

**Information to be given under information Act-2005 under section 4(1)
A For the Period From Date of opening the office to 31-03-2018**

**ANNEXURE - A
(Records to be Preserved Permanently)**

As per IGR Circular No. RGN 130/98-99, Dated : 14-3-2002

Sl No	Description	Method of Preservation	Volume	From Date	To Date	Page No	Re marks
1	2	3	4	5	6	7	8
1	File of Departmental circulars and orders regarding Registration matters	File Book	3	01-04-57	31-03-2018	900	
	File of Departmental circular and orders regarding Stamp matters	File Book	3	01-04-57	31-03-2018	900	
2	Key to Index	Book Form	36	1973-74	31-03-2018	1600	
3	Register of Destruction of Records	Bound Book	1	01-04-57	31-03-2018	150	
4	Register of Documents destroyed	Bound Book	1	01-04-57	31-03-2018	150	
5	Register of stock of furniture's and other articles	Book Form	2	01-04-57	31-03-2018	500	
6	Book - 1 Volume	Book Form	475-1147	01-04-57	31-03-2018	27000	
7	Book - 2 Volume	Book Form	Nil	Nil	31-03-2018	Nil	
8	Book - 3 Volume	Book Form	8-25	1955-2003	31-03-2018	5750	
9	Book - 4 Volume	Book Form	14-27	01-04-57	31-03-2018	4900	
10	Book -5 (with index) Volumes	Book Form	NA	NA	31-03-2018	NA	
11	Register of CD Preserved	Book Form	1	15-9-03	31-03-2018	15	
12	Thumb impression Register	Book Form	354	01-04-57	31-03-2018	31800	
13	Additional Book-1	File Book	1 to121 1 to 94	01-04-57 15-9-2003	31-03-2018	1 to 94	
14	Additional Book - 2	File Book	Nil	NIL	31-03-2018	Nil	
15	Additional Book -4	File Book	Nil	NIL	31-03-2018	Nil	
16	Index- I	Book Form	280	01-04-57	31-03-2018	62000	
17	Index - II	Book Form	202	01-04-57	31-03-2018	62000	
18	Index - III	Book Form	9	01-4-1957	31-03-2018	2900	
19	Index - IV	Book Form	9	01-4-1957	31-03-2018	2900	

2-

20	Index Subsidiary	Book Form	Nil	Nil	31-03-2018	Nil	
21	Index to old register Books	Book Form	1	1-4-1957	31-03-2018	250	
22	Reference books such as registration acts, stamps acts and manuals etc. (year wise)	Book Form	14	1957	31-03-2018	20000	
23	Ledger of detailed examination of Register Books	Book Form	1	1-4-1957	31-03-2018	210	
24	Register of records	Book Form	4	1-4-1957	31-03-2018	810	
25	Register of records sent to courts and other offices	Book Form	1	1-4-1957	31-03-2018	200	
26	Register of reproduced entries of fading foot notes	Book Form	1	1-4-1957	31-03-2018	200	
27	Register of sanctioned establishment of each officers	Book Form	1	1-4-1957	31-03-2018	200	
28	Registration of stock of books and publications	Book Form	2	1-4-1957	31-03-2018	75	
29	Registration of valuable records	Book Form	1	1-4-1957	31-03-2018	200	
30	Register of showing the particulars of books partially recopied	Book Form	1	1-4-1957	31-03-2018	200	
31	Register of wills and unopened covers Containing wills received by post	Book Form	1	1-4-1957	31-03-2018	200	
32	Registers of wills and sealed covers	Book Form	Nil	Nil	31-03-2018	Nil	
33	Vacancy Register	Book Form	1	1-4-1957	31-03-2018	200	
34	Sealed covers(District Register Office)	In a box occurred in the safe	Nil	Nil	31-03-2018	Nil	
35	Taluk maps	Folded Uncounted	2	1-4-1957	31-03-2018	2	
36	Registe of firms maintained under sec 58 of I.P. Act 1939	Book Form	Nil	Nil	31-03-2018	Nil	
37	Indexes to names of firms	Book Form	Nil	Nil	31-03-2018	Nil	
38	All Registers and the indexes maintained by the registrar under Hindu Marriage Act 1955	File Book and Book Form	1	1-4-1957	31-03-2018	800	
39	All Registers and marriage certificate book and indexes maintained by the registrar under special marriage Act 1954	Bound Book	1	1-4-1957	31-03-2018	800	
40	File of appeal orders and judgment and orders of court	File Book	1	1-4-1957	31-03-2018	150	
41	File of correspondence relating to creation of new offices, alteration of jurisdiction of offices etc...	File jacket Trilateral index files	1	1-4-1957	31-03-2018	10	

42	File of correspondence relating to clarification issued under registration act stamp act and rules there under and other allied Acts bearing the subject (if there are not rescinded)	File jacket Trilateral index files	1	1-4-1957	31-03-2018	160	
43	File of correspondence relating to creation and Transfer of Posts	File jacket Trilateral index files	1	1-4-1957	31-03-2018	150	
44	File of correspondence relating to order of District Registrar sanctioning recopying or repaired damaged books and indexes	File jacket Trilateral index files	1	1-4-1957	31-03-2018	150	
45	File of Translations	File Book	1	1-4-1957	31-03-2018	150	
46	Graduation list of All Cadres	File Jacket Trilateral index files	1	1-4-1957	31-03-2018	150	
47	List of Records transferred from one office to another and acknowledgements there for	File Book	1	1-4-1957	31-03-2018	150	
48	Loose sheets containing entries in Register Volume recopied	In a cover under the seal and signature of registering office a slip pasted on the cover to show its contents	Nil	1-4-1957	31-03-2018	Nil	
49	Supplement to books (part I to V)	File Books	5	1-4-1957	31-03-2018	1000	
50	File relating to registration of forms and shanges of constitution there on under I.P. Act 1935	File Jocket Trilateral index files	NA	1-4-1957	31-03-2018	Nil	
51	Market Value notification	File Jocket Trilateral index files	6	1-4-1957	31-03-2018	350	
52	Market Value files before Commencement of CVC	File Jocket Trilateral index files	2	1-4-1957	31-03-2018	130	

Computerisation of Registered Documents u/s 4(1) (a)
Form date of computerization to 31-3-2015

