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03/10/2024

## AEE(NORTH WEST)-2 SUB DIVISION

### DM SECTION

#### CUPBOARD-1


Sl No	Particulars
1	Circular Files
2	Invoice Files
3	Conversion Cancellation File ND/PND to D Files (Jan-2021 to Oct-2023)
4	Reading RR No. Cards

#### CUPBOARD-2

1	New Sanction Old Registers - 31 Books
2	Additional Registers - 6 Books
3	Meter Issued Registers - 10 Books
4	RTI Old Files - 15 Files

#### CUPBOARD-3

1	New Meter Alloted Boxes
2	1/2" 3/4" 1" 1 1/2" 2" New Meter alooted
3	RCF Files
4	Party Request Files
5	MMC Files
6	MD Files
7	Audit Files
8	Contractors Files

  
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## AEE(NORTH WEST)-2 SUB DIVISION

### CASH SECTION

### CUPBOARD-4

Sl No	Particulars
1	Cash Book -(Vol1 to Vol-09 Closed) Vol-10 Running
2	Old Prorata Cash Book - (Vol1 and 2)
3	Cheque Dishnoured Files (DEC-2020 to Present running)
4	Kiosk Scrolls Files (JAN-2019 to Present running)
5	Used Kiosk Yellow receipts (Cash/Cheques)
6	Unused Prorata/GBWASP receipt books
7	Cheque Dishnoured Book (Vol-1 and Vol-2)
8	Cheque Pickup Register
9	Cash Book Abstract report (2018-2022)
10	Other Sub-Dvn Cheque Dishonoured register
11	Cheque Dishonoured Book -(1 to 23 Vols)
12	Wrong Cheques entry File
13	Wrong Cheques entry register
14	Kiosk Scratch cards (10.02.2021- Present running)
15	Bank Seal-1
16	GBWASP Remittance Book- Vol-1,2,3,4 Closed
17	Prorata Remittance Book- Vol-1,2,3,4 Closed
18	Online Remittance Book- Vol-1,2,3,4 Closed
19	GBWASP ACKNOWLEDGEMENT Receipt Book- (Vol-1- Vol-57 Closed)
20	Prorata ACKNOWLEDGEMENT Receipt Book- (Vol-1- Vol-76 Closed)
21	Online ACKNOWLEDGEMENT Receipt Book- (Vol-1- Vol-52 Closed)

  
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## AEE(NORTH WEST)-2 SUB DIVISION

### LIST OF FILES - EST-1 SECTION

#### CUPBOARD-5

Sl No	Particulars
1	Employees Attendance
2	EL sanction File - 2 Nos.
3	Commuted Leave sanction File - 2 Nos.
4	Increment Sanction File -2 Nos.
5	Attendance copies file
6	LIC Policy letters File
7	Leave Letters File
8	ಸ್ಥಾನ ಪನ್ನ/ ಪರೀಕ್ಷಣಾವಧಿ ಕಡತ
9	Work Allocation File
10	ಕಾರಣ ಕೇಳುವ ಸೂಚನ ಪತ್ರ ಕಡತ
11	ನಿವೃತ್ತ ನೌಕರರ ಕಡತ
12	ಪಿತೃತ್ವ ರಜೆ ಮಂಜೂರಾತಿ ಕಡತ
13	ಮಾತೃತ್ವ ರಜೆ ಮಂಜೂರಾತಿ ಕಡತ
14	ಶಿಶುಪಾಲನಾ ರಜೆ ಮಂಜೂರಾತಿ ಕಡತ
15	ಸ್ವಯಂ ಚಾಲಿತ ಮುಂಬಡ್ಡಿ ಕಡತ
16	ಅನುಮೋದನೆ ಪತ್ರಗಳ ಕಡತ
17	AG Audit File
18	Quarters Correspondance Letters File
19	Medical Bills File
20	C & D Employees Uniform File
21	Imprest File
22	Employees Bank Details File
23	Form-16 File
24	Election duty file
25	Baaki/ Bebaaki File
26	Festival Advance File
27	Assests and Liabilities File
28	CL Register
29	OC File
30	OT File (2019 to running)
31	Supplementary bills File (2019 to running)

## AEE(NORTH WEST)-2 SUB DIVISION

32	Salary Bill File (2019 to running)
33	Sanction Strength File (2019 to running)
34	Acquittance Book - running
35	OM Book - 2
36	Recovery Book
37	SR Books
38	LPC Outward Register
39	LPC INward Register
40	Personal Files - 53 Nos.
41	SBR Registers (7 Books)
42	Manual Cash Register
43	Manual Cash File
44	Manual Cash receipt book - Vol-1 to 10 Closed.

