

CATALOGUING AND INDEXING OF RECORDS FOR THE YEAR 2007 AND 2008 (UPTO-31-03-2008) - Administration & Accounts sections

SL.NO.	Record No.(in trilateral index)	Title /Subject Matter	Record creation Date	Disposal/Classification of records(A,B,C & D)	Record closure Date	Date of sending to record section
1	KIC 01 ADM 2007	RELIEVE FROM DUTY TO SRI. N. VENU ASST , TOWARDS SEPATRIALING TO HIS PARENT DEPT.	16-01-2007	"C" Dis	9/2/2007	9/2/2007
2	KIC01 PIO 07	APPOINTMENT OF PIO AND FAA IN KIC B'LORE	10/1/2007	"B" Dis	19-01-2007	19-01-2007
3	KIC 01 NOTE 07	ALLOCATION OF WORK TO THE JUDGEMENT WRITERS/STENOGRAPHERS	2/4/2007	"B" Dis	11/4/2007	11/4/2007
4	KIC 01 MISC 2007	PROVIDING COPY OF TERMS AND CONDITIONS OF STATE INFORMATION COMMISSION TO ARUNACHALA PARADESH SIC.	5/11/2007	"C" Dis	9/11/2007	9/11/2007
5	KIC 06 ADM 07	CONSTITUTION OF SINGLE BENCH IN KIC	29-01-2007	EXISTING		
6	KIC 08 ACT MED 2007	MEDICAL REIMBURSEMENT OF ST OFF FROM 19-05-2007	2/2/2007	EXISTING		
7	KIC08 ADM 2007	DELEGATION OF POWERS TO SECRETARY IN KIC	14-02-2007	EXISTING		
8	KIC 9 ADM 2007	REG. DO LETTER SENT TO PWD AUTHORITY FOR ALLOTMENT OF PWD QUARTERS TO MAHENDRA KUMAR DRIVER	17-02-2007	"C" Dis	20/02/2007	20/02/2007
9	KIC 10 ADM 2007	FIRST PAY BILL OF SECRETARY FOR THE MONTH OF FEBRUARY 2007	5/2/2007	"B" Dis	30-03-2007	30-03-2007
10	KIC 10 ACT 2007	DELEGATION OF POWERS TO SIGN CHEQUES BY SRI. B A NAGESH SECRETARY	21-02-2007	EXISTING		
11	KIC 12 ADM 2007	POSTING OF A JUDGEMENT WRITER IN KIC BY OUTSOURCING	22-01-2007	"C" Dis	26-03-2007	26-03-2007
12	KIC13 ADM 2007	FILLING UP THE POST OF PERSONAL SECRETARY TO SCIC	22-01-2007	"C" Dis		
13	KIC 14 STA 2007	PURCHASE OF ELECTRONIC FRANKING MACHINE TO KIC	17-03-2007	"B" Dis	20/04/2007	20/04/2007
14	KIC15 ADM 2007	FILLING UP OF THE POST OF ACCOUNTS SUPD/- IN KIC	23-03-2007	"C" Dis	24-03-2007	24-03-2007
15	KIC15 (A) ADM 2007	OUTSOURCE APPOINTMENT OF STENOGRAPHER/JUDGEMENT WRITERS IN KIC	23-03-2007	"C" Dis	20-042007	20-042007
16	KIC16 ADM 2007	HEARING OF KIC OUTSIDE THE HEAD QUARTERS	23-03-2007	EXISTING		
17	KIC 16 ADM 2007	SITTING OF KIC IN MANGALORE ON 31-10-07 SPARING ROOMS IN GOVT. GUEST HOUSE AND SPARING TWO STENOGRAPHERS WITH ONE COMPUTER	2/8/2007	"C" Dis	13-08-2007	13-08-2007