Sl No	CD No	Book 1 Doct No		Date		Book III Doct No		Book IV Doct No		Book I Part I Doct No		Book I Part V Doct No	
				From	To								
		From	To	From	To	From	To	From	To				
1	2	3	4	5	6	7	8	9	10	11	12	13	14
2003-04													
1	1	1477	1840	15-9-03	9-1-04	8	09	6	9	-	-	-	-
2	2	1891	2356	9-1-04	19-5-04	10	13	10	16	-	-	-	-
3	3	2357	2617	19-5-04	12-7-04	14	-	17	-	-	-	-	-
-	-	1	243	-	-	1	8	1	2	-	-	-	-
4	4	224	728	12-7-04	4-09-04	9	12	-	3	-	-	-	-
5	5	729	1209	4-09-04	29-11-04	13	19	4	12	-	-	-	-
6	6	1210	1847	29-11-04	23-02-05	20	26	17	15	-	-	-	-
2004-05													
7	7	1848	1988	23-07-05	23-07-05	27	30	1	06	-	-	1	265
		01	477			01	06	-	-	-	-	-	-
8	8	488	1038	23-7-05	22-11-05	7	12	2	13	-	-	266	573
9	9	1039	1588	22-11-05	3-3-06	13	15	14	16	-	-	574	700
2005-06													
10	10	1589	1779	3-3-06	27-5-06	1	04	0	1	-	-	701	741
		01	388			-	-	-	-	-	-	01	40
11	11	389	960	27-5-06	31-08-06	5	15	2	7	-	-	41	195
12	12	961	1489	31-08-06	15-11-06	16	23	8	11	-	-	196	340
13	13	1490	1923	15-11-06	8-01-07	24	32	12	13	-	-	391	620
14	14	1924	2421	8-01-07	21-3-07	33	34	14	18	-	-	621	763
2007-08													
15	15	2422	2564	21-3-07	24-5-07	35	36	1	02	-	-	764	765
-	-	01	355	-	-	01	04	-	-	-	-	1	66
16	16	356	932	24-5-07	10-8-07	5	16	03	05	-	-	75	212
17	17	933	1502	10-8-07	25-10-07	17	22	06	09	-	-	243	367
18	18	1503	2050	25-10-07	29-01-08	23	30	10	14	-	-	368	518
19	19	2051	2604	29-01-08	11-04-08	31	37	15	19	-	-	519	584
20	-	1	29	-	-	1	2	-	-	-	-	-	-

1	2	3	4	5	6	7	8	9	10	11	12	13	14
2008-09													
20	20	30	626	11-04-08	28-7-08	3	16	1	05	-	-	1	34
21	21	627	1222	28-7-08	30-9-08	17	21	6	14	-	-	35	126
22	22	1223	1822	30-9-08	5-12-08	22	27	12	13	-	-	127	229
23	23	1823	2365	5-12-08	19-02-09	28	34	14	16	-	-	230	336
24	24	2366	2898	19-02-09	15-04-09	35	37	17	19	-	-	337	378
		1	66			1	2					1	09
2009-10													
25	25	67	680	15-4-09	27-5-09	3	5	1	6	-	-	10	45
26	26	681	1265	27-5-09	7-7-09	6	10	7	11	-	-	46	152
27	27	1266	1955	7-7-09	12-8-09	11	15	12	15	-	-	153	237
28	28	1956	2660	12-8-09	26-9-09	16	19	16	17	-	-	238	241
29	29	2661	3415	26-9-09	28-10-09	20	21	18	-	-	-	292	338
30	30	3416	4158	28-10-09	17-12-09	22	23	19	26	-	-	339	382
31	31	4159	4816	17-12-09	27-01-10	24	27	27	32	-	-	383	419
32	32	4817	5413	27-01-10	9-03-10	28	29	-	-	-	-	420	469
33	33	5414	5906	09-03-10	12-04-10	30	32	-	-	-	-	470	549
-	-	01	31	-	-	01	-	33	35	-	-	01	04
2010-11													
34	34	32	379	12-04-10	21-5-10	02	03	-	-	-	-	5	25
35	35	380	724	21-05-10	11-06-10	04	07	-	-	-	-	26	40
36	36	725	1019	11-06-10	1-7-10	8	9	-	-	-	-	41	59
37	37	1020	1305	1-7-10	9-8-10	10	13	2	-	-	-	60	99
38	38	1306	1594	9-8-10	17-8-10	14	15	3	-	01	-	100	132
39	39	1595	1881	17-8-10	8-9-10	16	-	4	9	-	-	133	157
40	40	1882	2213	8-9-10	28-9-10	17	18	10	11	-	-	158	184
41	41	2214	2500	28-9-10	19-10-10	19	21	12	15	-	-	185	200

42	42	2501	2753	19-10-10	16-11-10	22	25	16	17			201	230
43	CD1 HM	1	3	11-01-10		SPN 1-7	SPM 1						
44	43	2754	3076	16-11-10	08-12-10	26	27	18	-	-	-	231	247
45	44	3077	3397	08-12-10	29-12-10	-	-	-	-	-	-	248	274
46	45	3398	3699	29-12-10	02-02-11	28	-	19	22	-	-	275	302
47	CD2	33	89	22-02-11		SPN 8-11	SPM2	SPM3					
48	46	3698	3980	02-02-11	08-03-11	23	25	23	29			303	321
49	47	3981	4276	08-03-11	31-03-11	26		30				322	356

2011-12

50	48	4277 01	4452 116	31-03-11	26-04-11	- 1	3	- 1	-			357	-
51	49	117	419	26-04-11	24-05-11	4	6	2	3			1	10
52	50	420	705	24-05-11	15-06-11	7		4				11	26
53	51	706	1014	15-06-11	01-07-11	8	-	-	-			27	60
54	52	1015	1321	01-07-11	19-07-11	9	13	5	-			61	103
55	CD3 HM	90	<u>126</u> 10-11	30-07-11			SPM4	SPM5					
56	CD3 HM	1	<u>25</u> 11-12	30-07-11		SPN12	SPM1						
57	53	1322	1629	19-07-11	05-08-11	14	-	-				104	128
58	54	1630	1971	05-08-11	21-09-11	15	17	6				129	162
59	55	1972	2275	21-09-11	12-10-11	18	20	-				163	341
60	56	2276	2558	12-10-11	02-11-11	21		7	9			342	421
61	57	2559	2825	02-11-11	20-11-11	-	-	10	11			422	463
62	58	2826	2959	20-11-11	23-11-11	-		12	13			464	479
63	59	2960	3145	23-11-11	5-12-11	22	23	-	-			480	508
64	60	3146	3370	5-12-11	26-11-11	24	27	-	-			509	534
65	61	3371	3565	26-11-11	2-01-12	28	29	14	-			535	557
66	62	3566	3860	2-1-12	16-1-12	30	-	15	-			558	570
67	63	3861	4172	16-1-12	29-1-12	31	-	16	17			571	586

