/6/1983
61	102	1		7/6/1983	20-7-83
62	103	1		20-7-83	20-9-83
63	104	1		21-9-83	1/12/1983
64	105	1		2-12-83	20-1-84
65	106	1		21-1-84	1/3/1984
66	107	1		2/3/1984	4/4/1984
67	108	1		4/4/1984	28-4-84
68	109	1		28-4-84	23-5-84
69	110	1		23-5-84	12/6/1984
70	111	1		12/6/1984	19-7-84
71	112	1		23-7-84	5/9/1984
72	113	1		5/9/1984	14-11-84
73	114	1		15-11-84	19-12-84
74	115	1		19-12-84	2/2/1985
75	116	1		2/2/1985	13-3-85
76	117	1		14-3-85	18-4-85
77	118	1		18-4-85	20-5-85
78	119	1		20-5-85	17-6-85
79	120	1		17-6-85	12/8/1985
80	121	1		16-8-85	17-10-85
81	122	1		24-10-85	17-12-85
82	123	1		18/12/1985	4/2/1986
83	124	1		4/2/1986	28-2-86
84	125	1		3/3/1986	31-3-86
85	126	1		1/4/1986	6/5/1986
86	127	1		7/5/1986	4/6/1986
87	128	1		4/6/1986	14-8-86
88	129	1		14-8-86	26-11-86
89	130	1		26-11-86	3/2/1987
90	131	1		4/2/1987	17-3-87
91	132	1		21-3-87	16-4-87
92	133	1		20-4-87	25-5-87
93	134	1		25-5-87	6/7/1987
94	135	1		6/7/1987	7/10/1987
95	136	1		8/10/1987	11/2/1987
96	137	1		11/2/1987	1/2/1988
97	138	1		2/2/1988	14-3-88
98	139	1		15-3-88	15-4-88
99	140	1		15-4-88	25-5-88
100	141	1		25-5-88	1/7/1988
101	142	1		4/7/1988	11/9/1988
102	143	1		12/9/1988	2/12/1988
103	144	1		2/12/1988	6/1/1989
104	145	1		6/1/1989	3/3/1989
105	146	1		3/3/1989	19-4-89
106	147	1		19-4-89	25-5-89
107	148	1		25-5-89	27-7-89
108	149	1		27-7-89	2/11/1989
109	150	1		3/11/1989	11/1/1990
110	151	1		11/1/1990	27-2-90
111	152	1		28-2-90	9/4/1990
112	153	1		11/4/1990	24-5-90
113	154	1		25-5-90	1/8/1990
114	155	1		3/8/1990	29-10-90
115	156	1		29-10-90	24-12-90
116	157	1		24-12-90	13-2-91
117	158	1		13-2-91	21-3-91
118	159	1		21-3-91	15-4-91
119	160	1		15-4-91	29-5-91
120	161	1		29-5-91	2/7/1991
121	162	1		3/7/1991	10/9/1991
122	163	1		10/9/1991	19-11-91
123	164	1		19-11-91	26-12-91
124	165	1		26-12-91	5/2/1992
125	166	1		5/2/1992	4/3/1992
126	167	1		5/3/1992	27-3-92
127	168	1		27-3-92	24-4-92
128	169	1		25-4-92	27-5-92
129	170	1		27-5-92	29-6-92
130	171	1		29-6-92	17-9-92
131	172	1		18-9-92	17-12-92
132	173	1		17-12-92	17-2-93
133	174	1		18-2-93	29-3-93
134	175	1		29-3-93	10/1/1994
135	176	1		10/1/1994	22-6-94
136	177	1		22-6-94	16-11-94
137	178	1		16-11-94	8/5/1995
138	179	1		8/5/1995	2/1/1996
139	180	1		3/1/1996	28-8-96
140	181	1		28-8-96	3/2/1997
141	182	1		3/2/1997	4/6/1997
142	183	1		4/6/1997	13-10-97
143	184	1		18-10-97	19-2-98

144	185	1		20-2-98	26-5-98
145	186	1		28-5-98	2/9/1998
146	187	1		8/9/1998	16-12-98
147	188	1		17-12-98	30-3-99
148	189	1		30-3-99	23-6-99
149	190	1		24-6-99	28-9-99
150	191	1		29-9-99	9/2/2000
151	192	1		11/2/2000	23-5-2000
152	193	1		27-5-2000	29-8-2000
153	194	1		24-8-2000	29-1-2001
154	195	1		29-1-2001	25-4-2001
155	196	1		25-4-2001	22-6-2001
156	197	1		22-6-2001	18-9-2001
157	198	1		18-9-2001	22-2-2002
158	199	1		22-2-02	13-5-2002
159	200	1		15-5-02	24-6-2002
160	201	1		24-6-02	16-4-2003
161	202	1		16-4-03	2/1/2004
162	203	1		6/1/2004	28-3-2006
163	204	1		28-3-06	27-9-2006
164	205	1		27-9-06	15-3-2007
165	206	1		15-3-07	23-6-2007
166	207	1		23-6-07	2/8/2007
167	208	1		3/8/2007	6/12/2007
168	209	1		6/12/2007	26-8-2008
169	210	1		26-8-08	17-11-2009
170	211	1		17-11-09	4/2/2010
171	212	1		9/2/2010	17-4-2011
172	213	1		19-10-2010	20-4-2011
173	214	1		26-4-2011	19-8/2011
174	215	1		19-8-2011	5/11/2012
175	216	1		5/11/2012	3/1/2013
176	217	1		3/1/2013	Till Date

6. (a) Thumb Impression Register's(Computer)

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Volume	Bound Book	92	Date of Open	31-12-2011	
1	2003-04- Comp-1	Book	1	8/10/2003	14-11-2003	
2	2003-04- Comp-2	Book	1	17-11-2003	17-12-2003	
3	2003-04- Comp-3	Book	1	17-12-2003	22-1-2004	
4	2003-04- Comp-4	Book	1	22-1-2004	10/2/2004	
5	2003-04- Comp-5	Book	1	10/2/2004	1/3/2004	
6	2003-04- Comp-6	Book	1	1/3/2004	16-3-2004	
7	2003-04- Comp-7	Book	1	16-3-2004	31-3-2004	
8	2004-05	Comp-8	1	1/4/2004	28-4-2004	
9	2004-05	Comp-9	1	28-4-2004	15-5-2004	
10	2004-05	Comp-10	1	17-5-2004	28-5-2004	
11	2004-05	Comp-11	1	28-5-2004	16-6-2004	
12	2004-05	Comp-12	1	16-6-2004	8/7/2004	
13	2004-05	Comp-13	1	9/7/2004	10/9/2004	
14	2004-05	Comp-14	1	10/9/2004	24-11-2004	
15	2004-05	Comp-15	1	24-11-2004	29-12-2004	
16	2004-05	Comp-16	1	29-12-2004	9/2/2005	
17	2004-05	Comp-17	1	10/2/2004	18-3-2005	
18	2004-05	Comp-18	1	18-03-2005	29-3-2005	
19	2004-05	Comp-19	1	29-3-2005	13-4-2005	
20	2005-06	Comp-20	1	13-4-2005	13-5-2005	
21	2005-06	Comp-21	1	13-5-2005	22-6-2005	
22	2005-06	Comp-22	1	22-6-2005	17-8-2005	
23	2005-06	Comp-23	1	17-8-2005	6/10/2005	
24	2005-06	Comp-24	1	10/6/2005	24-11-2005	
25	2005-06	Comp-25	1	24-11-2005	13-1-2006	
26	2005-06	Comp-26	1	16-1-2006	22-2-2006	
27	2005-06	Comp-27	1	22-2-2006	23-3-2006	
28	2005-06	Comp-28	1	23-3-2006	17-4-2006	
29	2006-07	Comp-29	1	18-4-2006	11/5/2006	
30	2006-07	Comp-30	1	12/5/2006	7/6/2006	
31	2006-07	Comp-31	1	9/6/2006	25-7-2006	
32	2006-07	Comp-32	1	25-7-2006	5/10/2006	
33	2006-07	Comp-33	1	1/8/2006	9/6/2006	
34	2006-07	Comp-34	1	5/10/2006	17-11-2006	
35	2006-07	Comp-35	1	18-11-2006	6/12/2006	
36	2006-07	Comp-36	1	7/12/2006	29-1-2007	
37	2006-07	Comp-37	1	29-1-2007	28-2-2007	
38	2006-07	Comp-38	1	28-2-2007	2/4/2007	
39	2007-08	Comp-39	1	2/4/2007	27-4-2007	
40	2007-08	Comp-40	1	27-4-2007	21-5-2007	
41	2007-08	Comp-41	1	21-5-2007	19-6-2007	
42	2007-08	Comp-42	1	20-6-2007	25-7-2007	
43	2007-08	Comp-43	1	25-7-2007	4/9/2007	
44	2007-08	Comp-44	1	4/9/2007	22-10-2007	
45	2007-08	Comp-45	1	23-10-2007	7/12/2007	
46	2007-08	Comp-46	1	7/12/2007	21-1-2008	
47	2007-08	Comp-47	1	21-1-2008	25-02-2008	
48	2007-08	Comp-48	1	25-02-2008	31-3-2008	
49	2008-09	Comp-49	1	1/4/2008	16-5-2008	
50	2008-09	Comp-50	1	16-5-2008	30-6-2008	
51	2008-09	Comp-51	1	1/7/2008	31-7-2008	
52	2008-09	Comp-52	1	1/8/2008	31-8-2008	
53	2008-09	Comp-53	1	1/9/2008	30-9-2008	
54	2008-09	Comp-54	1	1/10/2008	31-10-2008	
55	2008-09	Comp-55	1	1/11/2008	30-11-2008	
56	2008-09	Comp-56	1	1/12/2008	31-12-2008	
57	2008-09	Comp-57	1	1/1/2009	31-1-2009	
58	2008-09	Comp-58	1	1/2/2009	29-02-2009	
59	2008-09	Comp-59	1	1/3/2009	31-3-2009	
60	2009-10	Comp-60	1	1/4/2009	31-4-2009	
61	2009-10	Comp-61	1	1/5/2009	31-5-2009	
62	2009-10	Comp-62	1	1/7/2009	30-6-2009	
63	2009-10	Comp-63	1	1/8/2009	31-7-2009	
64	2009-10	Comp-64	1	1/9/2009	31-8-2009	
65	2009-10	Comp-65	1	1/9/2009	30-9-2009	
66	2009-10	Comp-66	1	1/10/2009	31-10-2009	
67	2009-10	Comp-67	1	1/11/2009	30-11-2009	

68	2009-10	Comp-68	1	1/12/2009	31-12-2009	
69	2009-10	Comp-69	1	1/1/2010	31-1-2010	
70	2009-10	Comp-70	1	1/2/2010	28-2-2010	
71	2009-10	Comp-71	1	1/3/2010	31-3-2010	
72	2010-11	Comp-72	1	1/4/2010	31-4-2010	
73	2010-11	Comp-73	1	1/5/2010	31-5-2010	
74	2010-11	Comp-74	1	1/6/2010	30-6-2010	
75	2010-11	Comp-75	1	1/7/2010	31-7-2010	
76	2010-11	Comp-76	1	1/8/2010	31-8-2010	
77	2010-11	Comp-77	1	1/9/2010	30-9-2010	
78	2010-11	Comp-78	1	1/10/2010	31-10-2010	
79	2010-11	Comp-79	1	1/11/2010	30-11-2010	
80	2010-11	Comp-80	1	1/12/2010	31-12-2010	
81	2010-11	Comp-81	1	1/1/2011	31-1-2011	
82	2010-11	Comp-82	1	1/2/2011	29-02-2011	
83	2010-11	Comp-83	1	1/3/2011	31-3-2011	
84	2011-12	Comp-84	1	1/4/2011	31-04-2011	
85	2011-12	Comp-85	1	1/5/2011	31-5-2011	
86	2011-12	Comp-86	1	1/6/2011	30-6-2011	
87	2011-12	Comp-87	1	1/7/2011	31-7-2011	
88	2011-12	Comp-88	1	1/8/2011	31-8-2011	
89	2011-12	Comp-89	1	1/9/2011	30-9-2011	
90	2011-12	Comp-90	1	1/10/2011	31-10-2011	
91	2011-12	Comp-91	1	1/11/2011	30-11-2011	
92	2011-12	Comp-92	1	1/12/2011	31-12-2011	
93	2011-12	Comp-93	1	1/1/2012	31-01-2012	
94	2011-12	Comp-94	1	1/2/2012	29-02-2012	
95	2011-12	Comp-95	1	1/3/2012	31-03-2012	
96	2012-13	Comp-96	1	1/4/2012	30-04-2012	
97	2012-13	Comp-97	1	1/5/2012	31-5-2012	
98	2012-13	Comp-98	1	1/6/2012	30-6-2012	
99	2012-13	Comp-99	1	1/7/2012	31-7-2012	
100	2012-13	Comp-100	1	1/8/2012	31-8-2012	
101	2012-13	Comp-101	1	1/9/2012	30-9-2012	
102	2012-13	Comp-102	1	1/10/2012	31-10-2012	
103	2012-13	Comp-103	1	1/11/2012	30-11-2012	
104	2012-13	Comp-104	1	1/12/2012	31-12-2012	
105	2012-13	Comp-105	1	1/1/2013	31-1-2013	
106	2012-13	Comp-106	1	1/2/2013	28-2-2013	
107	2012-13	Comp-107	1	1/3/2013	31-3-2013	
108		Comp-108	1	1/4/2013	30-4-2013	
109		Comp-109	1	1/5/2013	31-5-2013	
110		Comp-110	1	1/6/2013	30-6-2013	
111		Comp-111	1	1/7/2013	31-7-2013	
112		Comp-112	1	1/8/2013	31-8-2013	

