

KARNATAKA STATE ROAD TRANSPORT CORPORATION

CENTRAL OFFICES: BANGALORE

No:KST/CO/ADM/A-3/165/78-79

Dated: 08-06-1978

GENERAL STANDING ORDER NO 250

(issued in the administration department)

Subject: Maintenance of Records

-0-

With a view to ensuring efficient and smooth working of the various offices of this corporation it is necessary to evolve a system for reservation and proper up – keep of the records. Proper up- keep of records could be achieved by classifying the existing records as (a) old, and (b) current on the basis of definite principles of requirement of the records for further reference. Current records mean, the records on which final action is yet to be taken or those which are required for constant and continued reference. The current records shall be retired by the case workers , and the old records shall be sent to the record keeper as prescribed .

The following procedure shall be followed for the preservation of the old records for the specific periods and disposal thereafter.

1. PROCEDURE FOR CLASSIFICATION OF RECORDS.

- a) The existing old records are classified into 5 categories as indicated below, depending upon the need for the preservation of the records.
 - A- To be preserved permanently .
 - B- To be preserved for 30 years
 - C- To be preserved for 10 years
 - D- To be preserved for 5 years
 - E- To be destroyed as soon as finished or accounts have been audited and accepted.
- b) As and when files/ registers are opened, the classification according to the period the document is required to be preserved, will to stamped on the covers at the appropriate places by the Sectional Head concerned so that when the file/ register is closed it could be straight way it in the record room. The records of the various offices of the corporation are classified as per Annexure ‘A’.
- c) The concerned Officers should get sorted out all the records periodically at least once in a quarter of the year and the current records maintained in their sections and old records transmitted to the record rooms to be set up in Central Offices separately for the various departments and at the Divisional Head Quarters for the respective Divisions.

- d) The Section-Officers after sorting out the old records will classify the old records under the above categories as specified in the Annexure 'A' duly stamping it with appropriate classification with rubber stamp on the outer cover and also indicating the following particulars on the outer cover of each file/ register.
- I) The name of the compilation viz., Administration/ Security/ Statistical/ Traffic/ Accounts/ Civil Engineering/Legal/Labour/Mechanical Engineering/Secretarial and the like.
- ii) The individual No. of the file /register in serial order
- iii) Subject in brief
- e) I) The files should be properly indexed quoting the subject matter and the pages relating to the correspondence on the index docket sheet .
- ii) Papers should be properly filed and the pages numbered without any loose sheets
- NOTE:** Cases meant to be preserved should not be unduly sub-divided or improperly combined.
- f) All un-necessary papers in a file like drafts of correspondence, additional copies of circulars and other correspondence should be weeded out to lesion the bulkiness of the files. A note will be left in the said file to record that the page numbers of the redundant Papers in the said file or removed being superfluous, so that the missing pages are accounted for. No attempt should be made to change the numbers of the pages.

2. DISTRUCTION OF THE OLD RECORDS

The records which are classified under B.C.D and E category have to be destroyed after the period of preservation as specified in Annexure 'A' subject to the following:

- a) Special care should be taken to see that old records which are interned for destruction are destroyed only after careful security of such papers.
- b) A register as per Annexure 'C' be maintained for all the files/ records which are to be destroyed, duly attested by the officer in charge of section/ department and security Inspector.
- c) Wherever necessary, other departments or sections to be consulted before taking final action, to make sure that the record can be destroyed.

- d) All old records which are of confidential nature be destroyed by burning, at a convenient place, ensuring that no damage or loss is caused to the property of the corporation, or any person.
- e) News papers and magazines and other printed or cyclostyled literature which are not confidential in substance which could fetch income to department by re sale, may be disposed of by following procedure stipulated for disposal of materials .

3. MOVEMENT OF FILES FROM SECTIONS TO RECORD ROOM AND VICE-VERSA:

- a) The records which are required to be sent to the Record Room should be sent once in a quarter with the particulars already indicated in para 1(d) above, with a list thereof in duplicate .
- b) The In charge of the Record Room shall return one copy of the list duly acknowledging the receipt after verifying the records. He will retain one copy of the list with him, and record the entries in the register maintained for the purpose. The In charge of the Record Room shall maintain separate registers Department-wise and subject-wise. This register will be as per Annexure 'B'.
- c) The In charge of the Record Room shall ensure that all the files are with proper index, indicating the file number, subject in brief and keep them under the classification separately. These records have to be arranged year-wise and subject-wise and in the Alphabetical order so that the old records could be traced out promptly when required.
- d) The In charge of the record room shall maintain Inward Register and Outward Register as per the proforma, to control the movement of files, in the forms prescribed in Annexure 'B' and 'C'.

4. STAFF FOR RECORD ROOM:

While standardizing the Staffing pattern for the operation Units, provision has been made to provide staff for the record room. So far as the maintenance of records in the C.E.Divisions. The Regional Workshops some bare minimum staff required for the record room could be drafted from the existing staff working, for the purpose and the records got classified and maintained as laid down, in their respective Units . Similarly the various Departmental Heads in Central Offices will arrange for classification and maintenance of records pertaining to their departments till separate record rooms are provided.

5. RECORD ROOM BUILDING:

- a) Every Unit Head shall make necessary arrangement to provide a separate room exclusively for use as "Record Room" in the existing office building. As far as possible, no room in the ground floor should be allotted for the purpose.
- b) The record room should have proper lighting and it should have proper locking arrangement to ensure safety of the records.
- c) Records should be kept in open racks or built-in –racks. No records should be kept on the ground.
- d) Records should be preserved and maintained undamaged and in good condition and the records should be kept in a systematic way and the movement of records should not deteriorate its condition.
- e) Proper check should be made to ensure that the records are not eaten away by rats, insects, white ants etc., or affected by dampness.
- f) Care should be taken to see that there is no chance of short circuit of electricity or any chances of fire in the record room.
- g) Admission to record room should be restricted to authorized persons only. Smoking shall be totally prohibited .
- h) The In charge of the record room shall be solely responsible for the loss of or damage to records.
- i) No other material should be stored or kept in the record room except the old records.
- j) Record Room should be properly arranged to avoid any congestion or disorderliness.
- k) Record Room shall be kept clean and tidy and records be dusted periodically, utilising proper disinfectants to avoid moths etc.,

Sd-

GENERAL MANAGER.

To

All Departmental Heads for Information and necessary action.

All Unit Heads for Information and necessary action.

Encls: 2 copies of GSO

MAINTAINANCE OF RECORDS

ANNEXURE-“A”

Classification of Papers							
Sl. No	Name of the Department s/Section	‘A’	‘B’	‘C’	‘D’	‘E’	Remarks
I	ACCOUNTS DEPARTMENT EST/ACCOUTS & CADT	Pay Bills,EPF Register, Increment Register,EPF Bills, MusterRolls, Standing orders, Government Circulars, Correspondence On Policy matters and other important documents, Annual Establishment Returns, Paybills with acquaintance Rolls, Office Orders regarding postings, transfers, appointment, Promotions, Reversions, etc., Leave of all kinds except C.L entered in S.B. Circulars Files.	Sanction Register of entertainment of temporary establishment foreign service to /from and foreign service contribution register. ‘E’ abstracts along with vouchers i.e., salary bills and T.A.Bills etc.,	Increment Certificate. Sanction to advance for house building, MotorCycle Advance.	T.A.Bills correspondence Files, Establishment Orders Increment Certificates(after entering in Service Book Advance Register ,Workmens Compensation Register Papers regarding Deputation Allowance ,Scale Audit Register, Journal slips Adjustment slips Audit observation Books Indemnity Document cases, Provisional Pay Register, Proposal Register ,Fair allowance expenditure, Audit objection Files, Out Standing Advance Files, Bill Book Register, Deposit Accounts, Government audit memos, expenditure register, Pay Bill book register, Register of Misc. Recoveries, Unpaid wages Register, Register of E.P.F.files, P.F.Advance Registers. T.A.Bill and quittance Rolls and Correspondence thereon. Salary Slips and Leave Certificate of Officers Sanctions for Advance from P.F Sanction for efficiency Bar. Charge Reports .Individual Correspondence regarding affairs age of superannuation’s, C.L.Registers and connected papers. Last Pay Certificates, Misc. correspondence.	Casual leave Record Correspondance regarding compensation cases.	
II	PROVIDENT FUND SECTION	P.F check register,E.P.F Ledger Books, P.F Personal Files , P.F. Index registers, P.F	Certificate of Final disbursement file.	E.P.F Final refund register, Staff welfare Fund Register,	E.P.F schedules received from Divisions and AAO(EST),C.O. Daily Dak Register. Outward Register Unposted Amount	Bill wise Statement of E.P.F Deductions. Casual Leave	

III	ACCOUNTS DEPT. CASH AND BOOKING SECTION	<p>Alphabetical Register, Inadvertent Deduction Register, Insurance Premium Register, Unclaimed amount Register, Files of Correspondence with Dns. Confidential Report Register, Procedure file, P.F Regulation files, files reg. interest on E.P.F contributions files re. final withdrawal of C.P Funds, files re.NCPF contributions, files re. exemption of Income Tax from E.P.F correspondence with Government Auditors, files of correspondence with COSP re. Printing and stationary, Assembly questions filed on P.F.matters, Credit Register(maintained in Divisions) , correspondence with Divisional Offices file. Nomination forms file. Investment Register and Files.</p> <p>Treasury Register, Treasury Pass Books, Misc., Cash Book, Counter foils of cheques, Capital Receipt Register, Investment Register and files, Duplicate key register, Short Term Deposit Register and its correspondence.</p>		<p>P.F.Advance Register. Refund Bills Register(Maintained by Divisions)Advance and Refund Register for giving P.F Advance Bills Register, Refund Claims Files.</p> <p>Daily payment Register, Denomination Books, Balance Register, Security Deposite Register. Record copies of abstracts payment orders.ChequeBook stock Register, Issue and Utilisation Register. Cancelled</p>	<p>Register(to be posted)</p> <p>Revenue Stamps Amount Register, Stores consumption statement & Files thereof, Drawing Account Statement, Statement of clearance to final heads. Stores consumption statement.</p>	<p>Register. Application for advance for E.P.F</p> <p>Despatch Register of 'X' & II abstracts ,Despatch Register of Cheques, Daily Cash position statements . Journal Ledger.</p>
-----	-----------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

				Cheque Register Abstracts along with vouchers, Receipt of Statement like I,II &III shortage statement and files thereof. Transfer of Fund Register. Deposite Register & files. Statement of clearance to final heads Deposite Register & Files.			
IV	ACCOUNTS DEPT.CONTIN GENT AUDIT SECTION (CADT)	Vehicle Register, Register of Deposits by S.T with other parties, Contract Register & files relating to above. Contract with suppliers, files regarding correspondence relating to Sales Tax & Income Tax	Nil	Pay Order Books Journal slip-Books.	Rent Registers, Fuel Registers, Electricity Registers, Telephone Registers. Registers for different supplies miscellaneous contingent payment register, Files pertaining to above register Contingent Bills. Miscellaneous correspondence, Purchase Orders.	Corresponde nce with firms warranty claims.	
V	ACCOUNTS DEPT WORKS AUDIT SECTION(WA DT)	Works Audit Register other Misc. Register Files of correspondence pertaining to above Register. Completion Reports.	Monthly Accounts recd.from the executive Engineer.	Sanction to estimates & allotments, copies of accepted Tenders, Misc.Correspon dence Files.	-----	-----	
VI	ACCOUNTS DEPT. STORES	Stores Ledgers	Nil	Proposals forwarded to the Vice-	Purchase Orders, Vouchers, Receipt Vouchers, Transfer Vouchers, Packing Notes,	Issue Return Stores	

	ACCOUNTS (SAS)			Chairman or General Manager through the Chief Accounts Officer with his comments.	Tyre Cards, Battery Cards, Receipt Voucher Control Register, Local Purchase Register, Issue Vouchers Control Register, Receipt & Issue Register, Monthly Fuel Issues, Classification Statement Circular File, Reconciliation Statements, Correspondence etc., Handing & Taking over charge papers, Misc. Correspondence file.	Register.
VII	ACCOUNTS DEPT. AUDIT REPORT DISPOSAL SECTION (ARD)		----	Audit Reports & Inspection Notes by the A.G on the accounts of Divl. Offices & Central Office. Other correspondence on the subject of Audit Reports between A.G & S.T any other Misc. Register of losses. Correspondence & Returns re. Loss cases, Inspection Notes by the Central Office P.A party & Divl.Accounts & the Central Office. Any other correspondence on the allied subject dealt with by the P.A .Party .	Half Margin Objections issued by A.G 'S' Audit Parties both at the Divl.Offices & Central Office, while Audit is in progress.	Half Margin Objections issued by P.A Party while Audit is in Progress.
VIII	ACCOUNTS DEPT.	Budget Estimates as approved by	----	Notes on agenda of the	Copies of the Financial Proposals with CAO's	Budget data for Revenue

	BUDGET & FINANCE DEPARTMENT	Government, Canadian Aid.		Standing Committee Meetings, Notes on agenda of Corporation Meetings .	comments, correspondence with Govt. Regarding Budget Misc. Financial Matters received for CAO's comments.	Receipts & expenditure furnished by D.C's, COSP, Works Manager & other Depts of the Central Office.
IX	ACCOUNTS DEPT. BALANCE SHEET SECTON(BS)	Debenture Registers & files investment Register & Files.	----	Issue of Debentures Misc. Correspondence with the Government, & with other Departments in Central Offices.	Copies of Budget as approved by the Corporation & forwarded to the Government. Register maintained for consolidation & Scrutiny of the above Data.	For Division-wise Distribution of Budget control Register. Monthly Operational Review, Cost Analysis & other additional information from Stat Department. Expenditure Register for Budgetary control, Budget data forwarded to C.A.O.
X	ACCOUNTS DEPT. PURCHASE AUDIT SECTION (PADT)	nil	nil	Notes on agenda of the meetings of the Tender Committee of Stores & Civil Engineering .	nil	nil
XI	ACCOUNTS DEPT: GENERAL SECTION(GEN)	Confidential files on different subjects, C.B.R. & S.C.R. Register, Agreements of various types, files regarding correspondence relating to the staff	Nil -	nil	Correspondence relating to Misc. queries from the various units of the State Transport, Establishment. Files	Casual Leave Record and correspondence of less importance.