68	64	4173	4477	29-1-12	6-2-12	-	-	18	-			587	594
69	65	4478	4689	6-2-12	13-2-12	-	-	-	-			595	597
70	66	4690	5010	13-2-12	21-2-12	32	-	19-	-			598	608
71	67	5011	5322	21-2-12	06-03-12	33	-	20	21			609	622
72	68	5323	5649	06-03-12	17-03-12	34	36	-	-			623	625
73	69	5650	5959	17-03-12	30-03-12	37	38	-	-			626	632
74	69	-	-	-	-	-	-	-	-	-		BK V part I 01	

2012-2013

75	70	5960	6117	30-03-12	23-04-12	01	02	22	23			633	634
76	70	01	107	30-03-12	23-04-12	-	-	-	-			01	-
77	71	108	349	23-04-12	02-05-12	-	-	-	-			02	11
78	MUD HM 4	26	87	02-05-12	15-05-12	S.NO. 01-09	S.M.O 1.2.3.4						
79	72	350	559	15-05-12	18-05-12	-	-	1	4			12	15
80	73	560	737	18-05-12	26-5-12	-	-	-	-			16	23
81	74	738	911	26-5-12	07-06-12	3	-	-	-			24	35
82	75	912	1095	07-06-12	18-06-12	4	5	-	-			36	58
83	76	1096	1261	18-06-12	26-06-12	-	-	-	-			59	70
84	77	1261	1424	26-06-12	05-07-12	6	-	-	-			71	85
85	78	1425	1570	05-07-12	11-07-12	-	-	-	-			86	96
86	79	1571	1744	11-07-12	21-07-12	7	-	-	-			97	110
87	80	1745	1925	21-07-12	28-07-12	-	-	-	-			111	125
88	81	1926	2052	28-07-12	02-08-12	8	-	5	6			126	127
89	82	2053	2201	02-08-12	10-08-12	9	-	7	-			128	138
90	83	2202	2328	10-08-12	17-08-12	-	-	8	-			139	147
91	84	2329	2471	17-08-12	23-08-12	-	-	-	-			148	150
92	85	2472	2649	23-08-12	30-08-12	-	-	-	-			151	160
93	86	2650	2767	30-08-12	4-09-12	10	-	-	-			161	163
94	87	2768	2965	4-09-12	13-09-12	-	-	9	10			164	187
95	88	2966	3104	13-09-12	15-09-12	-	-	-	-			188	196
96	89	3105	3211	15-09-12	24-09-12	-	-	-	-			197	200
97	90	3212	3375	24-09-12	28-09-12	-	-	-	-			201	207

98	91	3376	3487	28-09-12	03-10-12	11	-	-	-			208	213
99	92	3488	3646	03-10-12	10-10-12	12	-	11	-			214	220
100	93	3647	3782	10-10-12	18-10-12	-	-	12	-			221	235
101	94	3783	3910	18-10-12	20-10-12	-	-	-	-			236	244
102	95	3911	4028	20-10-12	31-10-12	13	-	13	-			245	252
103	96	4029	4157	31-10-12	7-11-12	-	-	14	-			253	266
104	97	4158	4261	7-11-12	9-11-12	-	-	-	-			267	273
105	98	4262	4353	9-11-12	17-11-12	Rul 17(3)1	-	-	-			274	286
106	99	4354	4458	17-11-12	23-11-12	-	-	-	-			287	305
107	100	4459	4668	23-11-12	29-11-12	14	15	15	16			306	331
108	101	4669	4809	29-11-12	5-12-12	16	17	17	-			332	341
109	102	4810	4976	5-12-12	13-12-12	-	-	-	-			342	368
110	103	4977	5136	13-12-12	22-12-12	-	-	-	-			369	397
111	104	5137	5330	22-12-12	9-01-13	-	-	-	-			398	417
112	105	5331	5545	9-01-13	18-01-13	18	-	-	-			418	439
113	106	5546	5871	18-01-13	30-01-13	-	-	-	-			440	456
114	107	5872	6251	30-01-13	23-02-13	-	-	-	-			457	477
115	108	6252	6600	23-02-13	5-03-13	19	-	-	-			478	492
116	109	6601	7037	5-03-13	23-03-13	20	-	-	-			493	501
117	MUD HM 5	10	95	14-03-13	14-03-13	S.NO. 01-04,	S.M.O 1.2.						

2013-2014

118	110	7038 01	7430 70	15-04-13	15-04-13	-	-	-	-	-	-	502 01	521 13
119	111	71	244	26-04-13	26-04-13	-	-	-	-	-	-	14	18
120	112	245	408	4-5-13	4-5-13	01	02	01	-	-	-	19	26
121	113	409	612	28-05-13	28-05-13	03	-	02	03	-	-	27	35
122	114	613	824	5-06-13	5-06-13	-	-	-	-	-	-	36	46
123	115	825	1014	26-06-13	26-06-13	4	-	4	-	-	-	47	52
124	116	1015	1233	9-07-13	09-07-13	5	-	5	8	-	-	53	113
125	117	1234	1436	17-07-13	17-07-13	6	-	-	-	-	-	114	134
126	118	1437	1622	24-07-13	24-07-13	7	8	-	-	-	-	135	161
127	119	1623	1802	06-08-13	06-08-13	9	11	9	-	-	-	162	195

128	120	1803	1980	20-08-13	20-08-13	12	-	-	-	-	-	196	244
129	121	1981	2158	29-08-13	29-08-13	-	-	10	-	-	-	245	267
130	122	2159	2345	08-09-13	08-09-13	-	-	11	-	-	-	268	319
131	123	2346	2546	20-09-13	20-09-13	-	-	-	-	-	-	320	370
132	124	2547	2731	30-09-13	30-09-13	-	-	12	-	-	-	371	418
133	125	2732	2925	22-10-13	22-10-13	13	15	13	15	-	-	419	483
134	126	2926	2946	22-10-13	22-10-13	-	-	-	-	-	-	484	488
135	127	2947	3116	11-11-13	11-11-13	16	17	16	17	-	-	489	523
136	128	3117	3493	31-12-13	31-12-13	18	20	18	20	-	-	524	606
137	129	3494	3859	17-01-14	17-01-14	21	25	21	22	-	-	607	650
138	130	3860	4235	19-02-14	19-02-14	26	27	23	25	-	-	651	700
139	131	4236	4630	3-3-14	3-3-14	28	30	-	-	-	-	701	768