7. Book-I Part-I

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	2	Date of Open	17-3-2011	
1	11	Paste Book	1	26-3-1949	6/12/1973	
2	12	Paste Book	1	26-9-1974	17-3-2011	

8. Book-I Part-II

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	8	Date of Open	31-11-2011	
1	1	1		8/12/1970	23-1-2003	
2	2	1		1/4/2005	31-3-2006	
3	3	2		1/4/2006	31-3-2007	
4	4	2		1/4/2007	31-3-2008	
5	5	1		1/4/2008	31-3-2009	
6	6	1		1/4/2009	31-3-2010	
7	7	1		1/4/2010	31-3-2011	
8	8	1		1/4/2011	31-11-2011	

9. Book-I Part-III

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	2	Date of Open	30-11-2011	
1	1			20-4-1983	19-3-2011	
2	1			10/5/2001	30-11-2011	

11. Supplementary Valumes Part-IV & V

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	121	Date of Open	9/10/2003	
1	1	1966-67		18-5-1966	5/9/1966	
2	2	1966-67		6/9/1966	4/11/1966	
3	3	1966-67		4/11/1966	12/6/1967	
4	4	1966-67		12/6/1967	21-10-1967	
5	5	1967-68		21-10-1967	11/4/1968	
6	6	1968-69		11/4/1968	21-5-1968	
7	7	1968-69		21-5-1968	25-5-1968	
8	8	1968-69		25-5-1968	19-7-1968	
9	9	1968-69		19-7-1968	22-7-1968	
10	10	1968-69		22-7-1968	9/9/1968	
11	11	1968-69		9/9/1968	10/3/1969	
12	12	1968-69		10/3/1969	18-7-1969	
13	13	1970-71 PV		14-4-1970	31-3-1971	
14	14	1971-72 PV		1/4/1971	17-3-1972	
15	15	1972-73 PV		1/4/1972	30-3-1973	
16	16	1973-74 PV		1/4/1973	13-3-1974	
17	17	1974-75 PV		25-4-1974	8/5/1975	
18	18	1975-76 PV		8/5/1975	18-8-1976	
19	19	1976-77 PV		24-8-1976	3/6/1977	
20	20	1977-78 PV		3/6/1977	29-8-1977	
21	21	1977-78 PV		29-8-1977	27-6-1978	
22	22	1978-79		27-6-1978	14-9-1978	
23	23	1978-79		14-9-1978	22-8-1979	

24	24	1979-80		22-8-1979	15-2-1980
25	25	1979-80		22-2-1980	17-5-1980
26	26	1980-81		17-5-1980	11/6/1980
27	27	1980-81		11/6/1980	28-6-1980
28	28	1980-81		28-6-1980	4/9/1980
29	29	1980-81		4/9/1980	27-11-1981
30	30	1980-81		27-11-1980	1/1/1981
31	31	1980-81		1/1/1980	2/4/1981
32	32	1981-82		13-4-1981	12/5/1981
33	33	1981-82		12/5/1981	27-6-1981
34	34	1981-82		27-6-1981	9/9/1981
35	35	1981-82		9/9/1981	29-9-1981
36	36	1981-82		29-9-1981	23-3-1982
37	37	1981-82		23-3-1982	22-5-1982
38	38	1982-83		22-5-1982	26-6-1982
39	39	1982-83		26-6-1982	5/8/1982
40	40	1982-83		5/8/1982	10/9/1982
41	41	1982-83		10/9/1982	14-2-1983
42	42	1982-83		14-2-1983	13-4-1983
43	43	1983-84		13-4-1983	17-3-1983
44	44	1983-84		19-7-83	14-9-1983
45	45	1983-84		14-9-83	2/1/1984
46	46	1983-84		2/1/1984	22-2-1984
47	47	1983-84		22-2-1984	14-5-1984
48	48	1984-85		14-5-1984	19-7-1984
49	49	1984-85		19-7-1984	18-9-1984
50	50	1984-85		18-9-1984	15-10-1984
51	51	1984-85		15-10-1984	7/1/1985
52	52	1984-85		15-1-1985	25-4-1985
53	53	1985-86		25-4-1985	25-6-1985
54	54	1985-86		25-6-1985	5/8/1985
55	55	1985-86		5/8/1985	6/9/1985
56	56	1985-86		6/9/1985	1/12/1985
57	57	1985-86		16-12-1985	6/5/1986
58	58	1986-87		6/5/1986	26-3-1986
59	59	1986-87		26-3-1986	18-6-1986
60	60	1986-87		18-6-1986	18-7-1986
61	61	1986-87		18-7-1986	28-8-1986
62	62	1986-87		28-8-1986	5/9/1986
63	63	1986-87		5/9/1986	21-10-1986
64	64	1986-87		21-10-1986	28-1-1987
65	65	1986-87		28-1-1987	31-3-1987
66	66	1987-88		31-3-1987	23-6-1987
67	67	1987-88		23-6-1987	13-8-1987
68	68	1987-88		18-8-1987	7/10/1987
69	69	1987-88		7/10/1987	1/12/1987
70	70	1987-88		1/12/1987	26-2-1988
71	71	1987-88		26-2-1988	9/6/1988
72	72	1988-89		9/6/1988	16-7-1988
73	73	1988-89		16-7-1988	16-8-1988
74	74	1988-89		18-8-1988	28-9-1988
75	75	1988-89		28-9-1988	14-12-1988
76	76	1988-89		14-12-1988	8/3/1989
77	77	1988-89		8/3/1989	11/5/1989
78	78	1989-90		11/5/1989	4/7/1989
79	79	1989-90		4/7/1989	3/8/1989
80	80	1989-90		3/8/1989	23-8-89
81	81	1989-90		23-8-1989	12/9/1989
82	82	1989-90		2/9/1989	23-9-1989
83	83	1989-90		23-9-1989	4/1/1989
84	84	1989-90		4/1/1989	14-6-1990
85	85	1990-91		14-6-1990	3/5/1991
86	86	1991-92		3/5/1991	19-8-1991
87	87	1991-92		20-8-1991	20-9-1991
88	88	1991-92		30-9-1991	14-2-1992
89	89	1992-93		1/4/1992	30-5-1992
90	90	1992-93		30-5-1992	22-10-1992
91	91	1992-93		22-10-1992	18-1-1993
92	92	1992-93		18-1-1993	20-8-1993
93	93	1993-94		20-8-1993	14-9-1993
94	94	1993-94		14-9-1993	2/11/1993
95	95	1993-94		2/11/1993	22-2-1994
96	96	1993-94		22-2-1994	28-6-1994
97	97	1994-95		28-6-1994	2/8/1994
98	98	1994-95		2/8/1994	2/1/1995
99	99	1995-96		2/1/1995	13-6-1995
100	100	1995-96		27-6-1995	25-7-1995
101	101	1995-96		25-7-1995	13-9-1995
102	102	1995-96		13-9-1995	16-10-1995
103	103	1995-96		16-10-1995	12/12/1995
104	104	1995-96		12/12/1995	25-6-1996
105	105	1996-97		25-6-1996	22-2-1997
106	106	1996-97		22-2-1997	22-10-1997
107	107	1997-98		22-10-1997	12/1/1998
108	108	1997-98		12/1/1998	23-3-1998
109	109	1997-98		23-3-1998	26-9-1998
110	110	1998-99		26-9-1998	24-11-1998
111	111	1998-99		24-11-1998	6/8/1999
112	112	1999-2000		6/8/1999	22-2-2000
113	113	1999-2000		22-2-2000	27-4-2000
114	114	2000-2001		27-4-2000	20-7-2000
115	115	2000-2001		20-7-2000	19-9-2000
116	116	2000-2001		19-9-2000	23-1-2001
117	117	2000-2001		23-1-2001	11/7/2001
118	118	2001-2002		11/7/2001	22-10-2001
119	119	2001-2002		22-10-2001	6/3/2002
120	120	2002-2003		6/3/2002	29-8-2002
121	121	2003-2003		29-8-2002	9/10/2003

12. Index Volumes-I						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	30	Date of Open	31-3-1996	
1	1965-66	Book	1	1/4/1965	31-3-1966	
2	1966-67	Book	2	1/4/1966	31-3-1968	
3	1967-68	Book	2	1/4/1967	31-3-1969	

4	1968-69	Book	1	1/4/1968	31-3-1970
5	1969-70	Book	1	1/4/1969	31-3-1971
6	1970-71	Book	1	1/4/1970	31-3-1972
7	1971-72	Book	1	1/4/1971	31-3-1973
8	1972-73	Book	1	1/4/1972	31-3-1974
9	1973-74	Book	2	1/4/1973	31-3-1975
10	1974-75	Book	3	1/4/1974	31-3-1976
11	1975-76	Book	1	1/4/1975	31-3-1977
12	1976-77	Book	1	1/4/1976	31-3-1978
13	1977-78	Book	1	1/4/1977	31-3-1979
14	1978-79	Book	1	1/4/1978	31-3-1980
15	1979-80	Book	1	1/4/1979	31-3-1981
16	1980-81	Book	2	1/4/1980	31-3-1982
17	1981-82	Book	1	1/4/1981	31-3-1983
18	1982-83	Book	1	1/4/1982	31-3-1984
19	1983-84	Book	2	1/4/1983	31-3-1985
20	1984-85	Book	2	1/4/1984	31-3-1986
21	1985-86	Book	1	1/4/1985	31-3-1987
22	1986-87	Book	2	1/4/1986	31-3-1988
23	1987-88	Book	2	1/4/1987	31-3-1989
24	1988-89	Book	2	1/4/1988	31-3-1990
25	1989-90	Book	2	1/4/1989	31-3-1991
26	1990-91	Book	3	1/4/1990	31-3-1992
27	1991-92	Book	1	1/4/1991	31-3-1993
28	1992-93	Book	1	1/4/1992	31-3-1994
29	1993-94	Book	1	1/4/1993	31-3-1995
30	1994-95	Book		1/4/1994	31-3-1996