18	KIC 16 (A) ADM 2007	POSTING OF CASES FOR HEARING FOR DAY TO DAY SITTINGS	15-09-2007	"C" Dis	28-09-2007	28-09-2007
19	KIC 17 ADM 07	FILLING UP OF PERSONAL ASSISTANT TO SECRETARY	23-03-2007	EXISTING		
20	KIC 18ADM2007	APPOINTMENT OF SRI K V HEBBAR ON CONTRACT BASIS	1/5/2007	EXISTING		

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21	KIC19 ADM 2007	RETURN OF FAX MACHINE TO SECRETARIES	23-03-2007	"C" Dis	29-03-2007	29-03-2007
22	KIC20 ADM 2007	PURCHASE OF OVER HEAD PROJECTOR WITH SCREEN	30-03-2007	"B" Dis	26-07-2007	26-07-2007
23	KIC 22 ADM 2007	FIXING OF RANK OF SCIC AND SIC IN THE LIST OF PROTOCOL	30-03-2007	EXISTING		
24	KIC23 ADM 2007	NON COMPLIANES OF KIC ORDERS BY VARIOUS DEPT. FRAMING RULES TO LODGE COMPLAINTS BEFORE JUDICIAL MAGISTRATES	29-03-2007	"B" Dis	30-03-2007	30-03-2007
25	KIC24STA2007	QUATATION OF SUPPLY OF STEEL ALMIRAHS AND FURNITURES	23-05-2007	"B" Dis	21/05/2008	21/05/2008
26	KIC 27 ADM 2007	PROVIDING E-MAIL ID TO SECRETARY ANDN SIC	17-04-2007	"B" Dis	21/05/2008	21/05/2008
27	KIC28 ADM 2007	FILLING UP OF POST OF ACCOUNTS SUPDT. IN KIC	23-05-2007	"C" Dis	29-05-2007	29-05-2007
28	KIC42 ADM 2007	INSTALLATION OF RED LIGHTS TO KIC VEHICLE	24-11-2007	"C" Dis	29-11-2007	29-11-2007
		RECOGNITION OF OTHER STATE INFORMATION COMMISSIONERS AS STATE GUESTS	19-05-2007	"C" Dis	21/05/2008	21/05/2008
29	KIC 29 ADM 2007	TAKING WITH BY SRI DR. H N. KRISHNA SIC AND PARTICULARS OF SALARY AND LEAVE ETC.	30-06-2007	"B" Dis	21/05/2008	21/05/2008
30	KIC42 (A) ADM 2007	AVAILING LTC TO VISIT MUMBAI BY SCIC	25-05-2007	"B" Dis	21/05/2008	21/05/2008
31	KIC ACT 2007	ISSUING NO OBJECTION CERTIFICATE TO DPAR FOR POSSESSING PASS-PORT	5/7/2007	"C" Dis	19-07-2007	19-07-2007
32	KIC47 ADM 2007	CLARIFICATION TO FRAME APPEAL PROCEDURES IN KIC	3/8/2007	"B" Dis	9/9/2007	9/9/2007
33	KIC53 ADM 2007	SANCTION OF COMMUTTED LEAVE TO G.V ASHOK, ACCOUNTS ASST.	29-05-2007	"C" Dis	21/05/2007	21/05/2007
34	KIC 33 ADM 2007	FILLING UP OF VACANT POST OF STENOGRAPHER IN KIC	26-09-2007	"C" Dis	1/10/2007	1/10/2007
35	KIC65 ADM 2007	FILLING UP OF POST OF DALAYAT IN RTD.	16-08-2007	"C" Dis	20-08-2007	20-08-2007
36	KIC56 ADM 2007	FILLING UP OF POST OF DRIVER IN KIC	20-08-2007	"C" Dis	1/9/2007	1/9/2007