2014-2015

140	132	4631 01	4992 16	02-04-14	02-04-14	-	-	-	-	-	-	769	823
141	133	17	402	17-05-14	17-05-14	01	-	1	3	-	-	01	67
142	134	403	850	13-06-14	13-06-14	02	03	4	5	-	-	68	152
143	135	851	1089	20-06-14	20-06-14	04	-	-	-	-	-	153	178
144	136	1090	1322	8-7-14	8-7-14	05	-	6	7	-	-	179	215
145	137	1323	1574	23-07-14	23-07-14	06	10	8	9	-	-	216	286
146	138	1575	1858	12-08-14	12-08-4	11	13	10	-	-	-	287	363
147	139	1859	2096	22-08-14	22-08-14	14	-	11	13	-	-	364	385
148	140	2097	2294	4-09-14	4-09-14	-	-	14	-	-	-	386	424
149	141	2295	2493	06-09-14	06-09-14	15	18	-	-	-	-	425	451
150	142	2494	2869	18-10-14	18-10-14	-	-	-	-	-	-	452	496
151	Mud hm-6	M1	M128	18-10-14	18-10-14	N o1	No09	01	03	1	3		
152	143	2870	3372	17-11-14	17-11-14	19	26	15	18	-	-	497	550
153	144	3373	3750	16-12-14	16-12-14	27	-	19	24	-	-	551	591
154	145	3751	3969	20-12-14	20-12-14	-	-	25	29	-	-	592	632
155	146	3970	4218	7-1-15	7-1-15	-	-	30	31	-	-	633	664

156	147	4219	4514	22-01-15	22-01-15	-	-	-	-	-	-	665	726
157	148	4515	4694	31-01-15	31-01-15	28	31	32	35	-	-	727	767
158	149	4695	4974	11-2-15	11-2-15	-	-	36	39	-	-	768	810
159	150	4975	5242	5-03-15	5-03-15	-	-	-	-	-	-	811	850
160	151	5243	5515	20-03-15	20-03-15	32	-	40	41	-	-	851	879

2015-2016

161	152	5516	5846	6-04-15	6-04-15	-	-	42	-	-	-	880	890
162	153	5847 To 5897	01To 226	24-04-15	24-4-15	-	-	01	02	-	-	891	01- 08
163	154	227	444	8-05-15	8-05-15	-	-	03	04	-	-	09	33
164	155	445	755	28-05-15	28-05-15	-	-	-	05	-	-	34	56
165	156	756	1196	25-06-15	25-06-15	-	-	06	08	01	-	57	111
166	157	1197	1460	13-07-15	13-07-15	-	-	09	13	02	3	112	132
167	158	1461	1735	25-07-15	25-07-15	-	-	14	-	4	6	133	170
168	159	1736	1980	25-07-15	25-07-15	-	-	15	-	7	-	171	204
169	160	1981	2242	18-08-15	18-08-15	-	-	16	21	8	-	205	234
170	161	2243	2536	3-09-15	3-09-15	-	-	22	23	9	11	235	268
171	162	2537	2805	18-9-15	18-09-15	-	-	24	27	12	13	269	293
172	163	2806	3073	5-10-15	5-10-15	-	-	-	-	14	19	294	325
173	164	3074	3268	29-10-15	29-10-15	-	-	28	-	20	21	326	348
174	165	3269	3613	4-11-15	4-11-15	-	-	29	31	22	-	349	374
175	166	3614	3882	24-11-15	24-11-15	-	-	32	36	23	27	375	391
176	167	3883	4156	7-12-15	7-12-15	-	-	37	40	28	-	392	418
177	168	4157	4395	22-12-15	22-12-15	-	-	41	-	29	31	419	436
178	169	4396	4659	8-1-16	8-1-15	-	-	42	43	-	-	437	447
179	170	4660	4969	30-1-16	30-1-15	-	-	44	-	32	34	448	463
180	171	4970	5255	20-2-16	20-2-15	-	-	45	-	-	-	464	492
181	172	5256	5613	15-3-16	15-3-16	-	-	46	48	35	-	493	532

2016-2017

182	173	5614	6031	15-4-16	15-4-16	-	-	-	-	36	37	533	570
183	174	6032 To 6266	1 To 124	5-5-16	5-5-16	-	-	49 To 52	1	38 To 41	1 To 3	571 To 583	1 To 3

184	175	125	484	30-5-16	30-5-16	-	-	2	8	4	6	4	126
185	176	485	957	24-6-16	24-6-16	-	-	9	14	7	13	1	114
186	177	958	1358	24-6-16	24-6-16	-	-	15	23	14	15	115	160
187	178	1359	1797	30-7-16	30-7-16	-	-	24	26	16	24	161	201
188	HM 11	1	378	9-6-16	9-6-16	N 1-37		ON 1-54					
189	179	1798	2233	23-8-16	23-8-16	-	-	27	28	25	26	202	226
190	180	2234	2657	8-9-16	8-9-16	-	-	-	-	27	30	227	255
191	181	2658	3025	3-10-16	3-10-16	-	-	29	30	31	35	256	287
192	182	3026	3379	26-10-16	26-10-16	-	-	31	35	36	39	288	343
193	183	3380	3769	8-11-16	8-11-16	-	-	-	36	40	45	344	385
194	HM- 12	100 To 239	85 To 99	16-11-16	16-11-16	N 7-24		ON 10 To 19 & 3-9					
195	184	3770	4148	16-12-16	16-12-16	-	-	37	39	46	49	386	412
196	185	4149	4481	21-1-17	21-1-17	-	-	40	44	50	53	413	455
197	186	4482	4765	15-2-17	15-2-17	-	-	45	50	54	56	456	515
198	HM- 13	240	372	18-03-17	18-03-17	N- 25-29		O- 6, To 20-25		ON- 2-3			

2017-2018

199	187	4766	5123	3-4-17	3-4-17			51	53	57	63	516	558
200	188	5124	5589	15-4-17	15-4-17			54	57	64	70	559	611
201	189	5590 To 5628	1 To 374	18-5-17	18-5-17			58 To 59	1 To 04	-	71	01	24
202	190	375	841	5-6-17	5-6-17			-	05	01	05	25	62
203	HM 14	100	119	14-6-17	14-6-17			-	-	-	-	-	-
204	191	842	1109	5-7-17	5-7-17			-	-	6	14	63	87
205	192	1110	1541	24-7-17	24-7-17			6	9	15	20	88	156
206	193	1542	1995	16-8-17	16-8-17			-	-	21	30	157	208
207	194	1996	2381	5-9-17	5-9-17			10	14	31	39	209	259
208	195	2382	2738	13-9-17	13-9-17			15	16	40	44	260	289
209	H.M 15	30	263	13-9-17	13-9-17	N 10 TO 13		O N 10	11	O F 4	9		
210	196	2739	3192	16-10-17	16-10-17			17	20	45	46	290	339
211	197	3193	3592	13-11-17	13-11-17			-	-	-	47	340	377