13. Index Volumes-II						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	50	Date of Open		
1	1958-59		1	1/4/1958	31-3-1959	
2	159-60		2	1/4/1959	31-3-1962	
3	1962-63		1	1/4/1962	31-3-1964	
4	1964-65		1	1/4/1964	31-3-1966	
5	1966-67		1	1/4/1966	31-3-1967	
6	1967-68		2	1/4/1967	31-3-1968	
7	1968-69		3	1/4/1968	31-3-1969	
8	1969-70		3	1/4/1969	31-3-1970	
9	1970-71		2	1/4/1970	31-3-1971	
10	1971-72		2	1/4/1971	31-3-1972	
11	1972-73		2	1/4/1972	31-3-1973	
12	1973-74		2	1/4/1973	31-3-1974	
13	1974-75		2	1/4/1974	31-3-1975	
14	1975-76		2	1/4/1975	31-3-1976	
15	1976-77		2	1/4/1976	31-3-1977	
16	1977-78		2	1/4/1977	31-3-1978	
17	1978-79		2	1/4/1978	31-3-1979	
18	1979-80		2	1/4/1979	31-3-1980	
19	1980-81		3	1/4/1980	31-3-1981	
20	1981-82		3	1/4/1981	31-3-1982	
21	1982-83		3	1/4/1982	31-3-1983	
22	1983-84		3	1/4/1983	31-3-1984	
23	1984-85		3	1/4/1984	31-3-1985	
24	1985-86		3	1/4/1985	31-3-1986	
25	1986-87		4	1/4/1986	31-3-1987	
26	1987-88		4	1/4/1987	31-3-1988	
27	1988-89		4	1/4/1988	31-3-1989	
28	1989-90		3	1/4/1989	31-3-1990	
29	1990-91		3	1/4/1990	31-3-1991	
30	1991-92		3	1/4/1991	31-3-1992	
31	1992-93		2	1/4/1992	31-3-1993	
32	1993-94		2	1/4/1993	31-3-1994	
33	1994-95		3	1/4/1994	31-3-1995	
34	1995-96		3	1/4/1995	31-3-1996	
35	1996-97		2	1/4/1996	31-3-1997	
36	1997-98		2	1/4/1997	31-3-1998	
37	1998-99		2	1/4/1998	31-3-1999	
38	1999-2000		2	1/4/1999	31-3-2000	
39	2000-01		3	1/4/2000	31-3-2001	
40	2001-02		3	1/4/2001	31-3-2002	
41	2002-03		3	1/4/2002	31-3-2003	
42	2003-04		3	1/4/2003	31-3-2004	
43	2004-05		4	1/4/2004	31-3-2005	
44	2005-06		4	1/4/2005	31-3-2006	
45	2006-07		6	1/4/2006	31-3-2007	
46	2007-08		6	1/4/2007	31-3-2008	
47	2008-09		5	1/4/2008	31-3-2009	
48	2009-10		7	1/4/2009	31-3-2010	
49	2010-11		6	1/4/2010	31-3-2011	
50	2011-12		7	1/4/2011	Till today	

3. Book-III Volumes						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Volume	Bound Book	11	Date of Open		
1	III-5			9/7/1955	28-8-1958	
2	III-6			28-8-1958	12/5/1961	
3	III-7			10/10/1961	6/10/1962	
4	III-8			29-5-1962	28-10-1969	
5	III-9			3/11/1969	24-6-1974	
6	III-10			5/9/1962	16-3-1981	
7	III-11			24-8-1966	17-10-1985	
8	III-12			25-10-1985	9/12/1992	
9	III-13			9/12/1992	18-3-1996	
10	III-14			23-3-1996	8/5/2000	
11	III-15			15-5-2000	16-2-2003	

4. Book-IV Volumes						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Volume	Bound Book	14	Date of Open	16-2-2003	

1	IV-15			31-8-1956	20-5-1960	
2	IV-16			23-11-1960	13-9-1963	
3	IV-17			13-9-1963	21-1-1965	
4	IV-18			26-12-1964	27-7-1966	
5	IV-19			27-7-1966	17-7-1967	
6	IV-20			18-7-1967	22-12-1967	
7	IV-21			23-12-1967	21-11-1968	
8	IV-22			12/12/1968	27-2-1973	
9	IV-23			22-6-1970	31-5-1978	
10	IV-24			16-6-1978	14-2-1983	
11	IV-25			16-2-1983	14-8-1986	
12	IV-26			21-10-1986	24-7-1992	
13	IV-27			7/8/1992	5/8/1998	
14	IV-28			17-9-1998	3/4/2004	

5. Book-IV Additional Volumes

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Volume	Bound Book	3	Date of Open	24-11-2003	
1	1		1	13-8-1942	31-7-1969	
2	2		1	31-7-1969	10/6/2002	
3	3		1	4/11/2002	24-11-2003	

6. Thumb Impression Register's (manual)

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Volume	Bound Book	174	Date of Open		
1	42	1		14-5-1956	29/5/1958	
2	43	1		29-5-1958	23-3-60	
3	44	1		24-3-60	25-10-61	
4	45	1		25-10-61	25-1-63	
5	46	1		28-1-63	27-5-64	
6	47	1		29-5-64	11/8/1965	
7	48	1		12/8/1965	29-7-66	
8	49	1		29-7-66	31-1-67	
9	50	1		31-1-67	28-7-67	
10	51	1		28-7-67	25-4-68	
11	52	1		25-4-68	13-3-69	
12	53	1		13-3-69	20-1-70	
13	54	1		21-1-70	21-10-70	
14	55	1		21-10-70	15-7-71	
15	56	1		19-7-71	19-11-71	
16	57	1		19/11/1971	12/2/1972	
17	58	1		12/2/1972	9/5/1972	
18	59	1		9/5/1972	31-7-72	
19	60	1		31-7-72	13-12-72	
20	61	1		13-12-72	9/3/1973	
21	62	1		9/3/1973	17-4-73	
22	63	1		17-4-73	27-4-73	
23	64	1		28-4-73	12/6/1973	
24	65	1		13-6-73	17-12-73	
25	66	1		17-12-73	24-4-74	
26	67	1		24-4-74	20-9-74	
27	68	1		20-9-74	25-2-75	
28	69	1		25-2-75	18-6-75	
29	70	1		18-6-75	16-1-76	
30	71	1		16-1-76	8/6/1976	
31	72	1		21-6-76	5/3/1977	
32	73	1		8/3/1977	13-10-77	
33	74	1		17-10-77	12/4/1978	
34	75	1		13-4-78	22-11-78	
35	76	1		22-11-78	14-5-79	
36	77	1		14-5-79	22-1-80	
37	78	1		23-1-80	26-5-80	
38	79	1		26-5-80	19-12-80	
39	80	1		19-12-80	9/2/1981	
40	81	1		10/2/1981	6/3/1981	
41	82	1		6/3/1981	9/4/1981	
42	83	1		10/4/1981	7/5/1981	
43	84			7/5/1981	29-5-81	
44	85			29-5-81	30-6-81	
45	86			30-6-81	10/8/1981	
46	87			10/8/1981	14-9-81	
47	88			14-9-81	6/11/1981	
48	89			8/11/1981	15-12-81	
49	90			15-12-81	6/2/1982	
50	91			6/2/1982	17-3-82	
51	92			18-3-82	21-4-82	
52	93			21-4-82	19-5-82	
53	94			19-5-82	28-6-82	
54	95			28-6-82	19-8-82	
55	96			19-8-82	2/11/1982	
56	97			3/11/1982	24-12-82	
57	98			27-12-82	10/2/1983	
58	99			10/2/1983	31-3-83	
59	100			2/4/1983	7/5/1983	
60	101			7/5/1983	6/6/1983	
61	102			7/6/1983	20-7-83	
62	103			20-7-83	20-9-83	
63	104			21-9-83	1/12/1983	
64	105			2-12-83	20-1-84	
65	106			21-1-84	1/3/1984	
66	107			2/3/1984	4/4/1984	
67	108			4/4/1984	28-4-84	
68	109			28-4-84	23-5-84	
69	110			23-5-84	12/6/1984	
70	111			12/6/1984	19-7-84	
71	112			23-7-84	5/9/1984	
72	113			5/9/1984	14-11-84	
73	114			15-11-84	19-12-84	
74	115			19-12-84	2/2/1985	
75	116			2/2/1985	13-3-85	
76	117			14-3-85	18-4-85	
77	118			18-4-85	20-5-85	

78	119			20-5-85	17-6-85
79	120			17-6-85	12/8/1985
80	121			16-8-85	17-10-85
81	122			24-10-85	17-12-85
82	123			18/12/1985	4/2/1986
83	124			4/2/1986	28-2-86
84	125			3/3/1986	31-3-86
85	126			1/4/1986	6/5/1986
86	127			7/5/1986	4/6/1986
87	128			4/6/1986	14-8-86
88	129			14-8-86	26-11-86
89	130			26-11-86	3/2/1987
90	131			4/2/1987	17-3-87
91	132			21-3-87	16-4-87
92	133			20-4-87	25-5-87
93	134			25-5-87	6/7/1987
94	135			6/7/1987	7/10/1987
95	136			8/10/1987	11/2/1987
96	137			11/2/1987	1/2/1988
97	138			2/2/1988	14-3-88
98	139			15-3-88	15-4-88
99	140			15-4-88	25-5-88
100	141			25-5-88	1/7/1988
101	142			4/7/1988	11/9/1988
102	143			12/9/1988	2/12/1988
103	144			2/12/1988	6/1/1989
104	145			6/1/1989	3/3/1989
105	146			3/3/1989	19-4-89
106	147			19-4-89	25-5-89
107	148			25-5-89	27-7-89
108	149			27-7-89	2/11/1989
109	150			3/11/1989	11/1/1990
110	151			11/1/1990	27-2-90
111	152			28-2-90	9/4/1990
112	153			11/4/1990	24-5-90
113	154			25-5-90	1/8/1990
114	155			3/8/1990	29-10-90
115	156			29-10-90	24-12-90
116	157			24-12-90	13-2-91
117	158			13-2-91	21-3-91
118	159			21-3-91	15-4-91
119	160			15-4-91	29-5-91
120	161			29-5-91	2/7/1991
121	162			3/7/1991	10/9/1991
122	163			10/9/1991	19-11-91
123	164			19-11-91	26-12-91
124	165			26-12-91	5/2/1992
125	166			5/2/1992	4/3/1992
126	167			5/3/1992	27-3-92
127	168			27-3-92	24-4-92
128	169			25-4-92	27-5-92
129	170			27-5-92	29-6-92
130	171			29-6-92	17-9-92
131	172			18-9-92	17-12-92
132	173			17-12-92	17-2-93
133	174			18-2-93	29-3-93
134	175			29-3-93	10/1/1994
135	176			10/1/1994	22-6-94
136	177			22-6-94	16-11-94
137	178			16-11-94	8/5/1995
138	179			8/5/1995	2/1/1996
139	180			3/1/1996	28-8-96
140	181			28-8-96	3/2/1997
141	182			3/2/1997	4/6/1997
142	183			4/6/1997	13-10-97
143	184			18-10-97	19-2-98
144	185			20-2-98	26-5-98
145	186			28-5-98	2/9/1998
146	187			8/9/1998	16-12-98
147	188			17-12-98	30-3-99
148	189			30-3-99	23-6-99
149	190			24-6-99	28-9-99
150	191			29-9-99	9/2/2000
151	192			11/2/2000	23-5-2000
152	193			27-5-2000	29-8-2000
153	194			24-8-2000	29-1-2001
154	195			29-1-2001	25-4-2001
155	196			25-4-2001	22-6-2001
156	197			22-6-2001	18-9-2001
157	198			18-9-2001	22-2-2002
158	199			22-2-02	13-5-2002
159	200			15-5-02	24-6-2002
160	201			24-6-02	16-4-2003
161	202			16-4-03	2/1/2004
162	203			6/1/2004	28-3-2006
163	204			28-3-06	27-9-2006
164	205			27-9-06	15-3-2007
165	206			15-3-07	23-6-2007
166	207			23-6-07	2/8/2007
167	208			3/8/2007	6/12/2007
168	209			6/12/2007	26-8-2008
169	210			26-8-08	17-11-2009
170	211			17-11-09	4/2/2010
171	212			9/2/2010	17-4-201
172	213			19-10-2010	20-4-2011
173	214			26-4-2011	19-8/2011
174	215			19-8-2011	Till Date
13	2004-05	Comp-13	1	9/7/2004	10/9/2004
14	2004-05	Comp-14	1	10/9/2004	24-11-2004
15	2004-05	Comp-15	1	24-11-2004	29-12-2004
16	2004-05	Comp-16	1	29-12-2004	9/2/2005
17	2004-05	Comp-17	1	10/2/2004	18-3-2005
18	2004-05	Comp-18	1	18-03-2005	29-3-2005
19	2004-05	Comp-19	1	29-3-2005	13-4-2005
20	2005-06	Comp-20	1	13-4-2005	13-5-2005
21	2005-06	Comp-21	1	13-5-2005	22-6-2005
22	2005-06	Comp-22	1	22-6-2005	17-8-2005