XII	ACCOUNTS DEPT: RECORD SECTION(RS)	structure. General Standing Order files, Administrative Circular files, Central Routine Order, General Routine Order, General Standing Order, Dead Stock Register, Index of the General Standing Order and Administrative Circulars Register of General Standing Order and Administrative Circulars.	Nil	Nil	Inward Register,Outward Register, T.A.Bills, Demand Draft, Register, correspondence files.	
X	<u>Administration</u> <u>(Estab)</u>	G.E.Os, C.E.Os Deputation of Govt,Servents, G.S.Os Administration Circulars All documents pertaining to important decisions regarding employment. Personal files verification of Character Antecedents. Selection Committee proceedings. .	(i)Election Committee Statements. (ii)Action on Corpn.Resoluti on and Regulations Committee and maintenance of the minutes of the Corporation. (iii) Sanction of different Allowances viz., Water allowance, Cashier's allowance, HRA,Badclimat e Allowances,etc (iv)Staff Registers, Reservation of	General files Hindi/Kannada Examination. Apprentice Training- scheme. Rewards. Awards. Territorial Army Training Training (Inland & Overseas & Grant of Study Leave) Absorption of retrenched staff. Staff Lists. Cases of condonation of physical disabilities. Allowances- Washing, daily etc. Movement order files. containing instructions	Action on G.R.s. Govt. Circulars, Govt. Notifications etc., Minimum Wages Act(Cases on) Payment of Wages Act(cases on) Proposals for grant of Higher starting Pay for Advance Increments. Category wise Registers. Sanction of Temporary Staff under various C.Rs. Mustering out concession to Ex-State Servants & Extension of Government to them. Service Books. Monthly Statement such as requirement & Promotion & other returns. Increment Register. Black List. Trade Test Register. Audit Objection File. Staff adjustments. Porter's, Licece Register. Weekly Gazette.	

			seats and apprentice schemes for BK, Class Candidate. Fixa tion of rate of daily wages.	re: Training in Drivers & Conductors duties. Correspondenc e re: Telephone installations. Correspondenc e re: half yearly and annual progress reports.		
	<u>Administration (Dept)</u>	G.S.Os Administration Circulars . Important Circulars Routine Orders. Disposal of Waste Papers. Instructions re: Alignment of jurisdiction & functions of. Corporation Resolutions. The Service Book. Implimentation Committee Proceedings . Regulation Committee Proceedings . Co-Ordination Committee Proceedings Radio Licences.	Securities re; Staff Handling - stores. Defalcation of KSRTC., Funds. Circulars from different Depots. Telephone Installation.	Apprentice Training. Training of Staff as Drivers & Conductors. Individual Incentive Scheme for Drivers & Conductors. Correspondenc e re: Payment of M.V. Taxes. Routine Financial matters. (Divisionwise) Allocation of accommodatio n. Amenities to Staff & Public. Minutes of the Sectional Heads and I/Cs meeting. Receipt, Vouche rs in respect of Stores Items. Correspondenc e re: Entertaining expenceses	Confidential Correspondence re: Security Dept. re: Theft of Strike Trunk Call Statement. Scrutiny of Vehicles Diaries. Telegraphic address of KSRTC Units. Correspondence reg Divisional Selection Committee. Correspondence re: S.T.P.F. Transfer Register. Budget Estimate. Unitwise Register. Files containing Correspondence on routine matters with Sectional Heads & I/Cs. Of the Unit. Correspondence routine cases with Department Head of C.O., Daily Dairys in respect of Class I & II Officers. To notes of distinguished visitors. Proposals for Ex- Post-Facto sanction of expenditure. Correspondence re: Requisition of Dept. Vehicles. Allotment of Dept. Vehicles Stores & Supplies (Divisionwise Correspondence). Inspection of tour reports. Circulation of Govt. Orders. Correspondence reg. inter departmental & with	

XI	<u>Administration Dept continued</u>	<p>Leave Records</p> <p>Supply of Application forms</p> <p>Summons & Correspondence reg. Compensation cases.</p>	<p>Suspension (To be filed in personal files)</p> <p>Retrenchment Representations.</p> <p>Promotions.</p> <p>Revision of pay rules.</p> <p>Medical Exam.Regr.</p> <p>Condonation of age limits.</p> <p>Educational qualifications, etc.,</p> <p>KSRTC. Employees service Regulations staff sanction file.</p> <p>Service Rolls.</p> <p>Confidential</p>	<p>advertisement correspondenc e.</p> <p>Correspondenc e re:Certificates in respect of Workshop Tools, Depot Tools & Vehicle Tools. Register of Appeals. Register of Taxes Correspondenc e re:Administrati ve Sanction. Correspondenc e re:Water & Electricity ,</p> <p>Quarterly Returns of Dharwad Class Candidates.</p> <p>Fidelity Insurance Repr. Minutes of D.C's Conference. Handing and Taking over charges reports. Minutes of Conference of M.E.(ops). Papers re:Class I & Class II officers. Original list of staff-employed with private operators. Appeal cases against dismissal/remo val.</p> <p>Default registers to be maintained at Depot as well</p>	<p>Divl.Heads conference of D.Cs & Departmental Heads. Rules re: Use of Service Stamps. Correspondence re: Visits of distinguished persons. Miscellaneous Correspondence from Divisions. On subject which cannot be assigned to any particular Dept.</p> <p>Sale of application forms. Registers & Receipt Books. D.M.Training Courses.</p> <p>Staff Proposals for various KSRTC Units & C.O.</p> <p>Miscellaneous proposals to corporation and S.O. Appeal from all units.</p> <p>Review of cases. Correspondence re:Posting in C.O. Divisions.</p> <p>Maintenance of Issue Vouchers from Central Stores.</p>	<p>Answer Books of candidates for promotion & Recruitment.</p>
----	--------------------------------------	----------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------

			files on various subjects. Orders re:appointments, transfers & Promotions. Govt.Servants on foreign service.	as Divil. Level. Postal Stamp Account Register.		
		Stationary indents Dead stock Registers. Applications of the candidates selected for the post. Answer Books of the candidates appeared for the direct Recruitment Examination & selected for the post. Agreements Files containing correspondence re: purchase of assets belonging to private operators.	Inward & Outward Registers & Delivery Book. Direct Recruitment Selection files and Registers. Seniority List Annual Establishment Returns. Security Standing Orders. Instructions from C.O.re: Procedure & Rules. Fidelity Guarantee Bonds.	Applications received in response to an Advertisement. Answer Books of the Candidates appearing for the Examination held for Direct Recruitment Posts.	Annual Inspection. Miscellaneous proposals to the Corporation. Co-ordination Committee, Regulations Committee. Personal Queries of Staff. Inward & Outward Tapal maintenance of . General Sanitation of C.O Maintenance of Accounts Stationary. Receipt of Statistical reviews. Weekly Telegraphic Reports Stat. Casual Leave of Officers. Representations, KSRTC. Deputation of Staff for census General Election. Elections etc., Queries on C.&D Procedure . Queries on Service Code. Correspondence pertaining to personal files. Correspondence re: Service Books. Waiting Lists.	

XI	LABOUR DEPT.	Records required to be maintained in pursuance of or in connection with the	Nil	Joint Labour Consultation Committee and	<p>Community wise statements. Fixation of pay of Class III Servants, including Retires Govt. servants Application forms files. Audit objections.(Outside Audit) Leave Ordinary Applications . General Correspondence pertaining to employment . Correspondence with Candidates. A.B.C.Statements. Provident Fund Lists Forwarding of applications to outside agencies. Transfers. Medical Exam. Correspondence, Re.imbursement of medical expenses Recategorisation. Add. & Officiating allowance. Miscellaneous Correspondence. Regarding Transfer, Promotion, Medical Exam.etc.,</p> <p>Representations on arrears of pay Holidays. Private matters of KSRTC Employees.</p> <p>Correspondence with outside parties Public Complaints.</p> <p>Increments.</p> <p>General Correspondence re:Sty.Furniture etc.,</p> <p>Audit Observation (Internal Audit)</p> <p>Appeal cases against other forms of Punishments. Establishment matters (Routine) Correspondence on matters</p>	Casual Leave Applications.	
----	--------------	-----------------------------------------------------------------------------	-----	-----------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------	--

		<p>Labour Laws applicable to the Corporation.</p> <p>Establishment matters relating to Confidential Reports of selection of Labour Officers, Assistance etc.,</p> <p>Welfare & Recreation,</p> <p>General Correspondence, Stat s, Reports, Articles, etc., special.</p> <p>Correspondence re: Govt. references. Correspondence in connection with C.B.R. Sanction & Correspondence re: Welfare Recreation . Maintenance Factory Licence. Labour Awards & Settlements in S.T. Orders under Industrial Employment Standing Order.</p>		<p>Settlement Awards etc.,</p> <p>Minutes of various Committees reg. Works, Canteen, Satefy, Recognised Unions, Sports etc.,</p> <p>Compensation. Register Under Commercial Act. Inward & Outward Register.</p>	<p>of General importance. CLOs Inspection Tours. Daily Diaries. Stationary Indents. Appeals, Complaints and Grievances. General Correspondence Routine. Welfare Fund Register (Workers) Anniversaries , Independence Day, Republic Day. Representations from Workers Daily Dairies of L.O. Correspondence re: Divil. Works Committee. Stamp Accounts Register. Progress Reports of Dispensariries. Family Planning Statements. Statistical Reviews. Weekly Reports on Passengers and Transport.</p>	
IX	TRAFFIC DEPT.	Survey Reports, Permits, Agreements.	Nil	Govt. notifications in	Compliant Book. B/R Register.	Closed Cases of Public Complaints

XI	<p>Survey Reports, Agreement with the Oil Companies.</p> <p>Govt. References, except Public Complaints</p> <p>Interstate Reciprocal Agreements.</p> <p>Correspondence of Scheduled Lorry Services etc.,</p> <p>Correspondence regarding the M.V.Act.</p> <p>Minutes of the Meeting S.T.O.,R.T.O. Planning Committees etc.,</p> <p>Correspondence with the Oil Companies re: The allocation of the area.</p> <p>Survey Reports Agreements with the Oil Companies & also the Agreements of all other kinds.</p> <p>Stage Table Files and connected records.</p> <p>Provision of fare files and connected records.</p> <p>Ticket structure and connected records.</p> <p>Affiliation with the</p>	<p>Accident Register</p> <p>Control Chart.</p>	<p>the Gazette pertaining to subjects dealt by KSRTC only these should be taken out and filed.</p> <p>Operational Reviews.</p> <p>Training of Staff as Drivers & Conductors.</p> <p>Individual Incentive scheme for Drivers & Conductors.</p> <p>Correspondence re: Payment of M.V.Tax.</p> <p>Routine Financial matters Divisionwise.</p> <p>Allocation of Accommodation.</p> <p>Eminity to Staff & Public.</p> <p>M.V.Tax Bills- After Audit.</p> <p>Wheel Tax Bills after Audit.</p> <p>Accident Cases.</p> <p>Interstate R.T.Conferences.</p> <p>Working of Dispensaries.</p> <p>Indents of</p>	<p>General Correspondence. Advertisement Registers. Unaccompanied luggage Register. Drivers & Conductors Licence Register. Duplicates of all Statements.& returns. Post main Register. Duplicate C.W,A. Books. Used Free Pass Books. Casual Contract Form. Concession Passes Register. Lost Property Register. O.T.Register. All graphs, charts, etc., Minutes of the D.A.C.meetings Govt. Gazettes; only Notification pertaining KSRTC should be taken out and filed. Govt. References in regard to Public Complaints/ Suggestion for augmentation of Services, for introduction of new routes, deviations, extensions and curtailment of services. Correspondence with the local authorities re: Wheel Tax Octroi. Inward & Outward Register. Complaints(Six months after the case is closed) Occasional Statements. Sanction given for the installation of pumps. Correspondence re: the pump sites. Correspondence re: Octroi Correspondence Clandestine Operation. Correspondence re:Operating centres, Bus -</p>	<p>against inspectorial staff traffic controllers Drivers and Conductors.</p> <p>Closed cases of public complaint with regard to suggestion and for augmentation of services for introduction of new routes, diviation, extemSION, and curtailment of services.</p>
----	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>Associations example affiliation with safety first Association.</p> <p>General Standing Orders and circulars of Traffic Department.</p>		<p>Stores Duel Control Vehicles. Issue of Free Passes. Permanent Advances. Circular from Divisions.</p>	<p>stations ,Sheds etc., Sanction to right of the losses. Assembly Questions. Minutes of the meetings of the Departmental Head. Time Tables Appeal Cases. Correspondence with R.T.O reg. non use intimation etc., Dafault files of the discharged dismissed persons. Canteen files. Fairs. Statements called from the depot and OGs of the Statement sent to C.O R.T.O Correspondence. Time Tables. General Msc. Correspondence. T-4 Way Bill (One year after the audit of C.w.A's) T-6(One year after the audit of C.W.A's) Used Pass Books after audit. Postal Mail Bills after audit. Fair expenditure sanction after audit. Other sanction. Compensation cases re: unaccompanied luggage. Monthly summery of operational reports- received from the ch.Stat. Lg.sheet. Goods Return Correspondence thereof. Operation Reviews. Inward & Outward register. Fuel Arrangements Telephones. Casual contract - Correspondence.</p>	
--	--	--------------------------------------------------------------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