212	198	3593	3973	24-11-17	24-11-17		21	23	48	53	378	421
213	199	3974	4353	12-12-17	12-12-17		24	27	54	59	422	460
214	200	4354	4702	8-01-18	8-01-18		28	29	60	61	461	481
215	201	4703	5116	2-02-18	2-02-18		30	33	62	64	482	505
216	202	5117	5488	22-2-18	22-2-18		34	36	-	65	506	531
217	203	5489	5921	9-03-18	9-03-18		-	37	66	68	532	548
218	204	5922	6349	24-03-18	24-3-18		38	39	69	72	549	578

ANNEXURE - B
(To be Preserved for Thirty Years)

Sl No	Description	Method of Preservation	Volume	From Date	To Date	Page No	Re marks
1	2	3	4	5	6	7	8
1	Acquaintance Roll for pay and other allowances (To be preserved for 40 years)	Bound Book	61	1-4-1983	31-3-2018	4050	
2	Administration Report of the Department	File Jacket Trilateral index file	1	1-4-1983	31-3-2018	400	
3	Assets and liabilities statement of Government Servants	File Jacket Trilateral index file	NA	1-4-1983	31-3-2018	NA	
4	Cash Book	Bound Book	31	1-4-1983	31-3-2018	4000	
5	Commission order with interrogatories	File Book	1	1-4-1983	31-3-2018	200	
6	Confidential Reports (two years after death five years from the date of retirement or removal, dismissal from services)	File Book	1	1-4-1983	31-3-2018	200	
7	Daily Register	Bound Book	64	1-4-1983	31-3-2018	18900	
8	File of Correspondence relating to appointments , Promotions and confirmations	File Jacket Trilateral index file	1	1-4-1983	31-3-2018	200	
9	File of Correspondence relating to disciplinary proceedings	File Jacket Trilateral index file	1	1-4-1983	31-3-2018	200	
10	File of Correspondence relating to family pension cases	File Jacket Trilateral index file	1	1-4-1983	31-3-2018	200	
11	File of Correspondence relating to Writ Cases on service matters	File Jacket Trilateral index file	1	1-4-1983	31-3-2018	200	
12	File of power of attorney	File Book	1	1-4-1983	31-3-2018	1200	
13	Minute Book	Bound Book	3	1-4-1983	31-3-2018	320	
14	File or relating to HBA , HPA, etc.,	File Jacket Trilateral index file	1	1-4-1983	31-3-2018	200	
15	Proceedings sheets (vide sec 72 & 73) With the following papers A) Original petitions B) The SR Reasons for refusal C) Enquiry Sheet D) Original Documents or Copies thereof	Bound Book	NA	NA	23-11-2018	NA	
16	Personal File		1	1-4-1983	31-3-2018	250	

17	Records connected with enquiry Under rule 76	Bound Book	1	1-4-1983	31-3-2018	200	
18	Register of Appeals	Bound Book	1	1-4-1983	31-3-2018	200	
19	Register of power of Attorney	Bound Book	1	1-4-1983	31-3-2018	200	
20	Register of revocation of power of attorney	Bound Book	1	1-4-1983	31-3-2018	200	
21	Register of visits and commissions	Bound Book	1	1-4-1983	31-3-2018	200	
22	Service Register of Government servant who retires / dies while in service	Bound Book	1	1-4-1983	31-3-2018	200	
23	Register of deficit fee and stamp duty	Bound Book	1	1-4-1983	31-3-2018	150	

ANEXURE - C
(To be Preserved for Ten Years)

Sl No	Description	Method of Preservation	Volume	From Date	To Date	Page No	Re marks
1	2	3	4	5	6	7	8
1	Accounts of transfer duty i.e surcharge	Book form	9	1-04-2003	31-03-2018	800	
2	Receipt Book Counter file Receipt Book	Book form	40	1-04-2003	31-03-2018	17000	
3	Office order Book	Book form	1	1-04-2003	31-03-2018	200	
4	Register of application for Copies searches and inspections	Book form	24	1-04-2003	31-03-2018	3800	
5	Register of personal and other advances	Book form	1	1-04-2003	31-03-2018	200	
6	Register of Refunds	Book form	1	1-04-2003	31-03-2018	200	
7	Treasury challans	File Jacket	10	1-04-2003	31-03-2018	18200	
8	Treasury remittance book	Book Form	108	1-04-2003	31-03-2018	21600	
9	Exemption U/s 88(1)	Year wise Bundles	15	1-04-2003	31-03-2018	25300	
10	Accounts of Documents set by post	Book Form	20	1-04-2003	31-03-2018	2000	
11	Call Book	Book Form	1	1-04-2003	31-03-2018	100	
12	Case register	File Book	10	1-04-2003	31-03-2018	2000	
13	Declarations filed under Karnataka Vacant Lands in Urban areas(prohibition of alienation)Act 1971	File Jacket Trilateral Index files	1	1-04-2003	31-03-2018	100	
14	File of Correspondence relating to administration Reports	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	
15	File of Correspondence relating to amendments to stamp act and Registration Act etc.,	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	
16	File of Correspondence relating to BPA	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	
17	File of correspondence relating to condonation of claims of arrears of pay etc	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	
18	File of correspondence relating to date of birth	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	
19	File of correspondence relating to Fixation of pay and sanction of allocation statements	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	

20	File of correspondence relating to Gradation list	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	
21	File of correspondence relating to Instruments certified under Sec 31, 32 and 41 of Indian Stamp Act and KSA 1957	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	
22	File of correspondence relating to MCA	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	
23	File of correspondence relating to Objection memos received from the Account General	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	
24	File of correspondence relating to Remission of institution fee in papers suits and remission of C.F	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	
25	File of correspondence relating to sanction of herement	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	
26	File of correspondence relating to Sanction of refunds	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	
27	File of correspondence relating to Write off of stamp duty and registration fee	File Jocket Trilateral Index files	1	1-04-2003	31-03-2018	100	
28	Pay Bill (not containing acquaintance)	File Jocket Trilateral Index files	17	1-04-2003	31-03-2018	850	
29	Register of case Histories (personnel Register)	Book form	1	1-04-2003	31-03-2018	100	
30	Register of fees and deposits for copies, searches and inspections	Book form	20	1-04-2003	31-03-2018	4800	
31	Special Register	Book form	1	1-04-2003	31-03-2018	100	
32	Counterfoils of receipt book and challans under Hindu and Special Marriage Act	Book form	1	1-04-2003	31-03-2018	840	

ANNEXURE - D
(To be Preserved for Five Years)