23	2005-06	Comp-23	1	17-8-2005	6/10/2005	
24	2005-06	Comp-24	1	10/6/2005	24-11-2005	
25	2005-06	Comp-25	1	24-11-2005	13-1-2006	
26	2005-06	Comp-26	1	16-1-2006	22-2-2006	
27	2005-06	Comp-27	1	22-2-2006	23-3-2006	
28	2005-06	Comp-28	1	23-3-2006	17-4-2006	
29	2006-07	Comp-29	1	18-4-2006	11/5/2006	
30	2006-07	Comp-30	1	12/5/2006	7/6/2006	
31	2006-07	Comp-31	1	9/6/2006	25-7-2006	
32	2006-07	Comp-32	1	25-7-2006	5/10/2006	
33	2006-07	Comp-33	1	1/8/2006	9/6/2006	
34	2006-07	Comp-34	1	5/10/2006	17-11-2006	
35	2006-07	Comp-35	1	18-11-2006	6/12/2006	
36	2006-07	Comp-36	1	7/12/2006	29-1-2007	
37	2006-07	Comp-37	1	29-1-2007	28-2-2007	
38	2006-07	Comp-38	1	28-2-2007	2/4/2007	
39	2007-08	Comp-39	1	2/4/2007	27-4-2007	
40	2007-08	Comp-40	1	27-4-2007	21-5-2007	
41	2007-08	Comp-41	1	21-5-2007	19-6-2007	
42	2007-08	Comp-42	1	20-6-2007	25-7-2007	
43	2007-08	Comp-43	1	25-7-2007	4/9/2007	
44	2007-08	Comp-44	1	4/9/2007	22-10-2007	
45	2007-08	Comp-45	1	23-10-2007	7/12/2007	
46	2007-08	Comp-46	1	7/12/2007	21-1-2008	
47	2007-08	Comp-47	1	21-1-2008	25-02-2008	
48	2007-08	Comp-48	1	25-02-2008	31-3-2008	
49	2008-09	Comp-49	1	1/4/2008	16-5-2008	
50	2008-09	Comp-50	1	16-5-2008	30-6-2008	
51	2008-09	Comp-51	1	1/7/2008	31-7-2008	
52	2008-09	Comp-52	1	1/8/2008	31-8-2008	
53	2008-09	Comp-53	1	1/9/2008	30-9-2008	
54	2008-09	Comp-54	1	1/10/2008	31-10-2008	
55	2008-09	Comp-55	1	1/11/2008	30-11-2008	
56	2008-09	Comp-56	1	1/12/2008	31-12-2008	
57	2008-09	Comp-57	1	1/1/2009	31-1-2009	
58	2008-09	Comp-58	1	1/2/2009	29-02-2009	
59	2008-09	Comp-59	1	1/3/2009	31-3-2009	
60	2009-10	Comp-60	1	1/4/2009	31-4-2009	
61	2009-10	Comp-61	1	1/5/2009	31-5-2009	
62	2009-10	Comp-62	1	1/7/2009	30-6-2009	
63	2009-10	Comp-63	1	1/8/2009	31-7-2009	
64	2009-10	Comp-64	1	1/9/2009	31-8-2009	
65	2009-10	Comp-65	1	1/9/2009	30-9-2009	
66	2009-10	Comp-66	1	1/10/2009	31-10-2009	
67	2009-10	Comp-67	1	1/11/2009	30-11-2009	
68	2009-10	Comp-68	1	1/12/2009	31-12-2009	
69	2009-10	Comp-69	1	1/1/2010	31-1-2010	
70	2009-10	Comp-70	1	1/2/2010	28-2-2010	
71	2009-10	Comp-71	1	1/3/2010	31-3-2010	
72	2010-11	Comp-72	1	1/4/2010	31-4-2010	
73	2010-11	Comp-73	1	1/5/2010	31-5-2010	
74	2010-11	Comp-74	1	1/6/2010	30-6-2010	
75	2010-11	Comp-75	1	1/7/2010	31-7-2010	
76	2010-11	Comp-76	1	1/8/2010	31-8-2010	
77	2010-11	Comp-77	1	1/9/2010	30-9-2010	
78	2010-11	Comp-78	1	1/10/2010	31-10-2010	
79	2010-11	Comp-79	1	1/11/2010	30-11-2010	
80	2010-11	Comp-80	1	1/12/2010	31-12-2010	
81	2010-11	Comp-81	1	1/1/2011	31-1-2011	
82	2010-11	Comp-82	1	1/2/2011	29-02-2011	
83	2010-11	Comp-83	1	1/3/2011	31-3-2011	
84	2011-12	Comp-84	1	1/4/2011	31-04-2011	
85	2011-12	Comp-85	1	1/5/2011	31-5-2011	
86	2011-12	Comp-86	1	1/6/2011	30-6-2011	
87	2011-12	Comp-87	1	1/7/2011	31-7-2011	
88	2011-12	Comp-88	1	1/8/2011	31-8-2011	
89	2011-12	Comp-89	1	1/9/2011	30-9-2011	
90	2011-12	Comp-90	1	1/10/2011	31-10-2011	
91	2011-12	Comp-91	1	1/11/2011	30-11-2011	
92	2011-12	Comp-92	1	1/12/2011	31-12-2011	

7. Book-I Part-I

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	2	Date of Open	17-3-2011	
1	11	Paste Book	1	26-3-1949	6/12/1973	
2	12	Paste Book	1	26-9-1974	17-3-2011	

8. Book-I Part-II

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	8	Date of Open	31-11-2011	
1		1		8/12/1970	23-1-2003	
2		1		1/4/2005	31-3-2006	
3		2		1/4/2006	31-3-2007	
4		2		1/4/2007	31-3-2008	
5		1		1/4/2008	31-3-2009	
6		1		1/4/2009	31-3-2010	
7		1		1/4/2010	31-3-2011	
8		1		1/4/2011	31-11-2011	

9. Book-I Part-III

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	2	Date of Open	30-11-2011	
1	1			20-4-1983	19-3-2011	
2	1			10/5/2001	30-11-2011	

11. Supplementary Volumes Part-IV & V

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
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	Book-I Volume No	Bound Book	121	Date of Open	9/10/2003
1	1	1966-67		18-5-1966	5/9/1966
2	2	1966-67		6/9/1966	4/11/1966
3	3	1966-67		4/11/1966	12/6/1967
4	4	1966-67		12/6/1967	21-10-1967
5	5	1967-68		21-10-1967	11/4/1968
6	6	1968-69		11/4/1968	21-5-1968
7	7	1968-69		21-5-1968	25-5-1968
8	8	1968-69		25-5-1968	19-7-1968
9	9	1968-69		19-7-1968	22-7-1968
10	10	1968-69		22-7-1968	9/9/1968
11	11	1968-69		9/9/1968	10/3/1969
12	12	1968-69		10/3/1969	18-7-1969
13	13	1970-71 PV		14-4-1970	31-3-1971
14	14	1971-72 PV		1/4/1971	17-3-1972
15	15	1972-73 PV		1/4/1972	30-3-1973
16	16	1973-74 PV		1/4/1973	13-3-1974
17	17	1974-75 PV		25-4-1974	8/5/1975
18	18	1975-76 PV		8/5/1975	18-8-1976
19	19	1976-77 PV		24-8-1976	3/6/1977
20	20	1977-78 PV		3/6/1977	29-8-1977
21	21	1977-78 PV		29-8-1977	27-6-1978
22	22	1978-79		27-6-1978	14-9-1978
23	23	1978-79		14-9-1978	22-8-1979
24	24	1979-80		22-8-1979	15-2-1980
25	25	1979-80		22-2-1980	17-5-1980
26	26	1980-81		17-5-1980	11/6/1980
27	27	1980-81		11/6/1980	28-6-1980
28	28	1980-81		28-6-1980	4/9/1980
29	29	1980-81		4/9/1980	27-11-1981
30	30	1980-81		27-11-1980	1/1/1981
31	31	1980-81		1/1/1980	2/4/1981
32	32	1981-82		13-4-1981	12/5/1981
33	33	1981-82		12/5/1981	27-6-1981
34	34	1981-82		27-6-1981	9/9/1981
35	35	1981-82		9/9/1981	29-9-1981
36	36	1981-82		29-9-1981	23-3-1982
37	37	1981-82		23-3-1982	22-5-1982
38	38	1982-83		22-5-1982	26-6-1982
39	39	1982-83		26-6-1982	5/8/1982
40	40	1982-83		5/8/1982	10/9/1982
41	41	1982-83		10/9/1982	14-2-1983
42	42	1982-83		14-2-1983	13-4-1983
43	43	1983-84		13-4-1983	17-3-1983
44	44	1983-84		19-7-83	14-9-1983
45	45	1983-84		14-9-83	2/1/1984
46	46	1983-84		2/1/1984	22-2-1984
47	47	1983-84		22-2-184	14-5-1984
48	48	1984-85		14-5-1984	19-7-1984
49	49	1984-85		19-7-1984	18-9-1984
50	50	1984-85		18-9-1984	15-10-1984
51	51	1984-85		15-10-1984	7/1/1985
52	52	1984-85		15-1-1985	25-4-1985
53	53	1985-86		25-4-1985	25-6-1985
54	54	1985-86		25-6-1985	5/8/1985
55	55	1985-86		5/8/1985	6/9/1985
56	56	1985-86		6/9/1985	1/12/1985
57	57	1985-86		16-12-1985	6/5/1986
58	58	1986-87		6/5/1986	26-3-1986
59	59	1986-87		26-3-1986	18-6-1986
60	60	1986-87		18-6-1986	18-7-1986
61	61	1986-87		18-7-1986	28-8-1986
62	62	1986-87		28-8-1986	5/9/1986
63	63	1986-87		5/9/1986	21-10-1986
64	64	1986-87		21-10-1986	28-1-1987
65	65	1986-87		28-1-1987	31-3-1987
66	66	1987-88		31-3-1987	23-6-1987
67	67	1987-88		23-6-1987	13-8-1987
68	68	1987-88		18-8-1987	7/10/1987
69	69	1987-88		7/10/1987	1/12/1987
70	70	1987-88		1/12/1987	26-2-1988
71	71	1987-88		26-2-1988	9/6/1988
72	72	1988-89		9/6/1988	16-7-1988
73	73	1988-89		16-7-1988	16-8-1988
74	74	1988-89		18-8-1988	28-9-1988
75	75	1988-89		28-9-1988	14-12-1988
76	76	1988-89		14-12-1988	8/3/1989
77	77	1988-89		8/3/1989	11/5/1989
78	78	1989-90		11/5/1989	4/7/1989
79	79	1989-90		4/7/1989	3/8/1989
80	80	1989-90		3/8/1989	23-8-89
81	81	1989-90		23-8-1989	12/9/1989
82	82	1989-90		2/9/1989	23-9-1989
83	83	1989-90		23-9-1989	4/1/1989
84	84	1989-90		4/11/1989	14-6-1990
85	85	1990-91		14-6-1990	3/5/1991
86	86	1991-92		3/5/1991	19-8-1991
87	87	1991-92		20-8-1991	20-9-1991
88	88	1991-92		30-9-1991	14-2-1992
89	89	1992-93		1/4/1992	30-5-1992
90	90	1992-93		30-5-1992	22-10-1992
91	91	1992-93		22-10-1992	18-1-1993
92	92	1992-93		18-1-1993	20-8-1993
93	93	1993-94		20-8-1993	14-9-1993
94	94	1993-94		14-9-1993	2/11/1993
95	95	1993-94		2/11/1993	22-2-1994
96	96	1993-94		22-2-1994	28-6-1994
97	97	1994-95		28-6-1994	2/8/1994
98	98	1994-95		2/8/1994	2/1/1995
99	99	1995-96		2/1/1995	13-6-1995
100	100	1995-96		27-6-1995	25-7-1995
101	101	1995-96		25-7-1995	13-9-1995
102	102	1995-96		13-9-1995	16-10-1995
103	103	1995-96		16-10-1995	12/12/1995
104	104	1995-96		12/12/1995	25-6-1996
105	105	1996-97		25-6-1996	22-2-1997
106	106	1996-97		22-2-1997	22-10-1997

