

Section 4 (1) (b) (vi)

Statement of Categories of documents held in the office of
Designated officer & Assistant Commissioner (Removal of Encroachment)

Sr No	Subject	Type of Document/ file or register	File No. or Register No.	Particulars	Periodicity of Preservation
‘A’ Class Record					
1	Service Record	Register		Details of Leave record , Increments, Promotion & personal details of employee	Permanent
‘B’ Class Record					
1	Service Claims	Files		Documents related to claims	30 Years
2	Pay Sheets	Register		Details of Pay & allowances of employees	30 Years
‘C2’ Class Record					
1	Muster	Register		Details of presentee	15 Years
‘C’ Class Record					
1	Inward Outward Register & Report	Register & Files		Details of letters received from Complainants, regarding unauthorised construction & hawkers, compliance reports from wards, letters from higher authorities , Application under RTI, 2005, Assembly Questions from Assembly & various corporation committees, establishment matters,etc.	5 Years
2	Documents of Proposal	Files		Proposal Files	5 Years
3	Revenue Penalty recovery	Receipt Books		Record of action taken & recovery	5 Years
‘D’ Class Record					
1	Casual Leave application			Files	1 Year
2	Correspondence			Files & papers	1 Year
3	Complaint Letters			Office copies of complaints & compliance report from ward	1 Year