Sl No	Description	Method of Preservation	Volume	From Date	To Date	Page No	Re Marks
1	2	3	4	5	6	7	8
1	Additional D.A. Account Ledger	Book form	1	1-04-2009	31-03-2018	100	
2	Any other papers not specially provided for under any of the categories	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
3	Budget statements	File Jocket Trilateral Index files	6	1-04-2009	31-03-2018	60	
4	Bill Register	Book form	5	1-04-2009	31-03-2018	700	
5	Binding Estimates	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
6	Consolidates statements of transfer duty	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
7	Contingent bill	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
8	Daily account of documents	Book form	1	1-04-2009	31-03-2018	100	
9	Dispatch Register	Book form	6	1-04-2009	31-03-2018	800	
10	Detailed Budget estimates of an office and correspondence thereto	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
11	Fair copy Register	Book Form	1	1-04-2009	31-03-2018	100	
12	File of applications for copies of misc records	File Book	1	1-04-2009	31-03-2018	1000	
13	File of applications for general searches	File Book	5	1-04-2009	31-03-2018	8000	
14	File of applications for private attendance	File Book	1	1-04-2009	31-03-2018	100	
15	File of applications for single searches and copies	File Book	1	1-04-2009	31-03-2018	100	
16	File of applications under Sec 41 Of KSA 1957		1	1-04-2009	31-03-2018	100	
17	File of applications for withdrawl Of sealed covers	File Book	1	1-04-2009	31-03-2018	100	
18	File of Correspondence and Registers etc., conceited with recruitment committee	File Jocket Trilareral	1	1-04-2009	31-03-2018	100	
19	File of Correspondence relating	File Jocket	1	1-04-2009	31-03-2018		

	to FDA	Trilateral Index files					
20	File of Correspondence relating to Civil list	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018		
21	File of Correspondence relating to Constructions improvements of building etc.,	File Jlocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
22	File of Correspondence relating to F.A	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
23	File of Correspondence relating to GPF final withdrawal	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
24	File of Correspondence relating to GPF partial final withdrawal	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
25	File of Correspondence relating to GPF temporary advance	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
26	File of Correspondence relating to Reimbursement of Medical charges	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
27	File of Correspondence relating to Revision of rents	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
28	File of Correspondence of routine Nature	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	00	
29	File of Correspondence regarding sub-vouchers sent to audit office	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
30	File of Correspondence relating to Supply of books, forms etc.,	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
31	File of Correspondence relating to Supply of furniture, books free Clothing and all other office Equipments.	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
32	File of Correspondence relating to Temporary posts	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	

33	File of Correspondence relating to Transfers	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
34	File of Correspondence relating to Transfer duty	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
35	File of declarations filed under Karnataka land reforms Acts	No of books/volumes/files	6	1-04-2009	31-03-2018	6000	
36	File of correspondence with KGID	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
37	File of correspondence with PSC Regarding appointments	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
38	File of correspondence with SPD	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
39	Form 37G (Income of value less than Rs 10,000/-)	File Book	1	1-04-2009	31-03-2018	200	
40	General Receipt Register	Bound Form	1	1-04-2009	31-03-2018	200	
41	Indent for supply of stationery , articles financial forms , department books and sales etc.,	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	200	
42	Intimation of collection of transfer duty	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
43	Karnataka Gazette (Part-1 and important act and regulations relating to the department to be sorted out and retained for 30 years)	Book Form	8	1-04-2009	31-03-2018	8500	
44	Leave accounts of non-gazette Government servants	Book Form	1	1-04-2009	31-03-2018	200	
45	Library issue register	Book Form	1	1-04-2009	31-03-2018	100	
46	Local delivery book	Book Form	1	1-04-2009	31-03-2018	100	
47	Memo forwarding and acknowledging declarations under land reforms Act	File Book	1	1-04-2009	31-03-2018	440	
48	Notes of Inspections and Audit reports	File Book	1	1-04-2009	31-03-2018	400	
49	Office copies of LPC	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
50	Order book of contingent charges	File Book	1	1-04-2009	31-03-2018	100	

51	Petitions I. For issue of summons other than those in appeal and original of such summons. II. For certificates under Sec 16 of the Stamp Act III. Regarding other matters connected with Registration		1	1-04-2009	31-03-2018	100	
52	Record issue Register	Book Form	1	1-04-2009	31-03-2018	100	
53	Record receipt Register	Book Form	1	1-04-2009	31-03-2018	100	
54	Register of contents of records Receptacles	Book Form	1	1-04-2009	31-03-2018	100	
55	Register of contingent expenditure	Book Form	1	1-04-2009	31-03-2018	100	
56	Register of documents adjudicated	Book Form	1	1-04-2009	31-03-2018	100	
57	Register of impounded documents	Book Form	1	1-04-2009	31-03-2018	100	
58	Register of examinations of records with records	Book Form	1	1-04-2009	31-03-2018	100	
59	Register of increment certificated office copies	Book Form	1	1-04-2009	31-03-2018	100	
60	Register of reference under see 4SA of KSA 1957	Book Form	1	1-04-2009	31-03-2018	100	
61	Registering of Traveling allowance and process fees	Book Form	1	1-04-2009	31-03-2018	100	
62	Register of trunk call	Book Form	1	1-04-2009	31-03-2018	100	
63	Register of unserviceable articles	Book Form	1	1-04-2009	31-03-2018	100	
64	Register of underused pay	Book Form	1	1-04-2009	31-03-2018	100	
65	Register of unserviceable articles	Book Form	1	1-04-2009	31-03-2018	100	
66	Register showing the stock of service books	Book Form	1	1-04-2009	31-03-2018	100	
67	Register showing the stock of service books	Book Form	1	1-04-2009	31-03-2018	100	
68	Register relating to sealed bags containing keys	Book Form	1	1-04-2009	31-03-2018	100	
69	Reports of private attendance	Book Form	1	1-04-2009	31-03-2018	100	
70	Service book of Government Servant who has resigned (five years from the resignation)	Book Form	1	1-04-2009	31-03-2018	Nil	
71	Service book of a Government servant who has resigned (five years from the resignation)	Book Form	1	1-04-2009	31-03-2018	Nil	
72	Special register	Book Form	1	1-04-2009	31-03-2018	100	