107	107	1997-98		22-10-1997	12/1/1998	
108	108	1997-98		12/1/1998	23-3-1998	
109	109	1997-98		23-3-1998	26-9-1998	
110	110	1998-99		26-9-1998	24-11-1998	
111	111	1998-99		24-11-1998	6/8/1999	
112	112	1999-2000		6/8/1999	22-2-2000	
113	113	1999-2000		22-2-2000	27-4-2000	
114	114	2000-2001		27-4-2000	20-7-2000	
115	115	2000-2001		20-7-2000	19-9-2000	
116	116	2000-2001		19-9-2000	23-1-2001	
117	117	2000-2001		23-1-2001	11/7/2001	
118	118	2001-2002		11/7/2001	22-10-2001	
119	119	2001-2002		22-10-2001	6/3/2002	
120	120	2002-2003		6/3/2002	29-8-2002	
121	121	2003-2003		29-8-2002	9/10/2003	

12. Index Valumes-I						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
				Date of Open	31-3-1996	
1	1965-66	Book	1	1/4/1965	31-3-1966	
2	1966-67	Book	2	1/4/1966	31-3-1968	
3	1967-68	Book	2	1/4/1967	31-3-1969	
4	1968-69	Book	1	1/4/1968	31-3-1970	
5	1969-70	Book	1	1/4/1969	31-3-1971	
6	1970-71	Book	1	1/4/1970	31-3-1972	
7	1971-72	Book	1	1/4/1971	31-3-1973	
8	1972-73	Book	1	1/4/1972	31-3-1974	
9	1973-74	Book	2	1/4/1973	31-3-1975	
10	1974-75	Book	3	1/4/1974	31-3-1976	
11	1975-76	Book	1	1/4/1975	31-3-1977	
12	1976-77	Book	1	1/4/1976	31-3-1978	
13	1977-78	Book	1	1/4/1977	31-3-1979	
14	1978-79	Book	1	1/4/1978	31-3-1980	
15	1979-80	Book	1	1/4/1979	31-3-1981	
16	1980-81	Book	2	1/4/1980	31-3-1982	
17	1981-82	Book	1	1/4/1981	31-3-1983	
18	1982-83	Book	1	1/4/1982	31-3-1984	
19	1983-84	Book	2	1/4/1983	31-3-1985	
20	1984-85	Book	2	1/4/1984	31-3-1986	
21	1985-86	Book	1	1/4/1985	31-3-1987	
22	1986-87	Book	2	1/4/1986	31-3-1988	
23	1987-88	Book	2	1/4/1987	31-3-1989	
24	1988-89	Book	2	1/4/1988	31-3-1990	
25	1989-90	Book	2	1/4/1989	31-3-1991	
26	1990-91	Book	3	1/4/1990	31-3-1992	
27	1991-92	Book	1	1/4/1991	31-3-1993	
28	1992-93	Book	1	1/4/1992	31-3-1994	
29	1993-94	Book	1	1/4/1993	31-3-1995	
30	1994-95	Book		1/4/1994	31-3-1996	

13. Index Valumes-II						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
				Date of Open	50	
1	1958-59			1/4/1958	31-3-1959	
2	159-60			1/4/1959	31-3-1962	
3	1962-63			1/4/1962	31-3-1964	
4	1964-65			1/4/1964	31-3-1966	
5	1966-67			1/4/1966	31-3-1967	
6	1967-68			1/4/1967	31-3-1968	
7	1968-69			1/4/1968	31-3-1969	
8	1969-70			1/4/1969	31-3-1970	
9	1970-71			1/4/1970	31-3-1971	
10	1971-72			1/4/1971	31-3-1972	
11	1972-73			1/4/1972	31-3-1973	
12	1973-74			1/4/1973	31-3-1974	
13	1974-75			1/4/1974	31-3-1975	
14	1975-76			1/4/1975	31-3-1976	
15	1976-77			1/4/1976	31-3-1977	
16	1977-78			1/4/1977	31-3-1978	
17	1978-79			1/4/1978	31-3-1979	
18	1979-80			1/4/1979	31-3-1980	
19	1980-81			1/4/1980	31-3-1981	
20	1981-82			1/4/1981	31-3-1982	
21	1982-83			1/4/1982	31-3-1983	
22	1983-84			1/4/1983	31-3-1984	
23	1984-85			1/4/1984	31-3-1985	
24	1985-86			1/4/1985	31-3-1986	
25	1986-87			1/4/1986	31-3-1987	
26	1987-88			1/4/1987	31-3-1988	
27	1988-89			1/4/1988	31-3-1989	
28	1989-90			1/4/1989	31-3-1990	
29	1990-91			1/4/1990	31-3-1991	
30	1991-92			1/4/1991	31-3-1992	
31	1992-93			1/4/1992	31-3-1993	
32	1993-94			1/4/1993	31-3-1994	
33	1994-95			1/4/1994	31-3-1995	
34	1995-96			1/4/1995	31-3-1996	
35	1996-97			1/4/1996	31-3-1997	
36	1997-98			1/4/1997	31-3-1998	
37	1998-99			1/4/1998	31-3-1999	
38	1999-2000			1/4/1999	31-3-2000	
39	2000-01			1/4/2000	31-3-2001	
40	2001-02			1/4/2001	31-3-2002	
41	2002-03			1/4/2002	31-3-2003	
42	2003-04			1/4/2003	31-3-2004	
43	2004-05			1/4/2004	31-3-2005	
44	2005-06			1/4/2005	31-3-2006	
45	2006-07			1/4/2006	31-3-2007	
46	2007-08			1/4/2007	31-3-2008	
47	2008-09			1/4/2008	31-3-2009	
48	2009-10			1/4/2009	31-3-2010	
49	2010-11			1/4/2010	31-3-2011	
50	2011-12			1/4/2011	Till today	

14. Book-III Index Valumes						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	10	Date of Open	7/10/2003	
1	Vol-1			1/3/1949	31-3-1966	
2	Vol-2			1/4/1966	31-3-1967	
3	Vol-3			1/4/1967	31-3-1968	
4	Vol-4			1/4/1968	31-3-1969	
5	Vol-5			1/4/1969	31-3-1974	
6	Vol-6			1/4/1975	31-3-1976	
7	Vol-7			1/4/1976	31-3-1980	
8	Vol-8			1/4/1980	31-3-1984	
9	Vol-9			1/4/1984	31-3-1999	
10	Vol-10			1/4/1999	7/10/2003	

15. Book-IV Index Valumes						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	8	Date of Open	7/10/2003	
1	Vol-1		1	1/1/1953	31-3-1966	
2	Vol-2			1/4/1966	31-3-1967	
3	Vol-3			1/4/1967	31-3-1968	
4	Vol-4			1/4/1968	31-3-1969	
5	Vol-5			1/4/1969	31-3-1976	
6	Vol-6			1/4/1976	31-3-1984	
7	Vol-7			1/4/1984	31-3-1998	
8	Vol-8			1/4/1998	7/10/2003	

16. Key to Index (manual & Computer)						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	38	Date of Open		
1	1969-70		1	1/4/1969	31-3-1970	
2	1969-70		2	1/4/1969	31-3-1970	
3	1970-71		3	1/4/1970	31-3-1971	
4	1970-71		4	1/4/1970	31-3-1971	
5	1971-72		5	1/4/1971	31-3-1972	
6	1972-73		6	1/4/1972	31-3-1973	
7	1973-74		7	1/4/1973	31-3-1974	
8	1974-75		8	1/4/1974	31-3-1975	
9	1975-76		9	1/4/1975	31-3-1976	
10	1976-77		10	1/4/1976	31-3-1978	
11	1978-79		11	1/4/1978	31-3-1980	
12	1980-81		12	1/4/1980	31-3-1981	
13	1981-82		13	1/4/1981	31-3-1982	
14	1982-83		14	1/4/1982	31-3-1983	
15	1983-85		15	1/4/1983	31-3-1985	
16	1985-86		16	1/4/1985	31-3-1986	
17	1986-89		17	1/4/1986	31-3-1989	
18	1989-90		18	1/4/1989	31-3-1990	
19	1990-92		19	1/4/1990	31-3-1992	
20	1992-94		20	1/4/1992	29-6-1994	
21	1994-95		21	30-6-94	10/11/1995	
22	1995-96		22	10/11/1995	31-3-1997	
23	1997-98		23	1/4/1997	31-3-1998	
24	1998-99		24	1/4/1998	16-12-1999	
25	1999-2000		25	17-12-1999	26-6-2000	
26	2000-2001		26	27-6-2000	23-1-2001	
27	2000-01		27	23-1-2001	28-4-2001	
28	2001-02		28	30-4-2001	25-1-2002	
29	2002-03		29	25-1-2002	24-1-2003	
30	2003-04		30	25-1-2003	15-3-2004	
31	2004-05		31	15-3-2004	22-8-2005	
32	2005-06		32	23-8-2005	31-3-2006	
33	2005-06		33	31-3-2006	6/3/2007	
34	2006-08		34	7/3/2007	31-3-2008	
35	2008-10		35	1/4/2008	31-3-2010	
36	2010-11		36	1/4/2010	31-3-2011	
37	2011-12		37	1/4/2011	31-11-2011	
38	2011-12		38	1/12/2011	Till Date	

18. Acquittance Roll						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	12	Date of Open		
1	1		1	Mar-1961	Sep-1966	
2	2		1	Oct-1966	Feb-1974	
3	3		1	Mar-1974	Apr-1978	
4	4		1	May-1978	Oct-1982	
5	5		1	Nov-1982	Dec-1986	
6	6		1	Jan-1987	Aug-1991	
7	7		1	Sep-1991	Jul-1995	
8	8		1	Aug-1995	Apr-2000	
9	9		1	May-2000	Dec-2004	
10	10		1	Jan-2005	Apr-2007	
11	11		1	May-2007	Oct-2011	
12	12		1	Oct-2011	Till Date	

19. Daily Register						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	30	Date of Open	31-3-2011	
1	2	1967-68		1/4/1967	30-3-1968	
2	3	1968-69		1/4/1968	31-3-1969	
3	4	1969-70		1/4/1969	22-4-1972	
4	5	1972-73		24-4-1972	31-4-1975	
5	6	1975-77		4/4/1975	31-1-1978	
6	7	1977-78		1/2/1978	31-12-1979	
7	8	1979-80		1/1/1980	15-7-1981	
8	9	1981-82		16-7-1981	14-6-1983	
9	10	1983-84		15-6-1983	6/6/1985	

10	11	1985-86		6/6/1985	31-7-1987
11	12	1987-88		4/8/1987	15-9-1989
12	13	1989-90		18-9-1989	30-12-1991
13	14	1991-92		1/1/1992	21-12-1993
14	15	1993-94		22-12-1993	3/7/1995
15	16	1995-96		3/7/1995	14-1-1997
16	17	1996-1997		16-1-1997	29-9-1998
17	18	1998-99		3/10/1998	29-4-2000
18	19	2000-01		1/5/2000	19-6-2001
19	20	2001-02		20-6-2001	26-7-2002
20	21	2002-03		29-7-2002	18-9-2003
21	22	2003-04		19-9-2003	31-8-2004
22	23	2004-05		1/9/2004	20-7-2005
23	24	2005-06		21-7-2005	15-5-2006
24	25	2006-07		16-5-2006	31-1-2007
25	26	2006-07		1/2/2007	16-7-2007
26	27	2007-08		17-7-2007	18-3-2008
27	28	2007-08		19-3-2008	22-1-2009
28	29	2008-09		23-1-2009	17-9-2009
29	30	2009-10		19-9-2009	17-6-2010
30	31	2010-11		18-6-2010	31-3-2011
31	32	2011-12		1/4/2011	30-11-2011
32	33	2011-12		1/12/2011	3/7/2012
33	34	2012-13		4/7/2012	15-2-2013
34	35	2013-14		16-2-2013	Till Date