					<p>Monthly statement in respect of performance of Central Line checking squad & Divisional Line checking squad and staff & position of Jeeps.</p> <p>Diaries of D.Cs/Deputy C.S/ D.T.Os & ATM.</p> <p>Refund cases</p> <p>Out agency correspondence. Canteens, Tea Stalls, ect.</p> <p>Printing of Time Tables.</p> <p>RTO Correspondence</p> <p>General nature .</p> <p>Correspondence re.</p> <p>Stationery & Furniture.</p> <p>Miscellaneous correspondence</p> <p>Correspondence re: repairs to Roads .</p> <p>Correspondence re: Advertisement</p> <p>Correspondence re; First Aid Training</p> <p>Correspondence re:Casual Contract.</p> <p>Recommendations for sanction of the staff.</p> <p>Correspondence re: Permits</p> <p>Correspondence re: The grant of concessional rates</p> <p>Statements, Returns, etc. from the Divisional Offices.</p> <p>Weekly Operational Reports, received from the Ch.Stat.</p> <p>Compensation cases re; accompanied luggage.</p> <p>Tender(Canteen etc.)</p> <p>Receipt vouchers .</p> <p>Buspass register & complaints of Bus Pass & Correspondence.</p>		
--	--	--	--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

	LEGAL DEPT	<p>Files pertaining to service matters and other contract matters.</p> <p>Files pertaining to Misc. First Appeals and Regular Second Appeal in the High Court and Supreme court.</p> <p>All original suits relating to the contract of appointments, regulations, Industrial Truce & other similar matters.</p> <p>All India Reporter, Mysore Law Journal and other similar Journals if any.</p>	<p>Claim cases arising out of Motor Accidents.</p> <p>Workmen Compensation cases, Industrial Disputes cases.</p> <p>Labour Court Award.</p> <p>Judgements and Decrees passed in the Lower Court either in the service matter or in the contract matter.</p>	<p>Appeal is preferred before the STAF in route matters.</p> <p>Service matters in the Labour Court.</p> <p>Claim cases before the Labour Court.</p> <p>Confidential reports of the Officers of Law Department.</p> <p>Registers maintained in respect of cases and fee payable to the Advocates.</p>	<p>Approval of journey of the Asst.Law Officers.</p> <p>Correspondence pertaining to service and other allied matters.</p> <p>Files pertaining to the sanction of posts and other recommendations of Unit Head/ Head of Dept.</p> <p>Outward/Inward Registers.</p>	<p>Casual Leave Register.</p> <p>Allotment of vehicles file and other Misc. matters pertaining to the administration and outside corporation.</p>
VII	Public Relation Department	<p>All decisions of Chairman, MTC and GM on questions of policy re: publicity commercial publicity public relations, public complaints.</p> <p>Circulars to D,Cs</p> <p>Standing Orders.</p> <p>15 copies of STR.(bond volumes) and 6 copies of call brochures.</p>	<p>Articles written by chairman. V.C. & G.M., Papers relating to minutes of corporation meetings and Standing Committee meetings.</p> <p>Speeches delivered.</p> <p>Chairman, V.C, GM. At press conferences supplies conferences, at D.Cs Conferences, Library books etc.,</p>	<p>Papers relating to inter departmental discussions.</p> <p>Decisions taken on inter departmental meetings etc.,</p> <p>All important financial periodicals in bound volumes.</p> <p>All purchase of photographic materials.</p> <p>Papers relating to diaries brochures etc.,</p> <p>Advertisement Bills.</p>	<p>Paper regd. Establishment matters, with in the department.</p> <p>Important financial periodicals etc. kept as loose copies etc. ,</p> <p>Public and Press complaints.</p> <p>Miscellaneous Correspondence.</p>	<p>Diary news papers, magazines etc., which are not of permanent importance.</p>

	<p>Statistical Department</p>	<p>General Standing Orders G.R.Os., C.O.R., Os., C.S.Os., and Admn. Circulars etc.,</p> <p>Files on special studies undertaken research work done and notes prepared on certain important subjects etc.,</p>	<p>Nil</p>	<p>Minutes and reports of the conferences of the Statisticians of KSRTC with other Organizations. Correspondence with Govt. Ref: as relate to Estimates Committees, Inquiries and Reports, Financial matters, five year plan.</p> <p>Monthly Opl. Statistics</p> <p>Monthly costing Data and all Primary Data recd. From the Divl. Office and Units.</p> <p>Monthly Opl. and cost Reviews on Passenger and Goods Transport received from Central Office.</p> <p>Monthly Opl Statistics (Goods) Financial Matters re: Budgets. Reports and matters relating to Statisticians' Conference (Internal & External). Five year plan queries. Information supplied in connection with the Assembly question.</p>	<p>General Correspondence with Deptl.Heads, Controller of Stores, Divisions & Workshops, Regl.Workshops.</p> <p>Correspondence Regd. Machines such as Type Writers facit Machines etc., etc.,</p> <p>Date re: yearly: six monthly & quarterly reports & Correspondence thereon.</p> <p>C.L.Os of Class I & II Officers re: Leave, Transfer and Promotion etc.,</p> <p>Monthly costing data recd. From all Divisions Central Office & other KSRTC Units.</p> <p>Monthly fuel consumption (Stores) Statements recd. From Divisions.</p> <p>Correspondence re: costing date, fuel consumption etc.,</p> <p>Quarterly staff returns and Correspondence. Thereon. A.B.C.Statements from Administrative Dept. Correspondence. With Divisions re: Breakdown statements.</p> <p>Weekly Telegraphic Reports(Telegrams and post copies received from divisions).</p> <p>Summary of monthly operational statistics(Telegrams and post copies) received from divisions.</p> <p>Quarterly State Road Transport Statistics From Divisions.</p> <p>Weekly Statistics re: Make wise vehicle position..</p> <p>Weekly Production statement received from R.Ws.</p>	<p>Returns of primary data received from other sections and depots etc.</p> <p>The lines on Correspondence with Central Office and other branches of the Division and routine notes on operative way bills. Daily vehicle position. W.26 forms from Depot Garage. Daily Workshop position from Divl.Workshop, Weekly Mileage from the fuel Section.</p>
--	-------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

					<p>Weekly Statistical reports of goods.</p> <p>Transport operations from Divisions.</p> <p>All papers, reports and matters relating to conference of Statistician Internal and External.</p> <p>Correspondence re: Forthrightly L.F. Analysis.</p> <p>Correspondence re: Monthly Progressive mileage statements.</p> <p>Correspondence re: Monthly Evaporation Statements.</p> <p>Statements re: Lead Factor Analysis.</p> <p>Monthly Statements re: Breakdowns from Divisions.</p> <p>Monthly Statements re: Progressive Mileage.</p> <p>Monthly Statements re: Evaporation Statement.</p> <p>Correspondence with outsides.</p> <p>Exhibition: Correspondence thereon.</p> <p>Monthly Operational Statistics received , from Division, Central Offices, and other S.T.Units.</p> <p>Correspondence with and Data from Divisions re: Annual Administration Report of the Organization.</p> <p>Miscellaneous</p> <p>Correspondence with Deptts, in the Central Office, Controller of Stores, Works Manager and Divisions re: Operational (monthly/weekly) Statistics.</p> <p>Monthly Operational and costing data (Goods Operation) received from divisions.</p> <p>Correspondence re: Monthly Tyre and Battery Mileage.</p> <p>Road Mileage – classification – Data from divisions.</p> <p>Data (Monthly) re: Tyre & Battery mileage.</p>		
--	--	--	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

					<p>Correspondence re: Examinations, Monthly staff return from Divns. And correspondence.</p> <p>Correspondence Re:Stationery</p> <p>Correspondence re: Books Magazines and periodical.</p> <p>Correspondence re: Telephone.</p> <p>Daily diaries of Divl.Statisticians.</p> <p>Casual Leave and correspondence thereon.</p> <p>Correspondence (Miscellaneous &General) re: Goods Operational data</p> <p>Quarterly statements regarding Road Transport. Operational data with cost.</p> <p>Administrative Report data for.</p> <p>Information regarding road surface – and mileage operated by state Transport under different types of roads.</p> <p>Weekly notes on weekly telegraphic report and goods transport received from Central Office.</p> <p>Weekly reports on Goods Transport received from Central Office.</p> <p>Weekly reports on Goods Transport.</p> <p>Workshop position as on the last day of the week Goods) results of schedules Lorry services.</p> <p>Monthly Statement regarding Operational results of the schedules lorry services.</p> <p>Monthly Statements private contracts and primary data(Goods)</p> <p>All primary data received from Divl.Office and operating (Goods)</p> <p>Correspondence with outsiders regarding operational matters.</p>		
--	--	--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

					<p>Time Tables.</p> <p>Correspondence regarding Facit calculators, Dairy of Divisional Statistician and tour notes. Adcock Statistics.</p> <p>Road Transport Operational cost M.P.C.</p> <p>Inventory of plant, equipment and stationery.</p> <p>Route wise and trip wise posting register.</p> <p>Breakdown register</p> <p>Regularity register.</p> <p>Chart and Graphs</p> <p>T6-Control chart.</p> <p>L.F. 5 statements.</p> <p>Saturday workshop position.</p> <p>Post copy of weekly telegraphic reports.</p> <p>Weekly operational reviews.</p> <p>Statement showing irregularity of services accidents, breakdowns way bills.</p> <p>L.F. 5 From Depots/Garages.</p> <p>Fortnightly Lead Factor analysis.</p> <p>Monthly report to the Road Superintendent.</p> <p>All primary data received from Divl.office and operating Units for compiling monthly opl. stat</p> <p>Tyre and battery mileage, tyre register.</p> <p>Weekly breakdown irregularity and crew utilization statement.</p> <p>Progressive mileage statistics and primary data.</p> <p>Out Agency Statistics and Primary date.</p> <p>Parcel Statistics and all primary data.</p> <p>Performance of engines, fuel injection pumps data.</p> <p>Overtime monthly statement – Primary data.</p> <p>Quarterly Statistics to be supplied to the Ministry of Transport, Government of India .</p>	
--	--	--	--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	Secretarial	<p>Files containing Notes in original put up to:</p> <p>1)Corporation 2)Sub-Committees appointed under Section 12 of RTC. Act. 3)SpecialCommittees constituted by the Corporation.</p> <p>Files containing the minutes in original approved by the Chairman KSRTC. and by the respective Chairman of the Sub-Committees and Special Committees. Index of Resolutions of the Corporation as well as of its Sub-Committee.</p> <p>Register showing powers delegated by the Corporation.</p> <p>Correspondence with the Govt. in regard to the Constitution of the Corporation and appointment of its Members. Correspondence pertaining to amendments to Road Transport Corporation. Act and Rules there under.</p>	Files containing important Correspondence with State Government & Govt. of India.	<p>Files containing Correspondence with commercial Audit Department in observation on Corporation and Sub-Committee Resolutions.</p> <p>Files containing Correspondence with Government on Govt. observations on the Resolutions of the Corporation.</p> <p>Annual Administration. Report and Correspondence thereof-pertaining to the Branch.</p> <p>Register pertaining to action taken on the Resolutions of the Corporation.</p>	<p>Files containing Correspondence with Departmental Heads to ascertain section on various Resolutions of the Corporation. Sub-Committees. And Special Committees.</p> <p>Correspondence with sister undertakings relating to corporation matters.</p> <p>Correspondence relating to Conference of Chairman of State Road Transport Corporations in India.</p>	Miscellaneous correspondence of unimportant nature.	
IV	Security Department	<p>Sanction of Posts Pay-Scale & allowances. Personal Files of Security Staff</p> <p>Substantive appt. Orders.</p> <p>Circulars from Chairman.</p>	<p>Monthly Review .</p> <p>Political or other Substantive activities of KSRTC Employees.</p>	<p>Orders about Security of Workshops, Depots and other KSRTC Property.</p> <p>Establishment orders regarding appointments,</p>	<p>Muster Rolls.</p> <p>Training Courses.</p> <p>Indiscipline. Mis-conduct and rude behavior on the part of KSRTC Employees.</p> <p>Verification of Character & antecedents of KSRTC Personnel.</p>	<p>Progressive Statement of secrete Service. Baksheesh to peons.</p> <p>Establishment monthly Returns.</p>	