73	Special or misuses sent by the D.C. to the IGR under rule 17 of K.S.R. 1958	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
74	Stamp Register	Book Form	1	1-04-2009	31-03-2018	100	
75	Statement of monthly progressive Expenditure and correspondence Relating to discrepancy in figure	File Jocket Trilateral Index files	5	1-04-2009	31-03-2018	1200	
76	Statement of monthly progressive receipts and correspondence relating to discrepancy in figure	File Jocket Trilateral Index files	5	1-04-2009	31-03-2018	1920	
77	Stock account of stationary	Book Form	1	1-04-2009	31-03-2018	100	
78	Sub- Vouchers not sent to audit Office	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
79	Traveling allowances Bill	Book Form	1	1-04-2009	31-03-2018	100	
80	Treasury schedules received from District Treasures	Loose sheets	1	1-04-2009	31-03-2018	100	
81	File of certificates of encumbrance (office copy 5 years or inspection whichever is later)	File Jocket Trilateral Index files	8	1-04-2009	31-03-2018	13810	
82	I.T.C.C. U/s 230 A of Income tax Act (5 years)	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	150	
83	Affidavits filed under prevention of fragmentation and consolidation holds Act 1966	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
84	Pahani, Affidavit, Agriculture Labourer Certificate Motation Extract Municipal / Corporation Khata extraxt from No. 19 & v.p Form 9 & 10 form I and all other records produced at the time of Registration (5 years or Inspection whichever is later) calucation sheet	File Jocket Trilateral Index files	7	1-04-2009	31-03-2018	31800	
85	Application file U/s 26 and 27 of the Urban Land (cleaning and regulation Act 1976 and Endorsement issued (5 years or Inspection whichever is later)	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	
86	Application for deed writers license / Form A and Renewal Form B	File Jocket Trilateral Index files	8	1-04-2009	31-03-2018	180	

87	Form I calculation sheets (land endorsements regarding market value) U/s 45 A of KSA, 5 years or depthal inspection whichever is later		5	1-04-2009	31-03-2018	120000	
88	D/C certificates [5 years or deptal inspection whichever is later		1	1-04-2009	31-03-2018	100	
89	Closed files relating U/s 45A & 46A KSA 1957 (5 years or dept inspection whichever is later)	File Jocket Trilateral Index files	1	1-04-2009	31-03-2018	100	

ANNEXURE - E
(To be Preserved for One Years)

Sl No	Description	Method of Preservation	Volume	From Date	To Date	Page No	Re Marks
1	2	3	4	5	6	7	8
1	All papers received for information For which no action is necessary	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	100	
2	Application for casual leave	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	100	
3	Applications for leave & Transfer	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	100	
4	Attendance Register	Book Form	1	01-04-2013	31-03-2018	200	
5	Certificate of transfer of charge and reports of joining and relief	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	100	
6	Copies of Bills received from Nasiksent to S.O.S.	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	100	
7	Dead stock Register	Book Form	1	01-04-2013	31-03-2018	100	
8	Deiries of Inspector of Registration	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	100	
9	Diaries of Clerks	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	100	
10	Fair copy Register	Book Form	1	01-04-2013	31-03-2018	100	
11	File of correspondence relating to application requesting inform etc., relating to stamp and registration matters from public	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	100	
12	File of correspondence relating to grant of copies inspections of records relating to Registration Firms and Societies	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	100	
13	File of correspondence relating to grant of copies inspections of records relating to Registration of Firms and Societies	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	Nil	
14	File of correspondence relating to interpretations	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	100	
15	File of intermediate correspondence relating to Registration of firms change of constitution	File Jocket Trilateral Index files	NA	01-04-2013	31-03-2018	NA	

16	File of correspondence relating to weekly arrears list	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	100	
17	Invoices (counter foils with acknowledgements retained in the officer of issue	Book Form	1	01-04-2013	31-03-2018	100	
18	Petrol Register	Book Form	NA	01-04-2013	31-03-2018	NA	
19	Periodical Register		1	01-04-2013	31-03-2018	100	
20	Periodicals received from subordinate offices	Book Form	1	01-04-2013	31-03-2018	100	
21	Postal receipts and acknowledgements		1	01-04-2013	31-03-2018	100	
22	Register of allotments	Book Form	1	01-04-2013	31-03-2018	200	
23	Register of casual leave and Examination leave		1	01-04-2013	31-03-2018	100	
24	Register of receipts and disposal or copies and memoranda (sec 64-67)	Book Form	1	01-04-2013	31-03-2018	100	
25	Register showing the acknowledgement of Regd Post received	Book Form	1	01-04-2013	31-03-2018	100	
26	Summons and other correspondence regarding production of records	File Book	1	01-04-2013	31-03-2018	100	
27	Tour Programme	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	100	
28	Work statement relating to Sub Registry offices	File Jocket Trilateral Index files	1	01-04-2013	31-03-2018	100	


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 ಮುನ್ಸಿಪಲ್
 ಮುನ್ಸಿಪಲ್ ಕಾರ್ಯಾಲಯ.

Chapter 1
Organization, Functions and Duties
[Section 4(1)(b)(i)]

Particulars of the organization, functions and duties:-

SL.No	Name of the Organisation	Address	Functions	Duties
1	Subregistrar office Muddebihal	Minividhansoudh Muddebihal		Registration of documents Registration of marriages

1) Sub-Registrar Office Muddebihal:-

Powers and Duties of Officers and Employees

[Section 4(1)(b)(ii)]

Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

SL.NO.	Name of the office/employee	Designation	Duties allotted	Power s
1	Shri M.S.Ganiger	Sub Registrar.	1)Registration of the documents 2)Issue of cretified copies of the Registerd document and E.C 's 3)Impounding of unduely stamped documents 4)Forwording of the under valued documents to District Registrar 5)Registration of the marriaages in accoerdening to the special Marriage Act 1954 and hindu Marriage Act 1955	
2	Shri Holeyappa	FDA.	1)coresponce, of letter 2)preperation of cretified copies of the Registerd document and E.C 's 3)preparation of montly and annual accounts, 4)other duties allotted higer officeres	
3	Shri S.G kattimani	peon	1) Office cleaing 2) Record Room 3)Bank Remittance and As per Sub Registrar said works	

Working Procedures made by the Departmental Head

1. Work allotments are given to each workers.
2. Instruction given to maintain Information books of the workers.
3. Instructions given to Officials and employees to work with the promptness.
4. Straight instructions given to the workers and Officials to welcome the publics with smiling face.

Information for publics to get the Details :-

1. Work allotment table will be attended in the Notice Board.
2. Working procedure of every workers are mentioned.
3. Sitting Arrangements were maintained in all the office for the publics.
4. Drinking water arrangements are maintained for the publics.
5. Information officers are appointed for the public to get the details.
6. Citizen Chart are attend in the Notice Board.

Procedure Followed in Decision-making Process

[Section 4(1)(b)(iii)]

Describe the procedure followed in decision- making by the public authority
(Sub Registrar).

Activity	Description	Decision making process	Designation of final decision authority
1)Registration of the documents 2)Issue of cretified copies of the Registerd document and E.C 's 3)Impounding of unduely stamped documents 4)Forwarding of the undervalued documents to District Registrar 5)Registration of the marriages in accoerdening to the special Marriage Act 1954 and Hindu Marriage Act 1955		(a) Classification of documents (b)Determination of Market value (c) Registration of Wills and Authorities to adopt (d)Registration of Marriage (e)Registration of trust	Sub Registrar

Norms set for the Discharge of Functions

[Section 4(1)(b)(IV)]

Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

The Norms set by it for the discharge of its functions:-

1. Time norms:

Return of register documents within 30 minutes in the Computerized Registration system.