20. Cash Book

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book		Date of Open	30-11-2011	
1	1		28	2/1/1961	28-8-1964	
2	2			28-8-1964	1/9/1967	
3	3			2/9/1967	3/10/1968	
4	4			4/10/1968	27-10-1969	
5	5			28-10-1969	5/3/1971	
6	6			6/3/1971	31-7-72	
7	7			1/8/1972	30-11-1973	
8	8			1/12/1973	25-2-1975	
9	9			26-2-1975	23-4-1976	
10	10			24-4-1976	12/7/1977	
11	11			13-7-1977	4/9/1978	
12	12			7/9/1978	14-12-1979	
13	13			15-12-1979	17-3-1981	
14	14			18-3-1981	16-6-1982	
15	15			17-6-1982	30-9-1983	
16	16			1/10/1983	21-2-1985	
17	17			22-2-1985	31-8-1986	
18	18			1/9/1986	6/12/1988	
19	19			7/12/1988	11/2/1991	
20	20			13-2-1991	25-6-1993	
21	21			26-6-1993	28-11-1995	
22	22			29-11-1995	31-3-1998	
23	23			1/4/1998	31-7-2000	
24	24			1/8/2000	31-8-2003	
25	25			1/9/2003	21-10-2005	
26	26			22-10-2005	12/10/2007	
27	27			15-10-2007	31-5-2009	
28	28			1/6/2009	30-11-2011	
29	29			1/12/2011	Till Date	

21(I). Registration Remittance Book

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book		Date of Open	30-11-2010	
1	RGN-Vol-1		24	11/11/1965	28-8-1967	
2	RGN-Vol-2			29-8-1967	5/3/1969	
3	RGN-Vol-3			6/3/1969	8/10/1970	
4	RGN-Vol-4			13-10-1970	3/6/1972	
5	RGN-Vol-5			5/6/1972	28-1-1974	
6	RGN-Vol-6			29-1-1974	18-7-1975	
7	RGN-Vol-7			19-7-1975	25-2-1977	
8	RGN-Vol-8			28-2-1977	16-9-1978	
9	RGN-Vol-9			19-9-1978	19-4-1980	
10	RGN-Vol-10			21-4-1980	19-10-1981	
11	RGN-Vol-11			20-10-1981	11/4/1983	
12	RGN-Vol-12			12/4/1983	27-10-1984	
13	RGN-Vol-13			30-10-1984	19-6-1986	
14	RGN-Vol-14			20-6-1986	23-7-1988	
15	RGN-Vol-15			26-7-1988	12/2/1990	
16	RGN-Vol-16			13-2-1990	9/10/1991	
17	RGN-Vol-17			10/10/1991	31-3-1994	
18	RGN-Vol-18			4/4/1994	5/11/1996	
19	RGN-Vol-19			6/11/1996	2/7/2001	
20	RGN & others-20			2/7/2001	23-8-2003	
21	RGN only-21			25-8-2003	31-12-2005	
22	RGN only-22			2/1/2006	30-3-2007	
23	RGN only-23			3/4/2007	31-7-2009	
24	RGN only-24			1/8/2009	30-11-2010	
25	RGN_SCANNING,OTHERS-25			1/12/2010	31-3-2012	
26	RGN_SCANNING,OTHERS-26			1/4/2012	25-3-2013	
27	RGN_SCANNING,OTHERS-27			26/3/2013	TILL DATE	

21(II). Miscellaneous Fees Remittance Book

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book		Date of Open	30-11-2010	
1	Others Head		6	1/10/2002	21-4-2004	
2	Others Head			23-4-2004	11/7/2005	
3	Others Head			12/7/2005	14-9-2006	
4	Others Head			15-9-2006	16-2-2009	
5	Others Head			17-2-2009	21-5-2010	
6	Others Head			22-5-201	30-11-2010	

Note: W.e.f 1-12-2010 Misc Fees Remittance Made through the Registration Remittance Book

21(III). Scanning Fees Remittance Book						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	5	Date of Open	30-11-2010	
1	Scanning Head			8/10/2003	1/9/2004	
2	Scanning Head			2/9/2004	29-10-2005	
3	Scanning Head			3/11/2005	3/1/2007	
4	Scanning Head			4/1/2007	19-3-2008	
5	Scanning Head			23-3-2008	30-11-2010	

Note: W.e.f 1-12-2010 Scanning Fees Remittance Made through the Registration Remittance Book

21(IV). Stamp Duly Remittance Book						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	9	Date of Open		
1				28-3-2002	27-9-2003	
2				1/10/2003	30-5-2005	
3				2/6/2005	21-8-2006	
4				22-8-2006	19-5-2008	
5				20-5-2008	16-2-2009	
6				17-2-2009	31-10-2009	
7				2/11/2009	19-6-2010	
8				21-6-2010	27-5-2011	
9				28-5-2011	19-2-2013	
10				19-12-2013	Till Date	

21(V). Court Fees Remittance Book						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book		Date of Open		
1				29-04-2003	Till Date	

21(VI). Mutation Fees Remittance Book						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	21	Date of Open	30-10-2010	
1	1			11/11/1965	31-1-1968	
2	2			2/2/1968	12/2/1970	
3	3			13-2-1970	18-4-1972	
4	4			19-4-1972	17-8-1974	
5	5			19-8-1974	1/7/1976	
6	6			2/7/1976	5/12/1978	
7	7			8/12/1978	6/12/1980	
8	8			8/12/1980	15-12-82	
9	9			16-12-1982	18-12-84	
10	10			19-12-1984	16-5-1987	
11	11			19-5-1987	10/8/1989	
12	12			14-8-1989	30-11-1991	
13	13			1/12/1991	13-1-1995	
14	14			17-1-1995	23-10-1997	
15	15			24-10-1997	30-6-2001	
16	16			2/7/2001	4/12/2003	
17	17			5/12/2003	29-7-2006	
18	18			1/8/2006	6/10/2007	
19	19			8/10/2007	31-12-2008	
20	20			1/1/2009	29-3-2010	
21	21			30-3-201	30-10-2010	

Note: W.e.f 1-12-2010 Mutation Fees Remittance Made through the Registration Remittance Book

21(VII). Marriage Remittance Book						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	5	Date of Open	20-11-2010	
1	1			14-4-1955	27-11-1986	
2	2			10/12/1986	9/3/2001	
3	3			17-3-2001	30-1-2006	
4	4			7/2/2006	22-3-2010	
5	5			23-3-2010	20-11-2010	

Note: W.e.f 1-12-2010 Marriage Fees Remittance Made through the Registration Remittance Book

R T I						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	1	Date of Open		
1	2008-09	1	1	17-11-2008	Till Date	

22. Counterfoil Receipt Book (Manual)						
Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	21	Date of Open		
1	1991-92		33	1/4/1991	31-3-1992	
2	1992-93		24	1/4/1992	31-3-1993	
3	1993-94		26	1/4/1993	31-3-1994	
4	1994-95		39	1/4/1994	31-3-1995	
5	1995-96		37	1/4/1995	31-3-1996	
6	1996-97		41	1/4/1996	31-3-1997	
7	1997-98		42	1/4/1997	31-3-1998	
8	1998-99		43	1/4/1998	31-3-1999	
9	1999-2000		51	1/4/1999	31-3-2000	
10	2000-2001		52	1/4/2000	31-3-2001	
11	2001-02		65	1/4/2001	31-3-2002	

12	2002-03		59	1/4/2002	31-3-2003	
13	2003-04		61	1/4/2003	31-3-2004	
14	2004-05		19	1/4/2004	31-3-2005	
15	2005-06		23	1/4/2005	31-3-2006	
16	2006-07		48	1/4/2006	31-3-2007	
17	2007-08		59	1/4/2007	31-3-2008	
18	2008-09		133	1/4/2008	31-3-2009	
19	2009-10		80	1/4/2009	31-3-2010	
20	2010-11		67	1/4/2010	31-3-2011	
21	2011-12		24	1/4/2011	Till Date	
22	2011-12,2012-13		28	31/8/2012	31-3-2013	
23	2013-14		7	1/4/2013	Till Date	
Total			1061			

23. Counterfoil Receipt Book (Computer)

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book		Date of Open	30-11-2011	
1	2003-04	Book	17	8/10/2003	31-3-2004	
2	2004-05	Book	45	1/4/2004	31-3-2005	
3	2005-06	Book	42	1/4/2005	31-3-2006	
4	2006-07	Book	55	1/4/2006	31-3-2007	
5	2007-08	Book	56	1/4/2007	31-3-2008	
6	2008-09	Book	53	1/4/2008	31-3-2009	
7	2009-10	Book	57	1/4/2009	31-3-2010	
8	2010-11	Book	54	1/4/2010	31-3-2011	
9	2011-12	Book	43	1/4/2011	30-11-2011	
10	2011-12	Book	35	1/12/2012	31-3-2012	
11	2012-13	Book	80	1/4/2012	31-3-2013	
12	2013-14	Book	60	1/4/2013	31-8-2013	

24(I). SA and CA Register

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book		Date of Open	12	
1	19987-88	Book	1	1/4/1987	31-3-1988	
2	1988-89	Book	2	1/4/1988	31-3-1989	
3	1989-90	Book	3	1/4/1989	31-3-1990	
4	1990-91	Book	4	1/4/1990	31-3-1991	
5	1991-92	Book	5	1/4/1991	31-3-1995	
6	1995-96	Book	6	1/4/1995	31-3-1996	
7	1996-97	Book	7	1/4/1996	31-3-1998	
8	1998-99	Book	8	1/4/1998	31-3-1999	
9	1999-2000	Book	9	1/4/1999	31-3-2003	
10	2003-2004	Book	10	1/4/2003	31-3-2007	
11	2007-08	Book	11	1/4/2007	31-3-2011	
12	2011-12	Book	12	1/8/2012	30-6-2013	
13	2013-14	Book	13	1/7/2013	Till Date	

Note: Separate Book for CA

24(II). CA Register

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book		Date of Open	2	
1	2003-4			1/4/2003	31-3-2011	
2	2011-12			1/4/2011	Till Date	
3	2012-13			1/8/2012	1/7/2013	
4	2013-14			1/7/2013	Till Date	

25. J-Form Register

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book		Date of Open	8	
1	1995-96	Book	1	18-6-1995	20-3-1999	
2	1999-2000	Book	2	1/4/1999	1/4/2001	
3	1999-2000	Book	3	2/2/2001	16-10-2004	
4	2004-05	Book	4	20-10-2004	14-5-2007	
5	2007-08	Book	5	15-5-2007	27-8-2008	
6	2008-09	Book	6	28-8-2008	1/9/2009	
7	2009-10	Book	7	2/9/2009	8/7/2011	
8	2011-12	Book	8	11/7/2011	31/7/2012	
9	2012-13	Book	9	1/8/2012	1/7/2013	
10	2013-14	Book	10	2/7/2013	Till Date	

26. Administrative Report (Annual Account File)

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book		Date of Open	22	
1	1990-91	File	1	1/4/1990	31-3-1991	
2	1991-92	File	1	1/4/1991	31-3-1992	
3	1992-93	File	1	1/4/1992	31-3-1993	
4	1993-94	File	1	1/4/1993	31-3-1994	
5	1994-95	File	1	1/4/1994	31-3-1995	
6	1995-96	File	1	1/4/1995	31-3-1996	
7	1996-97	File	1	1/4/1996	31-3-1997	
8	1997-98	File	1	1/4/1997	31-3-1998	
9	1998-99	File	1	1/4/1998	31-3-1999	
10	1999-2000	File	1	1/4/1999	31-3-2000	
11	2000-01	File	1	1/4/2000	31-3-2001	
12	2001-02	File	1	1/4/2001	31-3-2002	
13	2002-03	File	1	1/4/2002	31-3-2003	
14	2003-04	File	1	1/4/2003	31-3-2004	
15	2004-05	File	1	1/4/2004	31-3-2005	
16	2005-06	File	1	1/4/2005	31-3-2006	
17	2006-07	File	1	1/4/2006	31-3-2007	
18	2007-08	File	1	1/4/2007	31-3-2008	
19	2008-09	File	1	1/4/2008	31-3-2009	

20	2009-10	File	1	1/4/2009	31-3-2010	
21	2010-11	File	1	1/4/2010	31-3-2011	
22	2011-12	File	1	1/4/2011	31-3-2012	
23	2012-13	File	1	1/4/2012	31-3-2013	