37	KIC57ADM 2007	FILLING OF FOR POSTS OF DRIVERS BY OUT SOURCING	3/8/2007	"C" Dis	7/4/2007	7/4/2007
38	KIC58 DRIVER 2007	CONFERENCE OF SCIC'S AND SIC'S TO BE HELD AST NEW DELHI ON 17-10-2007	17-10-2007	"C" Dis	6/10/2007	6/10/2007
39	KIC66ADM 2007	TRAINING OF GRAMA PANCHAYAT SECRETARIES BY ATI MYSORE THROUGH SETELLITE	9/11/2007	EXISTING		

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40	KIC71 ADM 2007	PROTOCOL OF VIPS	11/3/2007	"C" Dis	13-03-2007	13-03-2007
41	KIC 85 ADM 2007	DUTIES AND RESPONSIBILITIES AND JOB CHART IN RESPECT OF OFFICERS AND EMPLOYEES IN KIC	18-06-2007	"B" Dis	3/7/2007	3/7/2007
42	KIC 38 ADM 2007	PREPERATION OF SALARY TO SRI A V SATYANARAYANA ASST. FOR FROM 23-06-2007 TO 30-06-2007	21-06-2007	EXISTING		
43	KICAPPT 2007	SANCTIONOF EL TO SRI K. GURUPRASAD ASST FROM 18-06-2007 TO 02-07-2007		"C" Dis	21/05/2008	21/05/2008
44	KIC 40 ACT 2007	ISSUE OF SALARY CERTIFICATES TO KIC OFFICIALS	15-06-2007	"C" Dis	20-03-2007	20-03-2007
45	KICACT 2007	DELEGATION OF POWERS TO SIC	19-06-2007	"B" Dis		
46	KIC 39ADM2007	CLAIMS TO TA CLAIMS BY KIC OFFICIALS	15-02-2007	"C" Dis	19-02-2007	19-02-2007
47	KICACTS TA 2007	BUDGET ESTIMETES SENT TO PRL. SECRETARY DPAR FOR 2008-09	4/12/2007	"B" Dis	21/05/2008	21/05/2008
48	KIC 75 ACT 2007	OUT SOURCE APPOINTMENT OF DRIVERS IN KIC	3/8/2007	"C" Dis	21/05/2008	21/05/2008
49	KIC55 ADM OUT 2007	COMPLAINTS AGAINST SRI VIRUPAXACHARI, PEON	6/6/2007	"C" Dis	2/8/2007	2/8/2007
50	KIC34ADM 2007	AUDIT OF ACCOUNTS OF KIC FOR 2005-06 AND 2006-07	30-03-2007	"C" Dis	12/7/2007	12/7/2007
51	KIC21 ADM 2007	SANCTION OF EL TO SRI SRINIVAS, PA TO SECRETARY FROM 02-06-2007 TO 06-06-2007	11/6/2007	"C" Dis	21/05/2008	21/05/2008
52	KIC35 ACT 2007	FIXATION OF REVISED PAY TO THE OFFICIALS IN THE NEW SCALES AS PER PAY COMMISSION	19-06-2007	"C" Dis	21/05/2008	21/05/2008
53	KIC 40 (A) ACT 2007	DEPOSIT IN STATE BANK OF MYSORE VIDHANA SOUDHA BRANCH CORRESPONDANCES	5/4/2008	"B" Dis	11/4/2008	11/4/2008
54	KIC77ACT DEP 2007-08	PREPERATION OF ANNUAL REPORT FOR 2006-07 CORRESPONDANCES WITH PRINCIPAL SECRETARY AND SECRETARIES	26-06-2007	EXISTING		
55	KIC 41 ADM 2007	BUDGET ESTITATES AND RELEASE FOR THE YEAR 2007-08	5/6/2007	"B" Dis	23-11-2007	23-11-2007
56	KIC 14 ACT BUD 07	APPOINTMENT OF STENOGRAPHERS FROM OUTSOURCE		"C" Dis	21/05/2008	21/05/2008