		<p>Budget.</p> <p>Top Secret, Standing Orders.</p> <p>Secrete Standing Orders.</p> <p>Important Circulars.</p> <p>Standing Orders.</p> <p>Important Confidential files in Special Branch.</p> <p>Personal Files.</p> <p>Service Registers.</p> <p>Register of Issue of Identity Card</p> <p>Register of Issue of Line Checking Authority.</p> <p>Dead Stock Register issue of Free passes for travelling in city Bus.</p> <p>Important Confidential Files in Special Branch.</p> <p>Watch & Ward Instructions Registers.</p>		<p>Promotions etc.</p> <p>Confidential Report on the work of Security Staff.</p> <p>Miscellaneous Conf, files in Special Branch.</p> <p>Reports of Enquiries in important Cases by Security.</p> <p>Complaint Registers Duty Book .</p> <p>Monthly Review & Line Checking Register.</p> <p>Clandestine Operation Register.</p> <p>Store In Registers.</p> <p>Store Out Registers.</p> <p>Gate passes/Issue vouchers.</p> <p>.</p>	<p>Neglect of Orders & Inefficiency .</p> <p>Dishonesty by Conductors & other KSRTC Employees.</p> <p>Rash & Negligent Driving – Reports on Misappropriation Theft , etc., On the part of Conductors & others.</p> <p>Loss, Theft etc. of KSRTC Stores.</p> <p>Petrol Leakage, Theft, or Black Marketing.</p> <p>Mis-use of KSRTC Vehicles. Applications for Employment.</p> <p>Police Check Reports Appreciation of services of KSRTC Employees.</p> <p>Suggestions from KSRTC Staff.</p> <p>Corruption Cases.</p> <p>Assaults of KSRTC Buses & KSRTC Employees.</p> <p>Line Checking Default Report.</p> <p>Reports on Security of Cash.</p> <p>Reports on Watch &Ward .</p> <p>Reports on Fire Fighting .</p> <p>Issue of Identity Cards.</p> <p>Loss Property Register.</p> <p>Labour Unrest.</p> <p>Activities of KSRTC Employees in Labour Union.</p> <p>Sabotage by KSRTC Employees & Public.</p> <p>Original Weekly diaries, in Central Offices, SSI's and D.S.I's offices.</p> <p>Carriage of prohibited items in KSRTC buses of storage of prohibited items KSRTC premises.</p>	<p>Fire Reports.</p> <p>Loss of KSRTC Tickets.</p> <p>Local Purchase of Property Items.</p> <p>Uniforms supply to the Workmen.</p> <p>Uniforms not wearing on duty.</p> <p>Leave Application.</p> <p>Fire Arms applications from S.T.Employees .</p> <p>Indents for Furniture Stationary & other office requirements .</p> <p>Receipt Vouchers for Furniture Stationary etc.</p> <p>Tenders of supply Uniforms.</p> <p>Accident to S.T Employees while on Duty.</p> <p>Casual Leave Applications.</p> <p>Tender of supply of Stationary etc.</p>	
--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

					<p>Departmental Examinations.</p> <p>Copies of Weekly diaries received in Central Offices.</p> <p>Information required by Estimate Committee.</p> <p>Issue of Free Passes.</p> <p>Damage to S.T.Property other than fire.</p> <p>Irregularity of S.T. Dervices.</p> <p>Ticketless travelling.</p> <p>Un-authorized use of premises.</p> <p>Public complaints.</p> <p>Watch on undesirables.</p> <p>Interference from outsiders in activities of Ex-Operators.</p> <p>Cases against ATIs & TIs from Line Checking.</p> <p>Reports of enquiries made by Security Officers.</p> <p>Personal files of KSRTC. Employee who resign or are discharged or dismissed. Verification of files of those who resign or are dismissed or discharged. Inward and Outward Registers.</p> <p>Miscellaneous Correspondence.</p> <p>Weekly Diaries of Security Havildars.</p> <p>Peons' Delivery Books.</p> <p>Vehicle in Registers.</p> <p>Vehicle out Registers.</p> <p>Key Registers.</p> <p>Local Purchase Registers.</p> <p>Watch & Ward O.T. Register</p>	<p>Visitors Registers.</p> <p>Watch & Ward Allocation Registers.</p> <p>Watch & Ward Attendance Registers.</p> <p>Night Round Registers.</p> <p>Individual Gate Pass Registers.</p>	
--	--	--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

					<p>& O.T. Statements. Paid Holidays Registers. Watch & Ward Leave Registers. Private Article Register (Articles pertaining to Contractors etc.,) Station Diaries(Registers).</p>	
III	Mechanical Engineering Department	Nil	Nil	Nil	<p>Correspondence re: Inspection of Vehicle / Components of particulate makes with all makes-Vehicles/ Components.</p> <p>Cancelled & Duplicate Identity Cards , Gate Passes , Diaries of Fire Fighting Personnel, Office Correspondence Files.</p> <p>Receipt of New Chassis with Tyres, Master Register(New & retread) Tyres fitting and removal forms.</p> <p>From Divisions for retreading & Reconditioned Vehicles.</p> <p>Master Register, Retread Register Serviceable repair Register, Serviceable Tyre Register, Tyre Job Cards, Inspection Reports, Issue Vouchers, Scrap Tyre Register.</p> <p>Visitors to Regional Workshops. Regional Bulletins.</p>	<p>Inspection Report on standard forms, other Miscellaneous Correspondence .</p> <p>Nil</p>
	Mechanical Engineering Department	Nil	Nil	Nil	<p>Office Copies of Report Books Inspection Reports of Vehicles , Register of Work Orders Stage wise. Okay slips from Inspection.</p>	<p>Issue Vouchers only with Office Copies. Daily Diaries of Work. O/Cs. Of</p>
			Appreciation of Services of Employees rewards.			

		Nil	Nil	Nil	Office copies of report Books.	Indents. Issue Vouchers only with Office Copies Battery Cards, O/Cs. Of Indents, Stock Registers.
		Nil	Nil	Correspondence re: Work Orders & Body Building.	Nil	Nil
		Library Books.	Nil	Technical Information drawings of Auto & Body Parts / Civil Works/ Machinery & Equipments/Bus Bodies & Components. Electrical Equipment. Sketches Body on 194" W.B.Ford, F.F.C.Ford . Chassis specifications / Bills of materials.	Internal Correspondence. Stationary records, leave letters, modifications to vehicles, work orders, Body Building for other states, General Correspondence Daily Diaries of staff.	
		Nil	Nil	R.V. Registers.	R.V.S Claims & Claims Register, Inspection Reports, Location Registers, Loan Registers, I/V & Control seats, R.R. Register, acknowledged issue vouchers.	Loss statements Proposals for write off , Loss Register, Gate Passes, Octroi Memos , Carting agent Register.
	Mechanical Engineering Department	Nil	Nil	-do-	Correspondence re: 1)Divisional Machinery & equipment-repairs &	

		<p>Engine History Register. Economy Engine Shop.</p>	<p>Apprentices Training ,lifting of parts at Regional Workshop/ Correspondence Kirloskar Bearings. Indents.</p>	<p>Engine receipt & dispatch register. Make wise indenting. Correspondence with Central Office.</p>	<p>maintenance . 2) Spare parts for all machines in Regional Workshops & Divisional Machinery & equipment. 3) Internal Correspondence.</p> <p>Test Reports, History Cards, Engine Inspection. Schedule. Operational Cards , Issue Vouchers. Reports, Correspondence with firms and the internal Correspondence inventory of equipment in Engine shop. Petrol Engine reconditioning.</p>	<p>External check reports, Fuel injection pump register, Issue vouchers from old stores.</p>	
		<p>Purchase Vehicles.</p>	<p>Nil</p>	<p>Defect in chassis and bodies, conventions ,purchases from disposals, Test & Trials. Purchases of kits.</p>	<p>Sanctions under G.S.O. Stores supply, Inspections.</p>		
		<p>Purchase of chassis ,, & Body Building & sale thereof.</p>					
		<p>G.S.Os and other standing orders & instructions.</p>				<p>Supply of Workshop equipment, VoR records.</p>	
		<p>Agreement with different firms on various purchases.</p>				<p>Supply of standard vehicle tool kits.</p>	
		<p>Policy files on workshop procedure, Training, Stores etc., correspondence on M.V. Rules and Regulations.</p>				<p>Reconditioning at Regional Workshops.</p>	
						<p>Public Complaints.</p>	
						<p>Security Reports.</p>	
						<p>Staff matters. Miscellaneous Correspondence. Job Cards. Workshop Diaries. Vehicle Diaries. Job-wise statements. Shop-wise Statements. Loss statements</p>	

	<p>Mechanical Engineering Department</p>	<p>Standing Order Act.</p>	<p>Vehicle Log Book 30 years or one year after the vehicle is scrapped and sold out whichever is earlier.</p>	<p>Under com.Act.Register under Factories and Minimum wages Act. Inspection reports. Annual Adm.Report re: Welfare Activities, accident reports. Press Cutting and Imp. Articles on labour Correspondence with union and decisions and implementation canteen and Chawl. Agreements. Factory records. Com-cases return.</p> <p>Assembly register In the case of Regional Workshops 10 years after scrapping of the assemblies.</p>	<p>Assembly register in the case of divisions 5 years after scrapping or transfer to other Units.</p>		
--	-------------------------------------------------	----------------------------	---------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	--	--