27. Hindu Marriage Volumes

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	9	Date of Open		
1	Vol-1	Paste Book		14-4-1995	29-9-1978	
2	Vol-2	Paste Book		18-10-1978	23-5-1983	
3	Vol-3	Paste Book		23-5-1983	30-5-1986	
4	Vol-4	Paste Book		30-5-1986	13-2-1989	
5	Vol-5	Paste Book		1/4/1989	13-1-1998	
6	Vol-6	Paste Book		2/2/1998	4/6/2005	
7	Vol-7	Paste Book		10/6/2005	26-12-2005	
8	CD No-1	CD		24-1-2006	15-6-2010	
9	CD No-2	CD		16-6-2010	19-4-2011	
10	CD No-3	CD		16-5-2011	Till Date	

28. Special Marriage Volumes

Sl.No	DESCRIPTION	Method of Preservation	Volume	from Date	To Date	Remarks
	Book-I Volume No	Bound Book	2	Date of Open		
1	1	Book		1/4/1983	11/9/2000	
2	2	Paste Volume		8/2/2001	Till Date	

29. Register of CD Preserved

Sl.No	CD No HKR	Date		Book -I Doct No		Book-III Doct No		Book-IV Doct No		Book-I IV Doct No		Book-I Part V Doc	
		From	To	From	To	From	To	From	To	From	To	From	To
1	1			1986	1856	10	-	10	14	-	-	-	-
2	2	5/2/2004	5/5/2004	1857	145	11	-	15	-	-	-	156	-
3	3	6/5/2004	20-7-2004	146	530	2	3	3	5	-	-	19	301
4	4	20-7-2004	10/11/2004	531	887	4	11	6	11	-	-	302	560
5	5	16-11-2004	15-1-2005	888	1299	12	20	12	16	-	-	561	600
6	6	17-1-2005	21-3-2005	1300	1689	21	23	17	22	-	-	601	698
7	7	21-3-2005	13-4-2005	1690	2010	-	-	23	-	-	-	699	701
8	8	2005-06		1	127	1	3	1	2	-	-	1	124
9	9	15-4-2005	10/6/2005	128	509	4	-	3	9	-	-	125	154
10	10	10/6/2005	14-9-2005	510	861	5	9	10	31	-	-	155	442
11	11	14-9-2005	17-12-2005	862	1303	10	14	32	49	-	-	443	557
12	12	20-12-2005	15-3-2006	1304	1771	15	22	50	61	-	-	558	643
13	13	15-3-2006	8/5/2006	1772	2012	23	24	62	65	-	-	644	660
14	14	2006-07		1	264	1	3	1	4	-	-	1	19
15	15	8/5/2006	11/7/2006	265	721	4	10	4	14	-	-	20	159
16	16	11/7/2006	22-9-2006	722	1140	11	20	15	35	-	-	160	491
17	17	22-9-2006	6/12/2006	1141	1555	21	26	36	49	-	-	492	602
18	18	6/12/2006	19-2-2007	1556	2016	27	30	70	85	-	-	603	678
19	19	19-2-2007	21-4-2007	2017	2317	31	34	86	93	-	-	679	308
20	20	2007-08		1	153	1	-	1	5	-	-	1	24
21	21	21-4-2007	4/6/2007	154	578	2	9	6	20	-	-	25	97
22	22	4/6/2007	7/8/2007	579	966	10	16	21	30	-	-	98	362
23	23	7/8/2007	23-10-2007	967	1383	17	22	31	40	-	-	363	578
24	24	23-10-2007	16-1-2008	1384	1804	23	30	41	64	-	-	579	639
25	25	16-1-2008	25-3-2008	1805	2211	31	42	65	86	-	-	640	692
26	26	25-3-2008	18-6-2008	2212	2236	-	-	-	-	-	-	693	695
27	27	2008-09		1	401	1	8	1	4	1	13	1	19
28	28	19-6-2008	20-8-2008	402	787	9	21	5	14	14	93	20	82
29	29	20-8-2008	13-10-2008	788	1198	22	26	15	29	94	216	83	90
30	30	13-10-2008	15-12-2008	1199	1618	27	33	30	52	217	319	91	95
31	31	15-12-2008	10/2/2009	1619	2032	34	37	53	67	320	383	96	105
32	32	10/2/2009	15-4-2009	2033	2366	38	44	68	23	384	405	106	131
33	33	2009-10		1	70	-	-	1	3	1	3	1	10
34	34	15-4-2009	2/6/2009	71	494	1	-	4	6	4	51	11	34
35	35	3/6/2009	30-7-2009	495	912	2	7	7	17	52	380	35	-
36	36	30-7-2009	16-9-2009	913	1329	8	10	18	27	381	646	36	37
37	37	16-9-2009	17-12-2009	1330	1714	11	18	28	38	647	759	38	44
38	38	17-11-2009	18-12-2009	1715	1909	19	-	39	44	760	770	45	56
39	39	18-12-2009	21-1-2010	1910	2107	20	-	45	48	771	775	57	71
40	40	2009-10											
ಈ ಸ.ಡಿ.ಯಲ್ಲಿ ದಿ.ಕೆ.ಎ ಪಾರ್ಟ್ ನಂ 03 ಡಾಕ್ಯುಮೆಂಟ್ ನಂ 04 ಸೇರಿದೆ													
41	41	21-01-2010	16-2-2010	2108	2300	21	23	49	54	776	780	72	84
42	42	16-2-2010	19-3-2010	2301	2492	24	30	55	59	781	787	85	99
43	43	19-3-2010	17-4-2010	2493	2577	31	35	60	62	788	789	100	103
44	44	2010-11		1	123	1	3	1	2	1	3	-	-
ಈ ಸ.ಡಿ.ಯಲ್ಲಿ ದಿ.ಕೆ.ಎ ಪಾರ್ಟ್ ನಂ 05 ಡಾಕ್ಯುಮೆಂಟ್ ನಂ 05 ಸೇರಿದೆ													
45	45	17-4-2010	18-5-2010	124	339	4	6	3	5	4	41	1	2
46	46	19-5-2010	15-6-2010	340	554	7	12	6	11	42	101	3	10
47	47	16-6-2010	8/7/2010	555	753	13	-	12	14	102	182	11	-
48	48	8/7/2010	30-7-2010	754	940	14	17	15	17	183	273	-	-
49	49	30-7-2010	23-8-2010	941	1132	18	21	18	22	274	332	-	-
50	50	24-8-2010	20-9-2010	1133	1316	22	27	23	28	333	372	-	-
Book 1 part -1 01 Doc ಸೇರಿದೆ													
51	51	20-9-2010	18-10-2010	1317	1512	28	33	29	32	373	395	-	-
52	52	18-10-2010	15-11-2010	1513	1697	34	40	33	43	396	413	-	-
53	53	15-11-2010	9/12/2010	1698	1898	41	44	44	48	415	424	14	16
Book 1 part -1. 2 to 3 ಸೇರಿದೆ													
54	54	9/12/2010	10/1/2011	1899	2073	45	50	49	56	425	432	22	27
55	55	10/1/2011	31-01-2011	2074	2217	51	55	57	61	433	440	-	-
56	56	31-1-2011	14-2-2011	2218	2344	56	58	62	68	441	445	28	35
57	57	15-2-2011	10/3/2011	2345	2515	59	-	69	76	446	453	36	55
58	58	11/3/2011	11/4/2011	2516	2632	60	62	77	80	454	462	56	57
59	59	2011-12		1	49	1	2	1	-	1	-	1	3
Book 1 part -1. 4 to 6 Doc ಸೇರಿದೆ													
60	60	11/4/2011	3/4/2011	50	225	3	6	2	5	2	17	4	5
61	61	30-4-2011	21-5-2011	226	403	7	11	6	11	18	48	-	-
62	62	23-5-2011	13-6-2011	404	593	12	13	12	17	49	101	6	9
63	63	13-6-2011	1/7/2011	594	775	14	-	18	19	102	218	10	11
64	64	1/7/2011	29-7-2011	776	954	15	19	20	25	219	397	12	17
65	65	29-7-2011	23-8-2011	955	1132	20	23	26	30	398	497	18	19
66	66	23-8-2011	16-9-2011	1133	1317	24	26	31	34	498	604	20	23
67	67	16-9-2011	14-10-2011	1318	1485	27	28	35	45	605	781	24	29

60	60	15-10-2011	11/11/2011	1486	1693	29	33	46	53	782	815	30	46
61	61	11/11/2011	1/12/2011	1694	1916	34	-	54	-	816	827	47	62
62	62	1/12/2011	14-12-2011	1917	2128	35	38	55	56	828	834	63	67
63	63	14-12-2011	28-12-2011	2129	2348	-	-	57	59	835	848	68	75
64	64	28-12-2011	11/1/2012	2349	2557	39	41	60	61	849	865	76	82
65	65	12/1/2012	28-1-2012	2558	2759	42	43	62	70	866	887	83	86
66	66	28-1-2012	13-2-2012	2760	2963	44	48	71	73	888	903	87	98
67	67	13-2-2012	25-2-2012	2964	3175	49	51	74	78	904	926	99	108
68	68	25-2-2012	13-3-2012	3176	3375	52	-	79	86	927	942	109	117
69	69	14-3-2012	21-3-2012	3376	3579	53	54	87	89	943	952	118	119
70	70	22-3-2012	9/4/2012	3580	3720	55	-	-	-	953	-	-	-
71	71	9/4/2012	23-4-2012	60	260	3	-	-	-	2	12	1	-
72	72	23-4-2012	8/5/2012	261	459	4	7	1	3	13	34	-	-
73	73	8/5/2012	19-5-2012	460	661	8	10	4	5	35	59	-	-
74	74	19-5-2012	28-5-2012	662	870	11	13	6	-	60	78	2	-
75	75	28-5-2012	8/6/2012	871	1071	14	16	7	8	-	-	-	-
76	76	8/6/2012	14-6-2012	1072	1165	17	18	9	-	-	-	-	-
77	77	14-6-2012	27-6-2012	1166	1360	19	-	10	12	172	282	3	-
78	78	27-6-2012	6/7/2012	1361	1510	20	22	13	4	283	390	-	-
79	79	6/7/2012	17-7-2012	1511	1650	23	25	15	-	391	492	4	-
80	80	18/7/2012	28/7/2012	1651	1790	26	27	17	20	493	625	-	-
81	81	28/7/2012	7/8/2012	1791	1937	28	30	21	26	626	660	-	-
82	82	7/8/2012	17/8/2012	1938	2050	31	32	27	29	661	726	-	-
83	83	17/8/2012	27/8/2012	2051	2210	33	34	30	-	727	814	-	-
84	84	27/8/2012	4/9/2012	2211	2345	-	-	31	34	815	897	-	-
85	85	4/9/2012	21/9/2012	2346	2540	35	38	35	38	898	1041	5	6
86	86	21/9/2012	16/10/2012	2541	2726	39	41	39	42	1042	1154	7	19
87	87	16/10/2012	8/11/2012	2727	2925	42	44	43	45	1155	1193	20	30
88	88	8/11/2012	29/11/2012	2926	3088	45	48	46	-	1194	1216	31	45
89	89	30/11/2012	15/12/2012	3089	3269	49	51	47	50	1217	1235	46	61
90	90	15/12/2012	28/12/2012	3270	3420	52	54	52	54	1236	1253	62	72
91	91	28/12/2012	18/1/2013	3421	3611	55	60	51	57	1254	1271	73	78
92	92	19/1/2013	3/2/2013	3612	3798	61	63	58	59	1272	1331	79	82
93	93	3/2/2013	26/2/2013	3799	3973	64	68	60	61	1332	1354	83	85
94	94	26/2/2013	2/3/2013	3973	4127	69	70	62	64	1355	1373	86	90
95	95	2/3/2013	19/3/2013	4128	4287	-	-	65	-	1374	1409	91	97
96	96	20/3/2013	5/4/2013	4288	4410	71	72	19	-	1410	1430	1	14
				1 to 45						1 to 5			
97	97	5/4/2013	22/4/2013	46	203	1	-	2	3	6	57	1	6
98	98	22/4/2013	17/5/2013	204	365	2	4	-	-	58	165	-	7
99	99	17/5/2013	3/6/2013	366	523	5	8	4	6	166	296	8	14
100	100	3/6/2013	18/6/2013	524	683	9	13	-	-	297	496	-	-
101	101	18/6/2013	2/7/2013	684	836	14	18	7	8	497	765	-	-
102	102	2/7/2013	17/7/2013	837	1004	19	20	9	-	766	993	-	-
103	103	17/7/2013	31/7/2013	1005	1172	21	-	10	-	994	1203	-	15
104	104	31/7/2013	14/8/2013	1173	1323	22	25	11	-	1204	1378	-	-
105	105	14/8/2013	30/8/2013	1324	1479	26	28	12	13	1379	1481	-	-
106	106	31/8/2013	3/9/2013	1480	1633	29	-	14	16	1482	1603	-	-
107	107	4/9/2013	16/9/2013	1634	1791	30	34	17	-	1604	1741	-	-

