



# माहितीचा अधिकार

## कलम ४ (१) ब-६

अ.क्र.	दस्त ऐवज	अभिलेख कायदयानुसार वर्गवार - नोंदी
१	Admission Register	<b>A</b> Permanent
२	Tools & Equipment Register	<b>A</b> Permanent
३	Indent Book	<b>A</b> Permanent
४	Dead Stock Register	<b>A</b> Permanent
५	Service Book (सेवानोंद पुस्तक)	<b>A</b> Permanent
६	वैयक्तिक नस्ती	<b>A</b> Permanent
७	Instrument Register	<b>A</b> Permanent
८	निकालपत्रे ( C Form )	<b>A</b> Permanent
९	Affiliation letter	<b>A</b> Permanent
१०	Delegation of powers	<b>A</b> Permanent
११	Pay Bill	<b>B</b> 30 Years
१२	Vehicle History Register	<b>B</b> 30 Years
१३	Log Book	<b>B</b> 30 Years
१४	House Loan Register	<b>B</b> 30 Years
१५	Vehicle Loan Register	<b>B</b> 30 Years
१६	PF Loan Register	<b>B</b> 30 Years
१७	Computer Loan Register	<b>B</b> 30 Years
१८	Vehicle History Sheet	<b>B</b> 30 Years
१९	Budget File	<b>B</b> 30 Years
२०	Retirement Employee Register	<b>B</b> 30 Years
२१	Chalan Book	<b>B</b> 30 Years
२२	Pay Fixation File	<b>B</b> 30 Years
२३	Muster Roll	<b>B1</b> 10 Years
२४	Permanent Advance Register	<b>B1</b> 10 Years
२५	Medical Advance Register	<b>B1</b> 10 Years
२६	Stationary Stock Register	<b>B1</b> 10 Years
२७	EARN LEAVE Application	<b>B1</b> 10 Years



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२८	Increment Register	<b>B1</b> 10 Years
२९	Inward Outward Register	<b>C</b> 5 Years
३०	Worksheet	<b>C</b> 5 Years
३१	Tapal Book	<b>C</b> 5 Years
३२	Stationery Register	<b>C</b> 5 Years
३३	Budget Provision Register	<b>C</b> 5 Years
३४	Budget Provision Files	<b>C</b> 5 Years
३५	Earned Leave Application	<b>C</b> 5 Years
३६	Office Order Files	<b>C</b> 5 Years
३७	Office Order Register	<b>C</b> 5 Years
३८	Touring Diaries	<b>C</b> 5 Years
३९	Pay fixation Files	<b>C</b> 5 Years
४०	Departmental Enquiry Register/File	<b>C</b> 5 Years
४१	Leave & Increment Cases	<b>C</b> 5 Years
४२	Audit Objections & Compliances	<b>C</b> 5 Years
४३	Diaries of Outdoor Staff	<b>C</b> 5 Years
४४	T.A.Bill / L.T.A. Bills	<b>C</b> 5 Years
४५	Minutes of The Officer's Meeting	<b>C</b> 5 Years
४६	Register of Deductions from Salary	<b>C</b> 5 Years
४७	Telephone Register	<b>C</b> 5 Years
४८	Inward Register of Government Letters	<b>C</b> 5 Years
४९	Overtime Register	<b>C</b> 5 Years
५०	Telephone Bill File	<b>C</b> 5 Years
५१	Casual Leave Register	<b>D</b> 1 Years
५२	Casual Leave Applications	<b>D</b> 1 Years
५३	Movement Register	<b>D</b> 1 Years
५४	Misc. Files of Correspondence	<b>D</b> 1 Years
५५	Weekly Worksheet Report	<b>D</b> 1 Years
५६	Diwali Advance Register	<b>D</b> 1 Years