	<p>Stores</p>	<p>Circulars, G.S.O's Code Lists & Manuals issued by the stores Department of KSRTC Govt. Circulars.</p> <p>Circulars & GSO of other KSRTC Departments.</p>	<p>Service contracts & connected papers Including Tyre Retreading contracts.</p> <p>Muster rolls.</p> <p>Master Tyre Register.</p> <p>Master Battery Register.</p> <p>Transaction Register (with outside parties)</p> <p>Advance Register.</p>	<p>Original copies of I.Vs. on which acknowledgements of the consignee is obtained.</p> <p>P.E.C. Records.</p> <p>Purchase policies such as LPC</p> <p>Resolutions DTC Res, & SPWC & Board Resolutions etc. and contracts thereon.</p> <p>Loss statements & write off proposals(After finalization & AUDIT)</p> <p>Performance Reports regarding the supplies by firms.</p> <p>D.Rs. & connected correspondence up to and inclusive of final settlement & audit(without-side units).</p> <p>Office copies of D.Rs & correspondence thereon.</p> <p>Purchase Orders.</p> <p>Tenders & enquiries Import Licence & correspondence.</p>	<p>Delivery challans & packing notes.</p> <p>R.Vs. (S.K Copies) Inspection Reports.</p> <p>Issue Control Registers.</p> <p>Bulk & express Indents & R.A.Os.</p> <p>Transaction Registers (between KSRTC Units) Registers of repairable & repaired items.</p> <p>Files of Registers</p> <p>Returns on disposal of scraped materials & Vehicles.& New obsolete materials.</p> <p>Sale Orders & Proceedings.</p> <p>Loan issue Registers.</p> <p>Local Purchase Register.</p> <p>Warranty Claims Office Copy of the I.Vs. & Gate Passes office copies of R.Vs. Office copies of Bulk & - -----.</p> <p>Periodical returns, Correspondence files of supplies with KSRTC Units.</p> <p>Bin Card Registers.</p> <p>Enquiry Control Register.</p> <p>P.O. Control Register.</p> <p>Pump vise HSD Stock & issue Register & returns.</p> <p>LUB. Oil, Grease Issue & Stock Register.</p> <p>Action on all Inspection reports & audit Reports.</p> <p>Correspondence files.</p> <p>Establishment Orders.</p>	<p>N.A.Register</p> <p>V.O.R reports.& holdup item lists.</p> <p>Correspondence with other S.T. Undertakings regarding supply of information .</p> <p>Tyre allotment register.</p> <p>Casual leave record.</p> <p>Correspondence with firms regarding matters other than tenders.</p>
--	----------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Civil.Engineering.Department</p>	<p>Annual Returns of Public Buildings.</p> <p>Buildings demolition, Sale, and Transfer.</p> <p>Office of Public Work Department. Manual copies of KSRTC. Regulations from Books ect.</p> <p>Executive Engineers Circulars.</p> <p>Files of Circulars by Central Offices superintending Engineers and the Accountant General.</p> <p>Files of important Correspondence .</p> <p>Files of Standing Orders.</p> <p>Important Correspondence in Regional Languages.</p> <p>Legal affairs(Suits)</p> <p>Level Books.</p> <p>Maps Notes detailing with important professional or technical subjects whether printed or otherwise.</p> <p>Papers or notes dealing work important professional or technical subjects, whether printed or otherwise.</p> <p>Concise reports.</p>	<p>Accident to life & property by injury fire etc.</p> <p>Accommodation for touring officers & travelling public.</p> <p>Account correspondence regd, refund of Deposit etc.</p> <p>Agreement with contracts.</p> <p>Assessment files.</p> <p>Auction lists with correspondence.</p> <p>Cash Books, Sub-Divisional, & Divisional.</p> <p>Contract Agreement.</p> <p>Contract & departmental Works Account.</p> <p>Contractors Certificate works. and materials. Contractor's ledger.</p> <p>Correspondence sanctioning tenders of works extension of time etc.</p> <p>Defalcations & dismissals.</p>	<p>Account correspondence with other than Sub-Divisional Officers.</p> <p>Administrative Reports.</p> <p>Advice of transfer, credits or acceptance of transport.</p> <p>Advice of transfer debit.</p> <p>Allowance charge, conveyance & Local.</p> <p>Bills Correspondence in connection with Sub-Divisional Officer.</p> <p>Budget estimates (Printed).</p> <p>Certificates & receipt for offices .</p> <p>Rent. Completion reports & completion certificates.</p> <p>Executive engineers circulars(Accounts Branch)</p> <p>Files of treasury accounts.</p> <p>Fire appliances.</p>	<p>Abstracts of daily laborers employed on worker in regional Language.</p> <p>Abstract of impost account. Accident Reports received from Electricity Supply Companies & Others under Section 33 of the Indian Electricity Act,1910.</p> <p>Accounts of daily receipts and issues of materials.</p> <p>Accounts of Materials at site. Accounts Returns & miscellaneous. C.A.O's or outside Audit Inspection notes. C.A.O's objection statements on salary allowance. C.A.O's Reports of dates of dispatch & receipt of monthly accounts of , etc, of Executive Engineer.</p> <p>Advances .</p> <p>Allocation Sheet of daily labour.</p> <p>Annual returns of Tools & Plants.</p> <p>Annual revenue estimates.</p> <p>Annual Statement of Expenditure on Stores.</p> <p>Annual Statements of Expenditure on work establishments. Application for appointments.</p> <p>Applications for Leave by Gazetted Officers.</p> <p>Applications for appropriations of budget grant.</p>	
--------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Qualification Reports of Officers Accountant Clerks, Draftsmen & Store-Keepers.</p> <p>Qualification Reports of Officers of the Karnataka Services of Engineers.</p> <p>Register of Contracts. Reg. of Securities Register of Service Books.</p> <p>Register of Electric Installations.</p> <p>Registers of letters, Inward & Outward.</p> <p>Regular (Permanent & Temporary) Estt. Files.</p> <p>Standard estimates and type designs.</p> <p>Technical Papers, Tyre Designs. Standard.</p> <p>Office copies of Salary Bills</p> <p>Register of sanctions to fixed charges.</p> <p>Audit Registers of Gazetted Officers & Non Gazetted Officers</p> <p>Registers of Library Books, Furniture & Dead Stock & Duplicate Keys.</p> <p>History of Road Rollers.</p>	<p>Defaulter's Registers.</p> <p>Estimate sanctioned but awaiting funds.</p> <p>Extra items list not provided for in tender.</p> <p>Fund subscription. Journal, Ledger Stock Ledger, Stock Journals etc.</p> <p>Leave to temporary Establishment. (If leave A.c) are not maintained.</p> <p>Medical (including public Health).</p> <p>Pay Bills & acquaintance rolls where are maintained separately in the case of Non Gazetted Temporary Establishments.</p> <p>Provident Fund</p> <p>Rate forms</p> <p>Register of Depot visit.</p> <p>Register of leave.</p> <p>Register of major Works.</p> <p>Register of sanction to estimate (</p>	<p>Inspection Reports by Superintending Measurement Books.</p> <p>Notes on Works by Superintending Engineers.</p> <p>Notes on Works of Executive Engineers.</p> <p>Office copies of Contingent Bills.</p> <p>Office copies of estimate for New works below Rs. 2500/- & for renewals.</p> <p>Office copies of estimates for new works costing Rs.2500/- & upwards.</p> <p>Register of master rolls.</p> <p>Register of receipt & issues of note & measurement books etc.</p> <p>Register of appropriations.</p> <p>Schedules of rates.</p> <p>Sub-Divisional Cash Book copies.</p> <p>Sub-Divisional Cash balance</p>	<p>Applications for Tenders.</p> <p>Arboriculture (Tree Plantation etc)</p> <p>Arrears of Wages etc.</p> <p>Audit memoranda . Audit remarks on accounts and objectionable items.</p> <p>Statements by CAO.</p> <p>Audit remarks on Sub-Divisional Accounts by executive Engineers.</p> <p>Books for Tools leant to contractors.</p> <p>Cash balance statements.</p> <p>Certificates of leave.</p> <p>Comparative statements of tenders.</p> <p>Contractors ledger extract form.</p> <p>Divisional Cash Balance Statements.</p> <p>Electrical meter readings .</p> <p>Erosion reports.</p> <p>Estimates of Tools & Plants. Estimates and work slips for repair work.</p> <p>Excess over estimates and allotments etc.</p> <p>Files of distribution of stores.</p> <p>Files of petitions.</p> <p>Forwarding memoranda for Cheques.</p> <p>Forwarding memoranda & important papers regarding</p>	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Record regarding purchase of machinery (viz., road rollers concrete mixers, etc.)</p> <p>Records pertaining to sites, rents, taxes etc.</p> <p>List of Mosques , Temples and Tombs Service Books.</p>	<p>PWD) standard form No 579.</p> <p>Registers of revenue .</p> <p>Road general correspondence</p> <p>Sanitary Works.</p> <p>Security Correspondence.</p> <p>Store Ledgers of mathematical instruments.</p> <p>Thefts of loss of S.T. Cash.</p> <p>Water supply & Drainage.</p> <p>Correspondence with Sub-Divisional Officers & Subordinates .</p> <p>Sanctioned estimate for original work costing not more then Rs 10,000/- & for theft of S.T.Cash.</p> <p>Register of purchases.</p> <p>Subsidiary register of purchases.</p>	<p>statements. Sub-Divisional returns of Tools & Plants.</p> <p>Correspondence regarding Type writers & Duplicators.</p> <p>Register of T.A.Advance .</p> <p>Register of Cheques received from outside.</p>	<p>stationary , indents, registers etc.</p> <p>Gardens .</p> <p>Indents for books & forms.</p> <p>Indents for Official publications.</p> <p>Indent for Service labels.</p> <p>Indent for Stationary</p> <p>Indent for firms.</p> <p>Inspection Officers reports of public works.</p> <p>Inspection note of Sub-Divisional Office by the Executive Engineer , part I (Administrative) & part II (Accounts).</p> <p>Inspection reports drains and buildings</p> <p>Inspection report on low & medium pressure installations.</p> <p>Leave to temporary establishments (If leave accounts are maintained)</p> <p>Letters of credit and statements and distributions of funds.</p> <p>List of materials and Stationary.</p> <p>Correspondence in connection with permission Fees for occupation of S.T.Rest House.</p> <p>Correspondence regarding explosives.</p> <p>Correspondence regarding for Bills for Electric Energy Consumed.</p> <p>Correspondence regarding form books & Envelopes.</p> <p>Correspondence regarding Surplus Stores.</p>	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

					<p>Correspondence with contractors.</p> <p>Correspondence with Dealers.</p> <p>Counterfoils of Cash Balance statements.</p> <p>Counterfoils of Daily reports.</p> <p>Counterfoils of hand Receipt Books.</p> <p>Counterfoils of impressed cash books.</p> <p>Delivery Notes of articles.</p> <p>Disconnection reports , from- Electrical supply .</p> <p>List of Office Establishment .</p> <p>List of Sub-Divisional Work Establishment.</p> <p>List of Works of construction.</p> <p>Manuscript Annual Administration Reports.</p> <p>Manuscript Budget.</p> <p>Manuscript Establishment Budget Estimates.</p> <p>Manuscript Expenditure Book.</p> <p>Manuscript statement of Bills received.</p> <p>Materials of site Abstract statement.</p> <p>Materials of construction (Cement.Coal,Paints etc.,)</p> <p>Memoranda circulating books and periodicals.</p> <p>Memoranda from subordinate to Contractors of particulars of works.</p> <p>Memoranda intimating sanctions to estimate for repairs.</p> <p>Memoranda to subordinates of contracts entered into.</p> <p>Memorandum to cheques drawn.</p> <p>Memorandum to accompany measurement books (while submission to Head Office for check etc.)</p> <p>Miscellaneous Accounts</p>		
--	--	--	--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

					Returns. Miscellaneous Correspondence Monthly List of completed Works Progress report of all works. Monthly returns of Electricity duty levied , under part II of the Bombay Finance Act , II 1932. Monthly statement of Contracts. Master Rolls, English & Regional Language. Tour Programs. Office copies of reports of the Survey of unserviceable stores. Office copies of schedules. Office copies of statements of Income Tax Reports of Sub-Divisional Transfers Reports of Transfer of Superintending Engineers. Reports of Transfer of Executive Engineers. Requisitions for blank cheque and receipt books. Requisition for cheques. Returns. Office copies of statements of Objectionable items. Office copies of statements of receipts & Issue of tools & Plans. Office copies of statements of Transfer reports of Accountants. Office Orders & Certificates of Qualification (Office copies .) Orders for write back. Orders to subordinate for execution of petty works. Peon Delivery Books. Periodicals Engineering. Price Lists of Private Firms. Railway Guides. Register of Building with record of Inspection. Register of receipts & Disposal of Divisional cash	
--	--	--	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

					accounts. Miscellaneous Correspondence , Office Orders & Certificates of qualifications . (Office copies) Dairies of Officers Dairies of subordinates.		
--	--	--	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

	<p>C.E Department Estate & Planning Branch</p>	<p>Price of Hired Premises taken on permanent basis (Number of files according to premises taken for KSRTC Divisions)</p> <p>Policy files of stage posts. Policy files for N.A.. assessment. Policy files of rest houses. Files for circulars for estate branch .</p> <p>Files for Standing Orders. Registers acquisition.</p> <p>Register of acquisition for Karnataka Region.</p> <p>Register of acquisition for Maharashtra Region.</p> <p>Register of Premises of Lands hired in all Divisions.</p>	<p>Files for acquisition site (No. of files according to sites taken in KSRTC Divisions.)</p> <p>Files for Government Lands Permanently transferred to KSRTC (No. of files according to No. of sites taken in Divisions.)</p> <p>Files for all KSRTC properties in various Divisions(No. of files according to sites taken)Sites purchased for KSRTC in Divisions.</p>	<p>State postings (No. of files according to Divisions)</p> <p>Removal of poles & Pipelines(No. of files according to requirements)</p> <p>Income derived from KSRTC properties in various KSRTC Divisions.</p> <p>Budget estimates</p> <p>Rest Houses for KSRTC</p> <p>Registers for Inward & Outward.</p>	<p>Files for hired premises on temporary, basis(No. of files according to premises hired in Divisions)</p> <p>Files for sites requisitioned (No. of files according to No. of sites taken in Divisions)</p> <p>Sites leased from Government on Temporary basis.</p> <p>Files on Municipal Taxed (No. of files according to KSRTC properties in Divisions)</p> <p>File of N.A. assessment (No. of files according to Lands acquired alienated purchased for KSRTC)</p> <p>Files for Residential accommodation for Class I,II,III & Iv.</p> <p>Subsidiary files in connection with requisition, acquisition & alienation.</p> <p>Register of Stationary with vouchers</p> <p>Register of suspense transactions.</p> <p>Registers of Dispatchers. Stamps.</p> <p>Register of Liabilities</p> <p>Registers of unclaimed Wages.</p> <p>Remittance Books .</p> <p>Reports of arrival & departure.</p> <p>Reports of check measurements of all clearances.</p> <p>Reports of contracts.</p> <p>Reports of Sub-Divisional transfers.</p> <p>Reports of transfer of superintending Engineers.</p> <p>Reports of transfer of Executive Engineers.</p> <p>Requisition for blank Cheque & receipt Books.</p> <p>Requisition for Cheques</p> <p>Returns of rentable Buildings.</p> <p>Returns of surplus stores.</p>		
--	---------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

		<p>Register of Municipal Taxes for various Divisions in S.T.</p> <p>Registers of N.A assessment.</p> <p>Documentary files for all S.T. properties (No. of files according to sites taken).</p> <p>Register of premises or lands requisitions in all Divisions.</p>		<p>Salary Bills Correspondence. Schedules of Establishment Bills.</p> <p>Stock Registers, Tenders in A-1 or A-2 forms. Travelling allowance Bills & acutance Rolls relating thereto.</p> <p>Treasure Balance Certificates.</p> <p>Treasure Pass Books, Treasury Remittance Books. Vouchers for unclaimed wages.</p> <p>Measurement Books. Note Books.</p> <p>Administration report Personal Files of Gazetted Officers relating section</p> <p>Personal Files for Nongazetted officers . Miscellaneous Files. Indent Books for stationary .</p> <p>Tour Programme. Delivery Books Monthly returns sent by this branch to CAO & other departments.</p> <p>Statements of outstading Liabilities in respect of Rent compensation . Rent & Municipal Taxes & N.A assessment.</p>	<p>Casual Leave applications.</p> <p>Monthly statement of N.A.. Cases.</p> <p>Monthly Works report of Planning Inspectors</p> <p>Monthly Statement of progress of Land , acquisition & requisition cases sent by Divisions .</p>	
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Annexure-B