57	KIC 45 (B) ADM 2007	TERMS AND CONDITIONS OF THE EMPLOYEES DEPUTED TO KIC	4/7/2007	"C" Dis	23-01-2007	23-01-2007
58	KIC 8 SECY 2007	PROPOSAL FOR CREATION OF ONE LAW OFFICER TO KIC	2/8/2007	"C" Dis	21/05/2008	21/05/2008
59	KIC 52ADM 2007	ಕ.ಮಾ. ಅಯೋಗಕ್ಕೆ ಪಾವತಿಸಿದ ಡಿಡಿ/ಚೆಕ್ // ಗಳನ್ನು ಬ್ಯಾಂಕಿಗೆ ಜಮೆ ಮಾಡುವ ಬಗ್ಗೆ	15-06-2007	"C" Dis	17-06-2006	17-06-2006
60	KIC/ಅಪಪಾ/2005 ಸ್ವೀಕೃತಿ ಪಣ	PURCHASE OF SIM CARDS TO OFFICE MOBILES	30-10-2007	EXISTING		
61	KIC 69 ACT 2007	PERSONAL FILE ALONG WITH S R OF SMT. A SAROJA		EXISTING		

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62	KIC 36 ADM 07	PERSONAL FILE ALONG WITH S R OF SRI R MOHAN		EXISTING		
63	KIC 1 ADM 2005	PERSONAL FILE ALONG WITH S R OF SRI R GURUPRASAD (S R SENT TO DPAR)		EXISTING		
64	KIC91 ADM 2007	PERSONAL FILE ALONG WITH S R OF SRI K. SRINIVAS		EXISTING		
65	KIC17 ADM 2007	PERSONAL FILE ALONG WITH S R OF SRI K SUJATHA		EXISTING		
66	KIC45 (A) ADM 2007	PERSONAL FILE ALONG WITH S R OF SMT. S MALA		EXISTING		
67	KIC70 (A) ADM 2007	PERSONAL FILE ALONG WITH S R OF SRI K S SANTOSH		EXISTING		
68	KIC10 ADM 2007	PERSONAL FILE ALONG WITH S R OF SRI M S GANESH		EXISTING		
69	KIC10 ADM 2007	PERSONAL FILE ALONG WITH S R OF SRI H NARASIMHA		EXISTING		
70	KIC45 ADM 2007	PERSONAL FILE ALONG WITH S R OF M MAHENDRAKUMAR		EXISTING		
71	KIC 2ADM 2007	PERSONAL FILE ALONG WITH S R OF C H RAVIKUMAR (SR SENT TO KPSC)		EXISTING		
72	KIC64 ADM 2007	CONTINGENT BILLS AND PAYMENTS FOR 2007	2/1/2007	"B" Dis	29-03-2007	29-03-2007
73	KIC2 ACTS OE 2007	ISSUE OF AUTHORISATION FROM UNDER SECRETARY TO SECRETARY	8/4/2007	"B" Dis	10/4/2007	10/4/2007
74	KIC8 ADM 2007	TA BILLS OF SRI. B A NAGESH SECRETARY	28-04-2007	"B" Dis	21-05-2007	21-05-2007
75	KIC11 ACT2007	TA BILLS OF STAFF FROM 01-04-07 TO 10-01-2008	1/4/2007	"C" Dis	21-06-2007	21-06-2007
76	KIC12 ACT2007	CONTINGENT BILLS FROM 01-04-2007 TO 21-06-2007	1/4/2007	"B" Dis	21-12-2007	21-12-2007
77	KIC13 ACT2007	RELATING TO STATIONERY, PAPER BILLS AND COMPUTER FOR 2007	3/1/2007	"B" Dis		
78	KIC17 ACT STA 2007	REG EXPENDITURE INCURRED FOR OFFICE VEHICLES FROM 04-06-2007	4/6/2007	"B" Dis	11/12/2007	11/12/2007
79	KIC18 ACT VEH 2007	PURCHASE OF DRAGON SOFTWARE FOR USE OF KIC	5/12/2007	"B" Dis		