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## AEE(NORTH WEST)-2 SUB DIVISION

### LIST OF FILES - EST-2 SECTION

#### CUPBOARD-6

Sl No	Particulars
1	Reconciliation Files (2017 - Present running)
2	Audit Enquiry Files (2017 - Present running)-17 Files
3	Higher Appeal Committee Case Files - 8 Files
4	Bank Delayed reports File
5	HDFC Correspondance letters File
6	Circular File
7	Postal returns File
8	Lower Appeal Committee Case - 3Files
9	OC Letters File
10	RTI register along with 2021-2023 running Files
11	Consumer Correspondance Files -- 3 Files
12	Unmetered/Metered changing letters correspondance File
13	DCB Collection v/s Sub-Dvn collection details File
14	Adalath Proceeding Files (2022 to running)
15	Adalath Proceeding Register
16	Borewell Correspondance Letter (2022 to running)
17	RWH Correspondance Letter (2022 to running)
18	OC Correspondance Letter (2022 to running)
19	Name Change Register

#### EST-2 SECTION

#### CUPBOARD-7

Sl No	Particulars
1	Conversion Correspondance Letters (2018-2020)
2	Adalath Proceedings (July-2018 to Dec-2021)
3	RWH Correspondance Letters (2019 to 2021)
4	Borewell Correspondance Letters (2019 to 2021)
5	Name Change Correspondance Letters (2019 to 2021)

# AEE(NORTH WEST)-2 SUB DIVISION

EST-2 SECTION

CUPBOARD-8

SI No	Particulars
1	Write-off Correspondance Letters (June-2019 to running)
2	Write-off Register (June-2019 to running)
3	RWH Correspondance Letter (2019 to 2021)
4	ECS Correspondance Letters File
5	Borewell Raise Register
6	M/S, MD, MMC Register
7	W/S register
8	Old Age Meter Change Register

CUPBOARD-9

SI No	Particulars
1	Old Attendance (2011-April to 2022-December)
2	Old Recovery Register
3	Old Movement Register
4	Old Acquittance Register (VOL-1 to Vol-22) 2007 Feb to 2023 Oct
5	Old Employees Files

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AEE(NORTH WEST)-2<sup>-5-</sup> SUB DIVISION

OWC SECTION

CUPBOARD-10

Sl No	Particulars
1	OWC Files
2	File Movement Registers - 3 Books
3	UFW Files
4	Meeting File
5	Correspondance Letter File
6	AEE Correspondance Letter File

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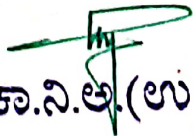

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# AEE(NORTH WEST)-2 SUB DIVISION

## LIST OF FILES - RM

### CUPBOARD-11

Sl No	Particulars
1	Industry Consumer Letters/ RCF Letters File
2	Notice File
3	Conversion Cancellation (ND, PND to D) Register (Apr-2019 to running)
4	Conversion Cancellation File ND/PND to D Files (Sept-2023 to running)
5	Conversion raise Register Vol-1 (Aug-2018-Jul-2021)-Closed Vol-2 (Aug-2021 to running)
6	Movement Register
7	Rejected Conversion Letters File
8	Consumer Correspondance Letter File - 2 No
9	RTI Book
10	General File - Outsource employees
11	Outsource employees Attendance
12	RWH survey format File
13	MR's Correspondance File
14	Office Memorandams
15	Memo File
16	Audit correspondance Letters
17	Unauthorised connection file
18	Star Question File
19	BMTF Case File
20	Meter Account Audit File
21	W/s and NSF Letters File
22	Cheques Dishonoured Notices File
23	Long Water Stop Notices File

  
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# AEE(NORTH WEST)-2 SUB DIVISION

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CUPBOARD-12

Sl No	Particulars
1	ನಗದು ಘೋಷಣಾ ವಹಿ

  
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# AEE(NORTH WEST)-2 SUB DIVISION

Inward and Dispatch Section

CUPBOARD-13

Sl No	Particulars
1	Inward Registers (2016-running) Vol1 to 27- Closed, Vol-28 present
2	Outward Registers (2016-running) Vol1 to 20- Closed, Vol-21 present
3	Stamp Register -Vol-1 Closed, Vol-2 running
4	EST-1 Acknowledgement Book
5	RM Acknowledgement Book
6	DM Acknowledgement Book
7	AE's O/C Copies File
8	Other Letters File
9	Tappal rapper -2
10	Seals
11	Envelops
12	Name changing Reports

S. K. N. A. (U.P.) - 2  
S. K. N. A. (U.P.) - 2



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**AEE(NORTH WEST)-2 SUB DIVISION**

**Stationary Section**

**CUPBOARD-14**

Sl No	Particulars
1	Stationary Indent Book
2	Stationary Acknowledgement Register
3	Dishonoured Notices Books
4	Indent Book
5	Leave Forms
6	CR Forms
7	Log Books
8	ಚರಾಸ್ತಿ/ಸ್ಥಿರಾಸ್ತಿ Forms
9	Retirement Book
10	Karban
11	Aequitanc Book
12	Attendance Reg
13	Cash Books
14	CL Registers
15	File Board
16	400 Pages Register
17	Gum Bottle
18	Staplers
19	Staplers Pins
20	Tags
21	Whitener
22	Pencil
23	Marker
24	Highlighters
25	Plaster
26	Ink Pad
27	Ink Bottle
28	Flags