INWARD REGISTER

(TO be Maintained by the In charge of Record Room)

Sl No	Date of receipt	Compilation Ref. No. & Date from which received	Subject In Alphabetical Order	Volume No.	Year to which it pertains	Classification	Ref. page No	Location	Remarks	
									Detail of disposal	
									No.	Date
1	2	3	4	5	6	7	8	9	10	

Annexure-c

OUTWARD REGISTER

(TO be Maintained by the In charge of Record Room)

Sl No	Reference No. & Date	By whom requisitioned	No. & name of compilation	subject	Inward check No.	Name of Person receiving records	Signature & Date	Date Returned	Signature of the In charge Record Room.
1	2	3	4	5	6	7	8	9	10



ಕರ್ನಾಟಕ ರಾಜ್ಯ ರಸ್ತೆ ಸಾರಿಗೆ ನಿಗಮ

Karnataka State Road Transport Corporation

ಕರಾಸಾ/ಕೇಕ/ಆಡಳಿತ/ಎ3/559/11-12

ದಿನಾಂಕ 21-09-2011

ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ 1450

(ಆಡಳಿತ ಶಾಖೆಯಿಂದ ಹೊರಡಿಸಲಾಗಿದೆ)

ವಿಷಯ:-ಸಾಮಾನ್ಯ ಸ್ಥಾಯಿ ಆದೇಶ ಸಂಖ್ಯೆ 250 ದಿನಾಂಕ 08-06-1978 ಕ್ಕೆ ಭಾಗಶಃ ತಿದ್ದುಪಡಿಮಾಡುವ ಕುರಿತು

ಉಲ್ಲೇಖ:- 1) ಜಿಎಸ್.ಓ-250 ದಿನಾಂಕ: 08-06-1978

2) ಕರಾಸಾ/ಕೇಕ/ಆಡಳಿತ/ಎ3/174/11-12 ದಿನಾಂಕ 25-05-2011

3)ಸೂಕ್ತಾಧಿಕಾರಿಗಳ: ಅದೇಶ ದಿನಾಂಕ : 16-09-2011.

ಮೇಲ್ಕಂಡ ವಿಷಯ ಹಾಗೂ ಉಲ್ಲೇಖಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಸಂಸ್ಥೆಯ ದಾಖಲಾತಿಗಳ ನಿರ್ವಹಣೆಯ ನಿರ್ದೇಶನಗಳ ಸಾಮಾನ್ಯ ಸ್ಥಾಯಿ ಆದೇಶ ಸಂಖ್ಯೆ 250 ದಿನಾಂಕ 08-06-1978 ರ ಪುಟ ಸಂಖ್ಯೆ 9 ರಿಂದ 14 ರವರೆಗಿನ ಪುಟಗಳಲ್ಲಿ ಆಡಳಿತ ಇಲಾಖೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಇರುವ ಕಡತಗಳ ವರ್ಗೀಕರಣವನ್ನು ಪ್ರಸ್ತುತ ಅವಶ್ಯಕತೆಗೆ ಅನುಗುಣವಾಗಿ ವರ್ಗೀಕರಿಸಿ ತಿದ್ದುಪಡಿ ಮಾಡಲಾಗಿದೆ. ವಿವರವಾದ ಪಟ್ಟಿಯನ್ನು ಪುಟ 1 ರಿಂದ 7 ರವರೆಗೆ ಲಗತ್ತಿಸಿದೆ,

ಮುಂದುವರೆದು ಸಾಮಾನ್ಯ ಸ್ಥಾಯಿ ಆದೇಶ ಸಂಖ್ಯೆ 250 ದಿನಾಂಕ 08-06-1978ರಲ್ಲಿ ಪುಟ ಸಂಖ್ಯೆ 01 ರಿಂದ 07 ರವರೆಗಿನ ಪುಟಗಳಲ್ಲಿ ಲೆಕ್ಕಪತ್ರ ಇಲಾಖೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಇರುವ ಕಡತಗಳ ವರ್ಗೀಕರಣವನ್ನು ಉಲ್ಲೇಖ 2 ರ ಆದೇಶದಂತೆ ತಿದ್ದುಪಡಿ ಮಾಡಿದ್ದು, ಅದರಲ್ಲಿ ವರ್ಗೀಕರಣ 'ಎ' ನಲ್ಲಿರುವ ದಾಖಲೆಗಳನ್ನು ಪ್ರಸ್ತುತ ಅವಶ್ಯಕತೆಗೆ ಅನುಗುಣವಾಗಿ 'ಸಿ' ಗುಂಪಿನಲ್ಲಿ ವರ್ಗೀಕರಿಸಿ ತಿದ್ದುಪಡಿ ಮಾಡಲಾಗಿದೆ. ಇನ್ನುಳಿದ ಅಂಶಗಳಲ್ಲಿ ಯಾವುದೇ ಬದಲಾವಣೆ ಇರುವುದಿಲ್ಲವೆಂದು ತಿಳಿಯಪಡಿಸಿದೆ.

ಸಂಬಂಧಪಟ್ಟ ಎಲ್ಲಾ ಪ್ರಾಧಿಕಾರಿಗಳು ಮೇಲೆ ತಿಳಿಸಿದ ತಿದ್ದುಪಡಿಗಳನ್ನು ಮನದಟ್ಟು ಮಾಡಿಕೊಂಡು ಅದರಂತೆ ದಾಖಲೆಗಳನ್ನು ನಿರ್ವಹಿಸಲು ಮುಂದಿನ ಕ್ರಮ ಕೈಗೊಳ್ಳತಕ್ಕದ್ದು.

ಈ ಸುತ್ತೋಲೆಯು ತಕ್ಷಣದಿಂದ ಜಾರಿಗೆ ಬರುತ್ತದೆ.

-ಸಹಿ-

ಅಡಕ:ಮೇಲಿನಂತೆ

ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು

1. ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು, ಕರಾರಸಾ ನಿಗಮ/ಬೆಂಮನಸಾಸಂಸ್ಥೆ/ವಾಕರಸಾಸಂಸ್ಥೆ/ಈಕರಸಾಸಂಸ್ಥೆ ರವರ ಮಾಹಿತಿಗಾಗಿ.
2. ನಿರ್ದೇಶಕರು(ಸಿ&ಪ) ಕರಾರಸಾ ನಿಗಮ, ನಿರ್ದೇಶಕರು (ಭ.ಮ.ಜಾ), /ಬೆಂಮನಸಾಸಂಸ್ಥೆ ರವರ ಮಾಹಿತಿಗಾಗಿ

ವಾಯವ್ಯ ಕರ್ನಾಟಕ ರಸ್ತೆ ಸಾರಿಗೆ ಸಂಸ್ಥೆ: ಕೇಂದ್ರ ಕಚೇರಿ: ಹುಬ್ಬಳ್ಳಿ


ಸಂ:ವಾಕರಸಾ:ಕೇಕ:ಹು:ಸಿಬ್ಬಂದಿ:ಸಿ6:1539

ದಿನಾಂಕ:1-10-2011

ಪ್ರತಿಯನ್ನು ಆದರ ಪೂರ್ವಕವಾಗಿ:ಎಲ್ಲಾ ಇಲಾಖಾ ಮುಖ್ಯಸ್ಥರು , ವಾಕರಸಾಸಂಸ್ಥೆ ಕೇಂದ್ರ ಕಚೇರಿ, ಹುಬ್ಬಳ್ಳಿ/ಎಲ್ಲಾ ಹಿರಿಯ/ ವಿಭಾಗೀಯ ನಿಯಂತ್ರಣಾಧಿಕಾರಿಗಳು/ಕಾರ್ಯ ವ್ಯವಸ್ಥಾಪಕರು, ಪ್ರಾದೇಶಿಕ ಕಾರ್ಯಾಗಾರ,ಹುಬ್ಬಳ್ಳಿ/ಪ್ರಾಂಶುಪಾಲರು ಪ್ರಾತಿಕೇಂ, ಹುಬ್ಬಳ್ಳಿ ರವರ ಮಾಹಿತಿಗಾಗಿ ಹಾಗೂ ಸದರಿ ಸುತ್ತೋಲೆಯನ್ನು ಈ ಸಂಸ್ಥೆಯಲ್ಲಿಯೂ ಸಹ ಯಥಾವತ್ತಾಗಿ ಅಳವಡಿಸಿಕೊಳ್ಳಲು ಸೂಕ್ತಾಧಿಕಾರಿಗಳು ಅನುಮೋದಿಸಿರುತ್ತಾರೆ. ಅದರಂತೆ ಕ್ರಮ ಕೈಗೊಳ್ಳುವುದು .

-ಸಹಿ-

ಮುಖ್ಯ ಸಿಬ್ಬಂದಿ ವ್ಯವಸ್ಥಾಪಕರು

	ಕರಾರಸಾಸಂಸ್ಥೆ: ಆಡಳಿತ ಇಲಾಖೆ: ದಾಖಲೆಗಳ ವರ್ಗೀಕರಣ ; ಜಿಎಸ್‌ಟಿ 250ಕ್ಕೆ ತಿದ್ದುಪಡಿ ಸಿಬ್ಬಂದಿ ಶಾಖೆ				
ವರ್ಗೀಕರಣ	ಎ (ಖಾಯಂ)	ಬಿ(30 ವರ್ಷ)	ಸಿ(10ವರ್ಷ)	ಡಿ(05 ವರ್ಷ)	ಇ(01 ವರ್ಷ)
ಕೇಂದ್ರ ಕಚೇರಿ ವಿಭಾಗೀಯ ಕಚೇರಿ ಘಟಕ ಮಟ್ಟಗಳನ್ನೊಳಗೊಂಡಂತೆ	1)ಚಾಲ್ತಿಯಲ್ಲಿರುವ ಸಾಮಾನ್ಯ ಸ್ಥಾಯೀಆದೇಶಗಳು 2)ಚಾಲ್ತಿಯಲ್ಲಿರುವ ಸುತ್ತೋಲೆಗಳು 3)ರೋಸ್ಟರ್ ರಜಿಸ್ಟರ್ ಗಳು 4)ಚಾಲ್ತಿಯಲ್ಲಿರುವ ಅಧಿಕೃತ ಜ್ಞಾಪನಾ ಪತ್ರಗಳು	1) ಎಲ್ಲಾ ಮುಂಬಡ್ತಿ ಕಡತಗಳು 2) ಸಾಮಾನ್ಯ ಸಿಬ್ಬಂದಿ ಆದೇಶಗಳು	1)ಖಾಲಿ ಹುದ್ದೆ ಕಡತ/ರಿಜಿಸ್ಟರ್‌ಗಳು 2)ಉದ್ಯೋಗಿಗಳ ಸೇವೆ ಖಾಯಂಗೊಳಿಸುವ ಕೆ.ರಾಜಿನಾಮೆ,ಸ್ವಯಂ ನಿವೃತ್ತಿ, ಉಪಾದಾನ ಇತರೆ, ಉದ್ಯೋಗಿಯ ಸೇವೆಗೆ ಸಂಬಂಧಿಸಿದ ಕಡತಗಳು 3) ಸೇವಾ ಪುಸ್ತಕಗಳು 4)ವೈಯಕ್ತಿಕ ಕಡತಗಳು	1) ಎಲ್ಲಾ ವರ್ಗಾವಣೆ ಸಂಬಂಧಿಸಿದ ಕಡತಗಳು 2)ಒಳನೊಂದಣಿ ಮತ್ತು ಹೊರನೊಂದಣಿ ಹಾಜರಾತಿ ಸಂಬಂಧಿತ ದಾಖಲೆಗಳು 3) ವೈಯಕ್ತಿಕ ಕುಂದುಕೊರತೆ ಅರ್ಜಿ ಹಾಗೂ ಸಮಬಂಧಿತ ಕಡತಗಳು 4) ರಜೆ ನಗದೀಕರಣ ಕಡತ, ಅಸಾಮಾನ್ಯ ರಜೆ ಕಡತ	1) ವಿಭಾಗ-ಕೇಂದ್ರ ಕಚೇರಿ ನಡವಿನ ಪತ್ರ ವ್ಯವಹಾರ ಲಡತಗಳು 2) ಸರ್ಕಾರದೊಂದಿಗಿನ ಪತ್ರ ವ್ಯವಹಾರ ಕಡತಗಳು 3) ಹುದ್ದೆ ಬದಲಾವಣೆ ಸಂಬಂಧಿತ ಕಡತಗಳು 4) ಎರವಲು ಸೇವೆ ಮೇಲೆ ನಿಯೋಜಿತ ಸಂಬಂಧಿ ಕಡತಗಳು 5) ನಿರಾಕ್ಷೇಪಣಾ ಪತ್ರ ಗುರುತುಪತ್ರ ಇತ್ಯಾದಿ 6) ರಜೆ ಕಡತ 7) ಸಾಂಭರ್ಥಿಕವಾಗಿ ತೆರೆದ ತಾತ್ಕಾಲಿಕ ಕಡತಗಳು
ವಿಸೂ:ಪ್ರತಿ ವಿಷಯಗಳಿಗೆ ಪ್ರತ್ಯೇಕ ಕಡತ ಚಾಲನೆ ಮಾಡಬೇಕು, ಹಾಗೂ ಅವಿಷಯ ಇತ್ಯರ್ಥಗೊಂಡ ತರುವಾಯ/ಶೈಕ್ಷಣಿಕ ವರ್ಷ ಮುಗಿದ ನಂತರ ಆಯಾ ಕಡತಗಳನ್ನು ಕೊನೆಗೊಳಿಸಬೇಕು, ಕಡತವನ್ನು ಮುಚ್ಚಿದ ತರುವಾಯ ದಾಖಲಾತಿ ಕೊಠಡಿಯಲ್ಲಿ ಈ ಮೇಲಿನ ಅವಧಿಯಷ್ಟು ಸಮಯ ಕಡತವನ್ನು ಸಂರಕ್ಷಿಸಬೇಕು,					
ಆಡಳಿತ ಶಾಖೆ					
ವರ್ಗೀಕರಣ	ಎ (ಖಾಯಂ)	ಬಿ(30 ವರ್ಷ)	ಸಿ(10ವರ್ಷ)	ಡಿ(05 ವರ್ಷ)	ಇ(01 ವರ್ಷ)
	1.ಚಾಲ್ತಿಯಲ್ಲಿರುವ ಸುತ್ತೋಲೆಗಳು		1.ಗೃಹನಿರ್ಮಾಣ/ಗೃಹ ಸಾಲಕ್ಕೆ ಸಂಬಂಧಪಟ್ಟ ಎಲ್ಲಾ ಕಡತಗಳು ನೊಂದಣಿ ಪುಸ್ತಕಗಳು	1.ಒಳನೊಂದಣಿ ದಾಖಲಾತಿಗಳು, ಹೊರನೊಂದಣಿ ಪುಸ್ತಕಗಳು, ಹಾಜರಾತಿ ಪುಸ್ತಕಗಳು.	1.ಅಧಿಕಾರಿ/ಉದ್ಯೋಗಿಗೆ ನೀಡಲಾಗುವ ವೈದ್ಯಕೀಯ ಮುಂಗಡಗಳ ವ್ಯಕ್ತಿಗತ ಕಡತಗಳು ಮತ್ತು ನೊಂದಣಿ ಪುಸ್ತಕ
				2.ಕೇಂದ್ರ ಕಚೇರಿಯಲ್ಲಿ	2. ರಜೆ ಪುಸ್ತಕಗಳು ರಜಿಸ್ಟರ್.