2. Issue of Certified copy of the documents:

1. within 3 days if delivered manually.
2. Within 30 minutes if Xerox copy is issued.

3. Issue of Encumbrance Certificates:

1. within 10 days from the date of receipt of the application for a search Of 15 years (manually).
2. within a day if the search is for one year (manually).
3. Within a day, for the period the Encumbrance Certificate Data Is held in the digitized form (EC Data held in the digitized form from September 2003 only).

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

[Section 4(1)(b)(v)&(vi)]

ANNEXURE

RIGHT TO INFORMATION ACT 2005 sec. 4(b)(v)

The Rules, regulations, instruction, manual and records held by it or used By its employees for discharging its functions:-

1. Registration Act 1908
2. Karnataka Stamp Act 1957
3. The Indian Registration Act 1899
4. Karnataka Registration Rules 1965
5. Karnataka Stamp Rules 1958
6. KARNATAKA STAMP (Constitution of centerl valuation Commiteefor Estimation, Publication and Revision of Market value Guidelines of Properties) rules, 2003
- 7 Karnataka Stamp(Prevention of Undervaluation of Instruments) Rules 1977
8. Karnataka Civil Service. (Classification Control & Appeals Rules) 1957
9. Karnataka Civil Service Rules 1957
10. Karnataka Financial Code
- 11Hindu Marriage Act ,1955
- 12Hindu Marriage, Rules 1956
- 13 special Marriage Act, 1954
- 14 special Marriage (Karnataka) Rules .1961
- 15Government orders relating to Reduction or Remission of Duties with witch Instruments are chargeable under Karnataka Stamp Act 1957 and Registration Act 1908
16. Income tax Act, 1961

Categories of Documents held by the public Authority under its Control
[Section 4(1) (b) (Vi)]

ANNEXURE

RIGHT TO INFORMATION ACT 2005 sec. 4(b)(vi)

The statement of the categories of documents that are held by it or under

Its control:-

A... Documents pertaining to Immovable properties

2. Documents pertaining to Wills and Authorities to adopt

3 Documents pertaining to Marriages

Arrangement for Consultation With, or Representation by, the Members of the public in relation to the Formulation of Policy or Implementation thereof.

[Section 4(1)(b)vii]

Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies?

A... For determination of guideline values pertaining to Immovable properties, the Taluka Valuation Committee has been constituted under Section 45B of the Karnataka Stamp Act.

2. List of the Taluka Valuation Committee members is as Follows:

1	Tahsildar Muddebihal	chairman
2	Sub Registrar Muddebihal	Member secretry
3	Chief officer T M C Muddebihal	Member
4	A.E.E PWD Muddebihal	Member
5	A.D.L.R Muddebihal	Member
6	Chief officer T M C Talikoti	Member
7	Chief officer T M C Nalatawad	Member
8	Asst Agriculture officer Muddebihal	Member

Boards, Councils, Committees and others Bodies constituted as part of public Authority
[Section 4(1)(b) (viii)]

Please provide information on boards, councils, committees and other bodies related to the public a

Not applicable

RIGHT TO INFORMATION ACT 2005 sec. 4(b)(ix)

Telephone directory of its officers and employees:-

- 1 Hon'ble Revenue Minister
- 2 Principle Secretary (Revenue Department) 080-22252731
- 3 Secretary II (Revenue Department) 080-22207006
- 4 Deputy Secretary (Stamps) (Revenue Department) 080-22253713
- 5 Under Secretary 080-22032225
- 6 Section Officer 080-22032149
- 7 Divisional Commissioner, Belgavi 0831-2404007
- 8 Deputy Commissioner, Bijapur 08352-250151

PHONE NUMBERS OF I.G.R.'S OFFICE

- 1 Inspector General of Registration and
Commissioner of Stamps
080-22210246
Fax-080-22216282
- 2 Deputy I.G.R. (Administration) 080-32719125
- 3 Deputy I.G.R. (Intelligence) 080-22216283
- 4 Assistant I.G.R. (Administration) 080-22212045
- 5 Assistant I.G.R. (Audit) 080-22216283
- 6 Assistant I.G.R. (Computerization) 080-22484171
- 7 H.Q.A to I.G.R. (Administration) 080-22212045
- 8 H.Q.A to I.G.R. (Audit) 080-22212045

9) District Registrar, and Registrar of Firms,

K H B complex 2nd floor Sholapur road Bijapur Pincode-586 101

Phone No:- 08352-261776

10)Sub Registrar Muddebihal minividhansoudh Muddebihal -08356-220297

ANNEXURE

RIGHT TO INFORMATION ACT 2005 sec. 4(b)(x)

The monthly remuneration received by each of its officers and employees, Including the system of compensation as provided in its regulations:-

The

SL.NO.	Name of the office/employee	Designation	Pay scale	Net salary	Remarks
1	Shri M.S.Ganiger	Sub Registrar.	17650-32000	30374	
2	Shri Holeyappa	F.D.A.	14550-26700	34566	
3	Shri S.G Kattimani	peon	9600-14550	17367	

ANNEXURE

RIGHT TO INFORMATION ACT 2005 sec. 4(b)(xi)

The data entry services care maintained by HCL Company on Contrace basis

ANNEXURE

RIGHT TO INFORMATION ACT 2005 sec. 4(b)(xii)

The manner of execution of subsidy programmes, including amounts allocated And the details of beneficiaries of such programmer:-

~~NOT APPLICABLE~~

ANNEXURE

RIGHT TO INFORMATION ACT 2005 sec. 4(b)(xiii)

Particulars recipients of concession, permits or authorisations granted by it, **NOT APPLICABLE**

ANNEXURE

RIGHT TO INFORMATION ACT 2005 sec. 4(b)(xiv)

Since 2003-04 all records volume Book I ,Book III ,Book IV are reduced in to electronic form .

ANNEXURE

RIGHT TO INFORMATION ACT 2005 sec. 4(b)(xv)


The particulars of facility available to obtain information regarding market value **KESVEN**

ANNEXURE

RIGHT TO INFORMATION ACT 2005 sec. 4(b)(xvi)

The names designations and other particulars of the public information Officers,...

Public information officer	Assistant Public information officer	Appealate authority
Shri M.S. Ganiger Sub Registrar Muddebihal	Sri Holeyappa F.D.A Sub Registrar Office Muddebihal	Sri G.R.Nadagoud District Registrar Bijapur


ಉಪನಿರ್ದೇಶಕರು
ಉಪ ನಿರ್ದೇಶಕರುಗಳು,
ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿ
ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