80	KIC 62 ADM 07	SALARY AND ALLOWANCES OF STAFF FOR 2007-08	28-01-2007	"B" Dis	10/1/2008	10/1/2008
81	KIC ACT MEDICAL 07-08	REIMBURSEMENT OF MEDICAL EXPENCES OF SRI. K.K. MISRA FROM 09-04-2007	9/4/2007	EXISTING		
		REIMBURSEMENT OF MEDICAL EXPENSES OF SRI. K. A THIPPESWAMY SIC FROM 02-06-2007	2/6/2007	EXISTING		
		TA BILLS OF SRI K.K. MISRA SCIC	5/5/2007	EXISTING		
82	KIC ACT MEDICAL 07-08	TA BILLS OF SRI K. A THIPPESWAMY SIC	18-04-2007	EXISTING		
83	KIC ADM 42 (A) 07-08	TA BILLS OF SRI H.N. KRISHNA SIC	21-08-2007	EXISTING		

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84	KIC 26 AI 07-08	ANNUAL INCREMENTS TO STAFF OF KIC	19-04-2007	"C" Dis	1/3/2007	1/3/2007
85	KIC 03 CAR ADM 07	PURCHASE OF TATA INDIGO DLS III CAR TO SECRETARY KA-01-G-4408	21-02-2007	"B" Dis	24-09-2007	24-09-2007
86	KIC 15 ACT VEH 07	PURCHASE OF TATA INDIGO CAR TO DR. H.N KRISHNA KA 01-GB-5445	20-09-2007	"B" Dis	21/05/2008	21/05/2008

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C & I FOR 2008 ADMN & A/CS SECTION						
1	KIC 1ACTS 07-08	PAYMENT OF PETROL BILLS FOR JANUARY-2008 TOWARDS VEHICLE NO. KA-01-GB-5445	5/1/2008	"C" Dis	11/1/2008	11/1/2008
2	KIC 2ACTS 07-08	PRINTING OF FILE WRAPPERS, NOTE SHEETS ETC IN THE GOVT. PRESS	5/1/2008	"C" Dis	18-01-2008	18-01-2008
3	KIC 3ACTS 07-08	PURCHASE OF COMPUTER MONITOR TO THE PERSONAL SECTION OF SRI DR. H N KRISHNA	12/1/2008	"B" Dis	29-02-2008	29-02-2008
4	KIC 4ACTS 07-08	PURCHASE OF SIX COMPUTER AND SIX PRINTERS TO THE USE OF KIC	2/2/2008	"B" Dis	15-02-2008	15-02-2008
5	KIC 5ACTS 07-08	PURCHASE OF ONE UPS FROM POWER ONE MICRO SYSTEMS (P) LTD B'LORE-58 FOR ACCOUNTS SECTION	2/2/2008	"B" Dis		
6	KIC 6ACTS 07-08	PURCHASE OF 15 2GB PENDRIVE AND ONE EXTERNAL HARD DISK TO THE USE OF KIC COMPUBER OPERATORS	2/2/2008	"C" Dis	11/3/2008	11/3/2008
7	KIC 7ACTS 07-08	PURCHASE OF 3 LALPTOPS FOR JUDGEMENT WRITERS FOR TOUR PURRPOSES	2/3/2008	"B" Dis		
8	KIC 8ACTS 07-08	HOME ORDERLY EMPLOYEES TO BE CONSIDERED AS D GROUP EMPLOYEES WORKING ON CONTRACT BY OUT SOURCING AND TO REVISE THEIR SALARIES	5/3/2008	"C" Dis		
9	KIC 9CTS 07-08	PURCHASE OF STATIONERY ARTICLES FROM DSMS FOR KIC	2/3/2008	"C" Dis		
10	KIC 10ACTS 07-08	SANCTION OF ADVANCE TA TO THE OFFICIAL TRAVELLING TOWARDS TOUR PROGRAMES	10/3/2008	"C" Dis		