	<p>ಸರ್ಕಾರದಿಂದ ಸ್ವೀಕರಿಸುವ ಪತ್ರಗಳ ಅನಿಸರಣಾವರದಿ ನೀಡುವ ಕುರಿತು ಕಡತಗಳು</p>	
	<p>3.ಎ.ಎಸ್.ಆರ್.ಟಿ. ಯುಗವಾರ್ಷಿಕ ವಾಹನಶುಲ್ಕ ಪಾವತಿಸುವ ಕಡತ</p>	<p>3. ಸಾಂಧರ್ಭಿಕವಾಗಿ ತೆರೆದ ಇತರೇ ತಾತ್ಕಾಲಿಕ ಕಡತಗಳು</p>
	<p>4.ಎಲ್ಲಾ ವಿಭಾಗಗಳ ಅಧಿಕಾರಿ /ಉದ್ಯೋಗಿಗಳ ಖಾಸಗಿ ಆಸ್ಪತ್ರೆ ವೈದ್ಯಕೀಯ ವೆಚ್ಚಗಳ ಮರುಪಾವತಿ ಕಡತಗಳು ನೊಂದಣಿ ಪುಸ್ತಕಗಳು</p>	<p>4.ರವಾನೆಯ ಮುದ್ದೆ ಒತ್ತುವ ಯಂತ್ರಕ್ಕೆ ಸಂಬಂಧಪಟ್ಟ ಕಡತ</p>
	<p>5.ಕನ್ನಡ ಅನುಷ್ಠಾನ ಸಮಿತಿ ಸಭೆಯಕಡತಗಳು</p>	<p>5.ಸಾರ್ವಜನಿಕ ರಜೆ ಚುನಾವಣೆ ಸಂಬಂಧ ರಜಾ ಘೋಷಿಸುವ ಕಡತ</p>
	<p>6.ಅಧಿಕಾರಿ/ ಉದ್ಯೋಗಿಗಳ ವಸತಿಗೃಹಹಂಚಿಕೆ, ತೆರವು ಮತ್ತು ಅದಕ್ಕೆ ಸಂಬಂಧಪಟ್ಟ ಎಲ್ಲಾ ಕಡತಗಳು</p>	
	<p>7.ವಾಹನಮುಂಗಡ .ಗಣಕಯಂತ್ರ ಮುಂಗಡ,ಇದಕ್ಕೆ ಸಂಬಂಧಪಟ್ಟ ಕಡತಗಳು</p>	
	<p>8.ಅಧಿಕಾರಿ/ ಉದ್ಯೋಗಿಗಳಿಗೆ ನೀಡಲಾಗಿರುವ ಮೊಬೈಲ್, ಸ್ಥಿರ ದೂರವಾಣಿಗಳಿಗೆ ಸಂಬಂಧಪಟ್ಟ ಎಲ್ಲಾ ಕಡತಗಳು,ಕಚೇರಿಗೆ ಅಳವಡಿಸಲಾಗಿರುವ ಎಲ್ಲಾ ಆಂತರಿಕ ದೂರವಾಣಿಗಳಿಗೆ ಸಂಬಂಧಪಟ್ಟ</p>	

	ಕಡತಗಳು,ಇ.ಪಿ.ಬಿ. ಎ,ಎಕ್ಸ್,ಎಫ್,ಸಿ,ಟಿಕ ಕಡತಗಳು	
	9.ಆಡಳಿತ ಇಲಾಖೆಗೆ ಸಂಬಂಧಪಟ್ಟ ಸಭೆ ಸಮಾರಂಭಗಳ ಕಡತ.	
	10.ನರಳಚ್ಚು ಶಾಖೆಗೆ ಸಂಬಂಧಪಟ್ಟ ಕಡತಗಳು	
	11. ಆಡಳಿತ ಶಾಖೆಗೆ ಸಂಬಂಧಪಟ್ಟ ಆಯವ್ಯಯ ಕಡತ.	
	12.ಸಿಬ್ಬಂದಿಗಳಿಗೆ ಉಚಿತ ಸಾರಿಗೆ ಪ್ರಯಾಣದ ಪಾಸುಗಳನ್ನು ವಿತರಿಸುವ ನೋಂದಣಿ ಪುಸ್ತಕ,ಪಂಚಿಗ್ ಕಾರ್ಡಿಗ್ಗೆ ಸಂಬಂಧಪಟ್ಟ ಕಡತ	

ವಾರ್ಷಿಕ ಗುಣ ವಿಮರ್ಷಾ ವರದಿ ಶಾಖೆ

ವರ್ಗೀಕರಣ	ಎ (ಖಾಯಂ)	ಬಿ(30 ವರ್ಷ)	ಸಿ(10ವರ್ಷ)	ಡಿ(05 ವರ್ಷ)	ಇ(01 ವರ್ಷ)
ನಾಲ್ಕು ಸಂಸ್ಥೆಯ ಎಲ್ಲಾ ಕೇಂದ್ರ ಕಚೇರಿ ವಿಭಾಗಗಳಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ	1.ಚಾಲ್ತಿಯಲ್ಲಿರುವ ಸುತ್ತೋಲೆಗಳು		1.ದರ್ಜೆ-2 ಮತ್ತು ದರ್ಜೆ-1 ಹಿರಿಯ/ಕಿರಿಯ ಹಾಗೂ ಆಯ್ಕೆ ಶೇಖರಿ ಅಧಿಕಾರಿಗಳ ಆಸ್ತಿ ಮತ್ತು ಋಣಭಾರದ ಕಡತಗಳು 2.ಸಂಸ್ಥೆಯ ಎಲ್ಲಾ ಮೇಲ್ವಿಚಾರಕ ಹಾಗೂ ದರ್ಜೆ-2 ಅಧಿಕಾರಿ ವರ್ಗದ ವಾರ್ಷಿಕ ಗುಣ ವಿಮರ್ಷಾವರದಿಯ ಕಡತಗಳು		

ಸೇವಾ ನಿಯಮ ಶಾಖೆ

ವರ್ಗೀಕರಣ	ಎ (ಖಾಯಂ)	ಬಿ(30 ವರ್ಷ)	ಸಿ(10ವರ್ಷ)	ಡಿ(05 ವರ್ಷ)	ಇ(01 ವರ್ಷ)
	ಕ.ರಾ.ರ.ಸಾ.ಸಂಸ್ಥೆಯಲ್ಲಿಚಾಲ್ತಿಯಲ್ಲಿರುವ ನಿಯಮಾವಳಿಗಳು	1.ಕ.ರಾ.ರ.ಸಾ. ಸಂಸ್ಥೆಯ (ಪದವ್ಯಂದ ಮತ್ತು ನೇಮಕಾತಿ) ನಿಯಮಾವಳಿಯ ತಿದ್ದುಪಡಿಗೆ ಸಂಬಂಧಿಸಿದ ಕಡತಗಳು	1.ಉಪದಾನ ಮತ್ತು ರಜೆಯ ಕುರಿತು ವಿಭಾಗಗಳೊಡನೆ ಮಾಡಿದ ವ್ಯವಹಾರಿಸಿದ ಕಡತಗಳು	1. ಇತರೆ ಕಡತಗಳು	1.ಸರ್ಕಾರದೊಡನೆ ವ್ಯವಹರಿಸಿದ ವಿಷಯಗಳ ಕಡತ
		2. ಕ.ರಾ.ರ.ಸಾ.ಸಂಸ್ಥೆ (ನೌಕರರ ನಡತೆ		2.ಸೇವಾ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ	

		ಪತ್ತುಶಿಸ್ತು) ನಿಯಮಾವಳಿಗೆ ಸಂಬಂಧಿಸಿದ ಕಡತಗಳು		ವಿಭಾಗಗಳೊಡನೆ ವ್ಯವಹಾರಕ್ಕೆ ಸಂಬಂಧಿತ ಕಡತಗಳು	
		3.ಕಾಂಟ್ರಾಕ್ಟ್ ಕ್ಯಾರೇಜ್ ಆಕ್ಟ್ 1976ಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ನ್ಯಾಯಾಲಯದ ಕೇಸುಗಳು/ ಅದಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ವ್ಯವಹಾರ ಮಾಡಿದ ಕಡತಗಳು			
		4.1985-87ರ ಅವಧಿಯಲ್ಲಿ ಗುಲ್ಬರ್ಗಾ,ರಾಯಚೂರ,ಬೀದರ ಜಿಲ್ಲೆಗಳಲ್ಲಿನ ಮಾರ್ಗ ರಾಷ್ಟ್ರೀಕರಣದಿಂದ ಉದ್ಯೋಗ ವಂಚಿತರಾದ ನೌಕರರ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ನ್ಯಾಯಾಲಯ/ವ್ಯವಹಾರ ಮಾಡಿದ ಕಡತಗಳು			
		5.ಸುತ್ತೋಲೆಗಳಿಗೆ ಸಂಬಂಧಿಸಿದ ವಿಭಾಗಗಳಿಗೆ ಹೆಚ್ಚಿನ ನಿರ್ದೇಶನಗಳಿಗೆ ಸಂಬಂಧಿಸಿದ ಕಡತ			
ವರಿಷ್ಠತಾ ಶಾಖೆ					
ವರ್ಗೀಕರಣ	ಎ (ಖಾಯಂ)	ಬಿ(30 ವರ್ಷ)	ಸಿ(10ವರ್ಷ)	ಡಿ(05 ವರ್ಷ)	ಇ(01 ವರ್ಷ)
ಕೇಂದ್ರ ಕಚೇರಿ ವಿಭಾಗೀಯ ಕಚೇರಿ ಘಟಕ ಮಟ್ಟಗಳನ್ನೊಳಗೊಂಡಂತೆ	1.ಚಾಲ್ತಿಯಲ್ಲಿರುವ ಸುತ್ತೋಲೆಗಳು ಅಧಿಕೃತ ಜ್ಞಾಪನಾಪತ್ರಗಳು		1.ಸಾಂಧರ್ಭಿಕ ರಜೆಗಳನ್ನು ನಿರ್ವಹಣೆ ಮಾಡುವ ಪುಸ್ತಕ	1.ಅಧಿಕಾರಿ/ ನೌಕರರು ಜೇಷ್ಠತೆಯ ವಿಷಯದಲ್ಲಿ ಸಲ್ಲಿಸಿರುವ ಅರ್ಜಿಗಳ ಕಡತಗಳು	-
			2.ವಿಭಾಗ- ಕೇಂದ್ರಕಚೇರಿ ನಡವಿನ ಪತ್ರ ವ್ಯವಹಾರದ ಕಡತಗಳು	2.ಒಳನೊಂದಣಿ ಪುಸ್ತಕ	
			3.ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ 2005ಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಸ್ವೀಕರಿಸಿರುವ ಅರ್ಜಿಗಳ ನೊಂದಣಿ	3.ಹೊರನೊಂದಣಿ ಪುಸ್ತಕ	