4.1 ಬಿ ಮಾಹಿತಿ

ಅ.ನಂ	ಕಛೇರಿಯ ಹೆಸರು	ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯಿದೆ 2005 ರ ಕೆಲಂ 5(1) ರ ಪ್ರಕಾರ ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿ	ಕೆಲಂ 5(2) ರ ಪ್ರಕಾರ ಸಹಾಯಕ ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿ	ಕೆಲಂ 17(1) ರ ಪ್ರಕಾರ ಮೇಲ್ಮನವಿ ಪ್ರಾಧಿಕಾರಿ
1	ಉಪ ನೋಂದಣಿ ಕಛೇರಿ	ಉಪನೋಂದಣಿ ಕಾರ್ಯದರ್ಶಿ	ಪ್ರಥಮ ದರ್ಜೆ ಸಹಾಯಕ	ಜಿಲ್ಲಾ ನೋಂದಣಿ ಕಾರ್ಯದರ್ಶಿ
	ಹಿರೇಕೆರೂರ	ಅಂಬಿಕಾ ಪಟೇಲ ಜಿ.ಪಿ	ಎನ್ ಎಸ್ ಚಿದ್ವಾಣಿ	

ನೌಕರ ಕರ್ತವ್ಯಗಳು

ಉಪನೋಂದಣಿ ಕಾರ್ಯದರ್ಶಿ : ನೋಂದಣಿಗಾಗಿ ಬಂದ ಪತ್ರಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ದಸ್ತಾವೇಜಿನ ವರ್ಗೀಕರಣ ಮಾಡುವುದು. ದಸ್ತಾವೇಜಿನಲ್ಲಿ ನಮೂದಿಸಿರುವ ಬೆಲೆಯುಳ್ಳಿರತ ಮಾಡುತಕ್ಕ ಬೆಲೆಗೆ ಹೊಂದಾಣಿಕೆ ಆಗುತ್ತದೆಯೇ ಅಲ್ಲವೇ ಎನ್ನುವುದನ್ನು ಪರಿಶೀಲಿಸಿ ಪತ್ರಗಳನ್ನು ನೋಂದಣಿ ಮಾಡಲು ಅಂಗೀಕರಿಸುವುದು. ಅಗತ್ಯ ಬಿದ್ದಲ್ಲಿ ದಸ್ತಾವೇಜುಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ಅಗತ್ಯ ಸೂಕ್ತ ಮಾದರಿಗೆ ಬೆಲೆಯ ನಿರ್ಣಯಕ್ಕಾಗಿ ಮೇಲಾಧಿಕಾರಿಗಳಿಗೆ ಸಲ್ಲಿಸುವುದು. ಇದರೊಂದಿಗೆ ಸರ್ಕಾರವು ನಿಗದಿಪಡಿಸಿದ ರಾಜಸ್ವ ಸಂಗ್ರಹದ ಗುರಿಯನ್ನು ಮುಟ್ಟಲು ಪ್ರಯತ್ನ ಮಾಡುವುದು ಹಾಗೂ ಕಛೇರಿ ಆಡಳಿತದ ಸಂಪೂರ್ಣ ಜವಾಬ್ದಾರಿಯನ್ನು ಹೊಂದಿರುತ್ತಾರೆ. **ಪ್ರಥಮ ದರ್ಜೆ ಸಹಾಯಕರು :** ಇವರು ಕಛೇರಿಯ ಮೇಲ್ವಿಚಾರಣೆಯ ಜವಾಬ್ದಾರಿಯನ್ನು ಹೊಂದಿರುತ್ತಾರೆ. ದೈನಂದಿನ ಪುಸ್ತಕದಲ್ಲಿ ಪ್ರತಿ ದಿನ ನೋಂದಣಿಯಾದ ದಸ್ತಾವೇಜುಗಳ ವಿವರವನ್ನು ಬರೆಯುವುದು ಮತ್ತು ಜೋಧನಾ ಅರ್ಜಿ ನಕಲು ಅರ್ಜಿಯ ಮುದ್ರಿತ ಅರ್ಜಿ ಮತ್ತು ಇತರ ಅರ್ಜಿಗಳ ವಿವರವನ್ನು ಬರೆಯುವುದು. ವಾರದ, ವಾರ್ಷಿಕ, ಮತ್ತು ಮಾಸಿಕ ಲೆಕ್ಕಪತ್ರಗಳನ್ನು ತಯಾರಿಸುವುದು. ಹಕ್ಕುದಾರಿ ಮುದ್ರಾಂಕ ಶುಲ್ಕದ ಕಡತವನ್ನು ತಯಾರಿಸುವುದು. ಈ ಬಗ್ಗೆ ರಿಜಿಸ್ಟ್ರಾರ್‌ಗಳನ್ನು ನಿರ್ವಹಿಸುವುದು. ಸಿಬ್ಬಂದಿಯ ವೇತನದ ಬಿಲ್ ತಯಾರಿಸುವುದು. ಪ್ರಯಾಣ ಭತ್ಯೆ ಬಿಲ್ ಹಾಗೂ ಡಿಸಿ ಬಿಲ್ ತಯಾರಿಸುವುದು. ಸಾರ್ವಜನಿಕರಿಗೆ ದಸ್ತಾವೇಜುಗಳಿಗೆ ತಗಲಬಹುದಾದಂತಹ ಮುದ್ರಾಂಕ ಶುಲ್ಕ ಮತ್ತು ನೋಂದಣಿ ಶುಲ್ಕದ ಬಗ್ಗೆ ಮಾಹಿತಿ ನೀಡುವುದು. ಉಪ ನೋಂದಣಿ ಕಾರ್ಯದರ್ಶಿಗಳ ರಜೆಯ ಮೇಲೆ ಇದ್ದ ಸಂದರ್ಭದಲ್ಲಿ ಪ್ರಭಾರ ಉಪನೋಂದಣಿ ಕಾರ್ಯದರ್ಶಿಯಾಗಿ ಪತ್ರಗಳನ್ನು ನೋಂದಣಿಮಾಡುವುದು. ಪತ್ರಗಳ ನೋಂದಣಿ ಸಮಯದಲ್ಲಿ ಸಮಗ್ರ ರಿಪೋರ್ಟ್ ಪರಿಶೀಲಿಸುವುದು. ನಗದು ಪುಸ್ತಕ ಬರೆಯುವುದು. ಪರಿಭಾರ ದೃಷ್ಟೀಕರಣ ಪತ್ರವನ್ನು ತಯಾರಿಸಿ ಮತ್ತು ಪರಿಶೀಲಿಸಿ ಸಹಿ ಮಾಡುವುದು ಇವಲ್ಲದೆ ಉಪ ನೋಂದಣಿ ಕಾರ್ಯದರ್ಶಿಗಳ ಕಾಲಕಾಲಕ್ಕೂ ನೀಡಿದ ನಿರ್ದೇಶನದಂತೆ ಕಾರ್ಯ ನಿರ್ವಹಿಸುವುದು. **ದ್ವಿತೀಯ ದರ್ಜೆ ಸಹಾಯಕರು :** ಸಾರ್ವಜನಿಕರಿಂದ ಬಂದ ಅರ್ಜಿಗಳನ್ನು ಸ್ವೀಕರಿಸುವುದು. ಜೋಧನಾ ಅರ್ಜಿ, ನಕಲು ಅರ್ಜಿಗಳನ್ನು ಸ್ವೀಕರಿಸುವುದು. ಈ ಬಗ್ಗೆ ನಿಗದಿತ ಶುಲ್ಕವನ್ನು ಪಡೆಯುವುದು ಮತ್ತು ಸಂಬಂಧಿಸಿದವರಿಗೆ ರಶೀದಿಯನ್ನು ಫಂಟ್ ಮಾಡುವುದು. ಸಾರ್ವಜನಿಕರಿಂದ ಬಂದ ಅರ್ಜಿಗಳನ್ನು ಸ್ವೀಕರಿಸಿ ಇದ್ದ ನ್ಯು ಆಮದು ವಹಿಗ ನಮೂದಿಸಿ ಅಗತ್ಯ ಬಿದ್ದ ಸಂದರ್ಭದಲ್ಲಿ ಸ್ವೀಕೃತಿಯನ್ನು ನೀಡುವುದು. ಪತ್ರ ವ್ಯವಹಾರ ಮಾಡುವುದು. ಹಾಗೂ ಸಂಪರ್ಕಿಸುತ್ತ ಕಛೇರಿಗೆ, ವ್ಯಕ್ತಿ ಗ ಪತ್ರಗಳನ್ನು ಅಂಚೆ ಮೂಲಕ ಅಥವಾ ಸ್ಥಳೀಯ ಪತ್ರಗಳಿಗಾಗಿದ್ದರೆ ಸಹಾಯಕ ಮೂಲಕ ಪತ್ರಗಳನ್ನು ಮುದ್ರಿಸುವುದು. ಪರಿಭಾರ ದೃಷ್ಟೀಕರಣ ಮತ್ತು ನಕಲನ್ನು ಸಾರ್ವಜನಿಕರಿಗೆ ನಿಗದಿತ ಸಮಯದಲ್ಲಿ ತಯಾರಿಸಿ ಕೊಡುವುದು. ನಕಲು ಅರ್ಜಿ ರಿಜಿಸ್ಟ್ರಾರ್ ಮತ್ತು ಜೋಧನಾ ಅರ್ಜಿ ಪುಸ್ತಕಗಳನ್ನು ನಿರ್ವಹಿಸುವುದು. ಪರಿಭಾರ ದೃಷ್ಟೀಕರಣ ಪತ್ರ ತಯಾರಿಸಿ ಮತ್ತು ಪರಿಶೀಲಿಸಿ ಸಹಿ ಮಾಡುವುದು. ವಾಹಿನಿ ಲೆಕ್ಕಪತ್ರಗಳನ್ನು ತಯಾರಿಸುವುದು. ಮತ್ತು ಉಪನೋಂದಣಿ ಕಾರ್ಯದರ್ಶಿಗಳ ಕಾಲಕಾಲಕ್ಕೂ ನೀಡಿದ ನಿರ್ದೇಶನದಂತೆ ಕಾರ್ಯ ನಿರ್ವಹಿಸುವುದು.

ಸಹಾಯಕಿ: ಪ್ರತಿ ದಿನ ಕಛೇರಿಯನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು ಸರಕಾರದ ಹೆಸರನ್ನು ಬ್ಯಾಂಕಿಗೆ ಅರ್ಪಿಸಲು ಮಾಡುವುದು ಸ್ಥಳೀಯ ಹಣಕಾಸು ಸಂಸ್ಥೆ ಬ್ಯಾಂಕು, ಅಂಚೆ ಕಛೇರಿ ಮತ್ತು ಸರಕಾರಿ ಕಛೇರಿಗಳಿಗೆ ಪತ್ರಗಳನ್ನು ಮುದ್ರಾಂಕ ವಿಲೇವಾರಿ ಮಾಡುವುದು. ಮತ್ತು ಉಪನೋಂದಣಿ ಕಾರ್ಯದರ್ಶಿಗಳ ಕಾಲಕಾಲಕ್ಕೂ ನೀಡಿದ ನಿರ್ದೇಶನದಂತೆ ಕಾರ್ಯ ನಿರ್ವಹಿಸುವುದು.