11	KIC 12ACTS 07-08	SANCTION OF FINAL TA BILLS OF THE STAFF TRAVELLED TOWARDS TOUR PROGRAMMES	5/3/2008	"C" Dis	17-03-2008	17-03-2008
12	KIC 13ACTS 07-08	SECOND FREE SERVICE AND CHECK UP MADE TO OFFICE VEHICLE NO KA 01-G-5445	10/3/2008	"B" Dis		
13	KIC 14ACTS 07-08	SERVICING AND CHECK UP MADE TO OFFICE VEHICLE NO . KA 01-G-4408	15-03-2008	"B" Dis		
14	KIC 15ACTS 07-08	RECOVERY OF ADDITIONAL DA DRAWN BY THE THREE CONTRACT EMPLOYEES CLARIFICATION FROM AND OUT	10/3/2008	"C" Dis		
15	KIC 16ACTS 07-08	PAYMENT TOWARDS SUPPLY OF BANNER FOR THE NATIONAL LEVEL COORDINATION COMMITTEE ON RTI HELD ON 08-02-2008 AND 09-02-2008	10/2/2008	"C" Dis	20-03-2008	20-03-2008

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16	KIC 17ACTS 07-08	REFILLING OF CARTRIDGE TONER OF KIC SECTION PRINTER	15-03-2008	"C" Dis	25-02-2008	25-02-2008
17	KIC 18ACTS 07-08	PAYMENT OF MOBILE BILL AMOUNT IN RESPECT OF MOBILE USED BY DR. H N KRISHNA OUT OF KIC FUND	10/2/2008	"C" Dis	28-03-2008	28-03-2008
18	KIC 19ACTS 07-08	PAYMENT OF AMOUNT TOWARDS HOSTING THE DINNER TO THE DELEGATES FOR THE NATIONAL COORDINATION COMMITTEE MEETING ON RTI HELD ON 08-02-2008	15-02-2008	"C" Dis		
19	KIC 21ACTS 07-08	PROCUREMENT OF FURNITURE TO THE COURT HALL OF SIC-II	14-02-2008	"C" Dis	4/4/2008	4/4/2008
20	KIC 22ACTS 07-08	PAYMENT OF AMOUNT TO M/S YAKSHI COMMUNICATION TOWARDS PRINTING OF LETTER HEADS AND ENVELOP COVERS OF SIC-II	21-03-2008	"C" Dis		
21	KIC 1 ADM 2007	AMENDMENT TO KARNATAKA RTI RULES 2005 BY INSERTION OF NEW RULE 14	23-01-2008	"C" Dis		
22	KIC 2DM 2007	REG PAYMENT OF GRANT TO ADMINSTRATIVE TRAINING CENTRE MYSORE	24-01-2008	"C" Dis		
23	KIC3ACT 2008	SANCTION OF EL TO SRI GANESH JR ASST	11/1/2008	"C" Dis		
24	KIC4ACT 2008	INFORMATION REG RULES AND REGULATIONS AND STAFFING PATTERN ETC,	4/2/2008	"C" Dis		
25	KIC 5ADM 2007	NATIONAL COORDINATIONN COMMITTEE MEETING	4/2/2008	"C" Dis		
26	KIC 6ADM 2007	PROCEEDINGS (6-02-2007) OF THE MEETING OF OFFICERS OF KIC	19-02-2008	"C" Dis		
27	KIC8ACT 2008	DRAWALL OF ADVANCES FOR MEETING TOUR EXPENSES	12/3/2008	"C" Dis		
28	KIC10 ACT 2008	PURCHASE OF FURNITURE TO COURT HALL-3 OF KIC	29-03-2008	"C" Dis		
29	KIC 11ADM 2007	FILLING UP OF POSTS ON CONTRACT BASIS IN THE COMMISSION	31-03-2008	"C" Dis		