			ಪುಸ್ತಕ		
			4.ನ್ಯಾಯಾಲಯದಲ್ಲಿ ಅಧಿಕಾರಿ, ನೌಕರರುಗಳು ಜೇಷ್ಠತೆ ವಿಷಯದ ಬಗ್ಗೆ ಸಲ್ಲಿಸುವ ರಿಟ್ ಅರ್ಜಿಗಳಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಕೈಗೊಂಡ ಕ್ರಮದ ಬಗ್ಗೆ ಸಂಬಂಧಿಸಿದ ದಾಖಲೆಗಳು	4. ಕಡತಗಳ ಚಲನ ವಲನ ಪುಸ್ತಕ	
		ಜೇಷ್ಠತಾ ಪಟ್ಟಿಗಳನ್ನು ಪ್ರಕಟಿಸುವ ವಿಷಯದಲ್ಲಿ ನಿರ್ವಹಿಸುವ ಕಡತಗಳು	ಆಕ್ಷೇಪಣೆಗಳ ರಜಿಸ್ಟರ್	ಸಿಬ್ಬಂದಿಗಳ ಹಾಜರಾತಿ ಪುಸ್ತಕ	
		ಜೇಷ್ಠತಾ ಪಟ್ಟಿಯನ್ನು ವೃಂದವಾರು ವಾರ್ಷಿಕವಾರು			
ನೇಮಕ ಶಾಖೆ					
ವರ್ಗೀಕರಣ	ಎ (ಖಾಯಂ)	ಬಿ(30 ವರ್ಷ)	ಸಿ(10ವರ್ಷ)	ಡಿ(05 ವರ್ಷ)	ಇ(01 ವರ್ಷ)
ಕೇಂದ್ರ ಕಚೇರಿ ವಿಭಾಗೀಯ ಕಚೇರಿ	1. ಸಾಮಾನ್ಯ ಸ್ಥಾಯೀ ಆದೇಶಗಳು	1.ಸಿಬ್ಬಂದಿ ಮಂಜೂರಾತಿ ಆದೇಶದ ರಿಜಿಸ್ಟರ್/ಸಿಬ್ಬಂದಿ ಅನುಪಾತ ಮಾದರಿ ಮತ್ತು ಪ್ರಧಾನ ಕಡತ	1.ನೂತನ ವಿಭಾಗ/ಘಟಕ ಇಲಾಖೆಗಳನ್ನು ಸೃಜಿಸುವ ಬಗ್ಗೆ	1. ಸಿಬ್ಬಂದಿ ಮಂಜೂರಾತಿ(ಇತ ರೇ)ಕಡತಗಳು	1.ವಿಭಾಗ-ಕೇಂದ್ರ ಕಚೇರಿ ಪತ್ರ ವ್ಯವಹಾರಗಳ ಕಡತಗಳು
	2.ಸುತ್ತೋಲೆಗಳು (ಕಾಲಕಾಲಕ್ಕೆ ತಿದ್ದುಪಡಿಗೇ ಒಳಪಟ್ಟಂತೆ)	2.ಸಾಮಾನ್ಯ ಸಿಬ್ಬಂದಿ ಆದೇಶಗಳು	2.ನ್ಯಾಯಾಲಯದ ಆದೇಶಗಳನ್ನು ಅನುಷ್ಠಾನಗೊಳಿಸುವ ಕಡತಗಳು.	2.ದಯಾಯಾಚನಾ ಮನವಿಗಳ ಕಡತಗಳು.	2.ಆಯ್ಕೆಹೊಂದಿಲ್ಲದವರ ತಿರಸ್ಕೃತ ಅರ್ಜಿಗಳು ಮತ್ತು ಸಂಬಂಧಪಟ್ಟ ದಾಖಲೆಗಳು
	3.ನೇಮಕಾತಿ ಹುದ್ದೆಗಳ ರೋಸ್ಟರ್ ರಿಜಿಸ್ಟರ್‌ಗಳು.	3.ಅನುಕಂಪದ ಆಧಾರದ ನೇಮಕಾತಿ ದಾಖಲಾತಿ ಪುಸ್ತಕ	3.ಜಾಹೀರಾತು ಪ್ರತಿಗಳು ಒಳನೊಂದಣಿ ಮತ್ತು ಹೊರನೊಂದಣಿ ಪುಸ್ತಕಗಳು	3.ಸರ್ಕಾರದೊಂದಿ ಗಿನ ಪತ್ರವ್ಯವಹಾರದ ಕಡತ	3.ದಾಖಲಾತಿ ಪರಿಶೀಲನೆ ಸಂಬಂಧಿಸಿದ ಕಡತ
	4.ಆಯ್ಕೆಪಟ್ಟಿಗಳು	4.ಅನುಕಂಪದ ಆಧಾರದ ನೇಮಕಾತಿ ಸಂಬಂಧ ವರಿಷ್ಠತಾ ಪಟ್ಟಿ			4.ಸಾಂಧರ್ಭಿಕವಾಗಿ ತೆರೆಯಲಾದ ಕಡತಗಳು.
	5.ಆಯ್ಕೆ ಹೊಂದಿದ ಅಭ್ಯರ್ಥಿಗಳ ಉತ್ತರ ಪತ್ರಿಕೆಗಳು/ಇತರೆ ದಾಖಲೆಗಳು	5.ಹುದ್ದೆಗಳನ್ನು ಸೃಜಿಸುವ ಬಗೆಗಿನ ಕಡತ			5.ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆಯಡಿ ಸ್ವೀಕರಿಸಲಾದ ಅರ್ಜಿಗಳ ಕಡತಗಳು.
	6.ದಾಖಲಾತಿ ಕೊಠಡಿಗೆ ದಾಖಲೆಗಳನ್ನು ಕಳುಹಿಸಿರುವ /ವಿಲೇವಾರಿ ಮಾಡಲಾದ ದಾಖಲೆಗಳ ಕುರಿತು				

ದಾಖಲಾತಿ ಪುಸ್ತಕ .					
ಅಪರಾಧ ಶಿಸ್ತು ಶಾಖೆ					
ವರ್ಗೀಕರಣ	ಎ (ಖಾಯಂ)	ಬಿ(30 ವರ್ಷ)	ಸಿ(10ವರ್ಷ)	ಡಿ(05 ವರ್ಷ)	ಇ(01 ವರ್ಷ)
ಕೇಂದ್ರ ಕಚೇರಿ	1. ಚಾಲ್ತಿಯಲ್ಲಿರುವ ಸಾಮಾನ್ಯ ಸ್ಥಾಯೀ ಆದೇಶ ಸುತ್ತೋಲೆ ಅಧಿಕೃತ ಜ್ಞಾಪನಾ ಪತ್ರಗಳ ಕಡತ	1.ನಿಯಮ-18(ಎ)iv to viii ಮತ್ತು 18(ಬಿ)xix to xಂರಲ್ಲಿ ಹೊರಡಿಸುವ ಆದೇಶಗಳ ಪ್ರಕರಣ ಹಾಗೂ ತತ್ಸಂಬಂಧ ನ್ಯಾಯಾಲಯದಲ್ಲಿ ದಾಖಲಾಗುವ ಪ್ರಕರಣಗಳ ಕಡತಗಳು.	1.ನಿಯಮ-18(ಎ)i to iii ರವರೆಗೆ ಹೊರಡಿಸುವ ದಂಡನಾದೇಶ ಪ್ರಕರಣಗಳ ಕಡತಗಳು	ಅಧಿಕಾರಿ/ಸಿಬ್ಬಂದಿಗಳ ಅಪರಾಧ ಪ್ರಕರಣಗಳ ಚರಿತ್ರಾ ವಿವರದ ಕಡತ	1.ವಿಭಾಗ/ಕೇಂದ್ರ ಕಚೇರಿಯ ನಡುವಣ ಸಾಮಾನ್ಯ ಪತ್ರವ್ಯವಹಾರ ಕಡತಗಳು.
	2.ದಾಖಲುಪಡಿಸುವ ಪ್ರಕರಣಗಳ ನೋಂದಣಿ ರಜಿಸ್ಟರ್		2.ಮೇಲ್ಮನವಿ /ಪುನರ್ ಪರಿಶೀಲನಾ ಪ್ರಕರಣಗಳ ಕಡತಗಳು		2.ಅಪರಾಧ ಪ್ರಕರಣಗಳ ಮಾಸಿಕ ವಿವರಣಾ ತಖ್ತಿಯ ಕಡತಗಳು
			3.ಒಳನೋಂದಣಿ/ ಹೊರ ನೋಂದಣಿ ಹಾಗೂ ಹಾಜರಾತಿ ಸಂಬಂಧಿತ ದಾಖಲೆಗಳು		
ವಿಭಾಗೀಯ ಕಚೇರಿ	1.ಚಾಲ್ತಿಯಲ್ಲಿರುವ ಸಾಮಾನ್ಯ ಸ್ಥಾಯೀ ಆದೇಶ ಸುತ್ತೋಲೆ ಅಧಿಕೃತ ಜ್ಞಾಪನಾ ಪತ್ರಗಳ ಕಡತ	1.ನಿಯಮ-18(ಎ)iv to viii ಮತ್ತು 18(ಬಿ)xix to xಂರಲ್ಲಿ ಹೊರಡಿಸುವ ಆದೇಶಗಳ ಪ್ರಕರಣ ಹಾಗೂ ತತ್ಸಂಬಂಧ ನ್ಯಾಯಾಲಯದಲ್ಲಿ ದಾಖಲಾಗುವ ಪ್ರಕರಣಗಳ ಕಡತಗಳು	1.ನಿಯಮ-18(ಎ)i to iii ರವರೆಗೆ ಹೊರಡಿಸುವ ದಂಡನಾದೇಶ ಪ್ರಕರಣಗಳ ಕಡತಗಳು	ಅಧಿಕಾರಿ/ಸಿಬ್ಬಂದಿಗಳ ಅಪರಾಧ ಪ್ರಕರಣಗಳ ಚರಿತ್ರಾ ವಿವರದ ಕಡತ	1.ವಿಭಾಗ/ಕೇಂದ್ರ ಕಚೇರಿಯ ನಡುವಣ ಸಾಮಾನ್ಯ ಪತ್ರವ್ಯವಹಾರ ಕಡತಗಳು.
	2.ದಾಖಲುಪಡಿಸುವ ಪ್ರಕರಣಗಳ ನೋಂದಣಿ ರಜಿಸ್ಟರ್		2.ಮೇಲ್ಮನವಿ ಪ್ರಕರಣಗಳ ಕಡತಗಳು		2.ಅಪರಾಧ ಪ್ರಕರಣಗಳ ಮಾಸಿಕ ವಿವರಣಾ ತಖ್ತಿಯ ಕಡತಗಳು
			3.ಒಳ ನೋಂದಣಿ/ ಹೊರ ನೋಂದಣಿ ಹಾಗೂ ಹಾಜರಾತಿ ಸಂಬಂಧಿತ ದಾಖಲೆಗಳು		
ಘಟಕಗಳು	ಚಾಲ್ತಿಯಲ್ಲಿರುವ ಸಾಮಾನ್ಯ ಸ್ಥಾಯೀ ಆದೇಶ ಸುತ್ತೋಲೆ ಅಧಿಕೃತ ಜ್ಞಾಪನಾ ಪತ್ರಗಳ ಕಡತ	1.ನಿಯಮ-18(ಎ)iv to viii ಮತ್ತು 18(ಬಿ)xix to xಂರಲ್ಲಿ ಹೊರಡಿಸುವ ಆದೇಶಗಳ ಪ್ರಕರಣ ಹಾಗೂ ತತ್ಸಂಬಂಧ ನ್ಯಾಯಾಲಯದಲ್ಲಿ ದಾಖಲಾಗುವ ಪ್ರಕರಣಗಳ	1.ನಿಯಮ-18(ಎ)i to iii ರವರೆಗೆ ಹೊರಡಿಸುವ ದಂಡನಾದೇಶ ಪ್ರಕರಣಗಳ ಕಡತಗಳು	ಸಿಬ್ಬಂದಿಗಳ ಅಪರಾಧ ಪ್ರಕರಣಗಳ ಚರಿತ್ರಾ ವಿವರದ ಕಡತ	.ವಿಭಾಗ/ಘಟಕಗಳ ನಡುವಣ ಸಾಮಾನ್ಯ ಪತ್ರವ್ಯವಹಾರ ಕಡತಗಳು.

		ಕಡತಗಳು			
	2.ದಾಖಲಿಪಡಿಸುವ ಪ್ರಕರಣಗಳ ನೋಂದಣಿ ರಜಿಸ್ಟರ್		2. ಒಳ ನೋಂದಣಿ/ ಹೊರ ನೋಂದಣಿ ಹಾಗೂ ಹಾಜರಾತಿ ಸಂಬಂಧಿತ ದಾಖಲೆಗಳು		2.ಅಪರಾಧ ಪ್ರಕರಣಗಳ ಮಾಸಿಕ ವಿವರಣಾ ತಖ್ತೆಯ ಕಡತಗಳು

-ಸಹಿ-

ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು(ಸಿಬ್ಬಂದಿ)