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"ನೀರನ್ನು ಬಿಡುವುದು ಬಿಡಿಸಿ"  
"ಕನ್ನಡದಲ್ಲೇ ವ್ಯವಹರಿಸಿ"



ದೂರವಾಣಿ ಸಂಖ್ಯೆ: 080-28380030  
ಇಮೇಲ್ ಐಡಿ: aeenw3@bwssb.gov.in

ಬೆಂಗಳೂರು ನೀರು ಸರಬರಾಜು ಮತ್ತು ಒಳಚರಂಡಿ ಮಂಡಳಿ  
BANGALORE WATER SUPPLY & SEWERAGE BOARD  
Office of the Assistant Executive Engineer, North west-2 Subdivision, Peenya 2<sup>nd</sup> stage  
Bangalore-560058.

ಸಂಖ್ಯೆ: ಬಿಂಜಮಂ | ಬಿಂ.ಜ.ಮಂ/ಸ.ಕಾನಿ.ಅ(ಉಪ)-2/ಕಂ.ವ್ಯ/ಸಿಗು-1/ 362 /2023-24 | ದಿನಾಂಕ | 10-01-2024  
No : BWSSB | Date

ರವರಿಗೆ,

ಮು.ಆ.ಅ-ಕಾ  
ಬೆಂ.ಜ.ಮಂ

ವಿಷಯ:-ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ-2005, ಅಧಿನಿಯಮ 4(1) ಎ ಮತ್ತು 4(1) ಬಿ  
(1) ರಿಂದ 4(1) ಬಿ(17) ವರೆಗೆ ನಿಯಮಗಳನ್ನು ಅನುಷ್ಠಾನಗೊಳಿಸುವ ಬಗ್ಗೆ.  
ಉಲ್ಲೇಖ:-ಬೆಂ.ಜ.ಮಂ/ಸಾಸಂಅ-16/20/286/2023-24 ದಿನಾಂಕ:05.01.2024

\*\*\*\*\*

ಮೇಲ್ಕಂಡ ವಿಷಯ ಹಾಗೂ ಉಲ್ಲೇಖಗಳ ಅನ್ವಯ ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ-2005, ಅಧಿನಿಯಮ 4(1) ಎ ಮತ್ತು 4(1) ಬಿ (1) ರಿಂದ 4(1) ಬಿ(17) ವರೆಗೆ ನಿಯಮಗಳನ್ನು ಅನುಷ್ಠಾನಗೊಳಿಸುವ ಸಂಬಂಧ, ಈ ವಿಭಾಗದ ಕಛೇರಿಯಲ್ಲಿ ಸೃಜಿಸಿರುವ ಕಡತ ಹಾಗೂ ವಹಿಗಳ ವಿವರಣಾ ಪಟ್ಟಿಯನ್ನು ಸಿದ್ಧಪಡಿಸಿ, ಜಾಲತಾಣದಲ್ಲಿ ಪ್ರಕಟಿಸುವ ಸಂಬಂಧ ವಿವರಣಾ ಪಟ್ಟಿಯನ್ನು ಈ ಮುಖ ಪತ್ರದ ಜೊತೆಯಲ್ಲಿ ಅಡಕಗೊಳಿಸಿ, ತಮ್ಮ ಅವಗಾಹನೆಗೆ ಸಲ್ಲಿಸಲಾಗಿದೆ.

ಅಡಕ: ವಿವರಣಾ ಪಟ್ಟಿ (09 ಪುಟಗಳು)

ಸಹಾಯಕ ಕಾರ್ಯನಿರ್ವಾಹಕ ಅಭಿಯಂತರರು  
(ಉತ್ತರ-ಪಶ್ಚಿಮ)-2, ಉಪವಿಭಾಗ  
ಬೆಂಗಳೂರು ಜಲಮಂಡಳಿ,  
ಬಸ್ ನಿಲ್ದಾಣದ ಪತ್ತಿರ, ಅಣ್ಣ 2ನೇ ಹಂತ  
ಬೆಂಗಳೂರು-560 058.

ಪ್ರತಿಯನ್ನು:-1) ಕಾನಿ.ಅ(ಎಂ.ಐ.ಎಸ್ & ಐ.ಟಿ) ವಿಭಾಗ, ಬೆಂ.ಜ.ಮಂ ರವರ ಮಾಹಿತಿಗಾಗಿ ಹಾಗೂ  
ಜಾಲತಾಣದಲ್ಲಿ ಪ್ರಕಟಿಸುವ ಸಲುವಾಗಿ ರವಾನಿಸಲಾಗಿದೆ.

2) ಕಾನಿ.ಅ(ಉಪ)-1 ರವರ ಆದ್ಯ ಗಮನಕ್ಕಾಗಿ ಸಲ್ಲಿಸಲಾಗಿದೆ.

