

**Public Authority Wise information pertaining to 4(1) (a) of the RTI Act, 2005**

**List of Records/Files Maintenance at Section -1 Comptroller's Office**

1. Dues No dues
2. Contract Workers File (Comptroller's Office)
3. AMC of Maintenance of Computers, Software, Printers & Networking of Computers
4. Gold Medal Accounts
5. Cuncurrence
6. Staff Position of Comptroller's Office
7. Deputating of Training Programmes
8. List of Lease deeds
9. Maintains of Service Register
10. Personal File of Staff of Comptroller's Office
11. Office Pety Cash book
12. Contractors Security Deposits (FDR's & Bank Guarantee)

## List of Records /Files Maintenance at Section -II Comptroller's Office

sl no	File Name	Sl. no	Files Name
1	Miscellounes	33	Promotion of Asst. Professor
2	Past Service	34	Asst. Professor (SG)
3	SDA Audit	35	Asst. Professor (Sr. Scale)
4	Sanction of Ph.D increments to teacher	36	Professor
5	Associate files	37	Retired encashment
6	UGC files	38	Asso. To Professore Promotion
7	T- 4 Series employees	39	House Rent
8	Teachers Retirments Correspondence	40	Warden Allowance
9	Pay scale - 2012 non gazatted	41	Sanction of UGC pay scale
10	Golden jubilee	42	V C Files
11	Circular file 2012	43	Income Tax - old
12	DA to teachers	44	Income Tax - New
13	DA to service pesonal	45	Surrender leave - block period
14	Recovery of court attachements	46	CD pouch with files - income tax
15	EO correspondence	47	Income tax form - 16/ 11-12
16	HRA correspondence	48	UGC Revised fixation order
17	Contract employees SB Accounts	49	Rent declaration
18	Kannada increnents correspondence file	50	SAD &z AG Audit file
19	Re abervation of D group	51	Undertaking of Teachers
20	Bond papers	52	Service Rules
21	Circular file old	53	UGC Circulas 1996-2006
22	Deputation of Teachers	54	KCSR
23	Adv.Increment - Ph.D	55	K F C
24	RTI Vol.1 and Vol .2	56	Pay Scale - 2012
25	A G Audit	57	Income tax ACT
26	Revision of pay 2007	58	Contribution Register
27	GO/ UGC Revised pay scale 2006	59	UAHS , Shimoga file
28	Dues / No dues	60	Double entry system
29	Professional Tax of UAS Employees details file	61	Government files
30	SC/ ST Monthly membership file	62	Supem court papers file
31	Enquary file	63	Monthly report - S II
32	Recognition of privite Hospital	64	PF / NPS File

### **List of Records/Files Maintenance at Section -III Comptroller's Office**

1. Grants Register
2. Annual Accounts
3. Budget Book
4. Receipts Cash Book
5. Expenditure Cash Book
6. Monthly ledgers
7. Vouchers
8. BRs Registers
9. Bank Statements

### **List of Records/Files Maintenance at Section -IV Comptroller's Office**

1. Issue of Sanctions
2. Attending the Audit enquiries
3. Preparing & Approval of DRE/MRE Salary bills (124members)
4. Sanctioning of Imprest held by concerned Schemes/Projects (SGP) (Veriatl Projects)
5. Issue of Form 16A (Income tax)
6. Maintaining of Imprest Ledger, Budget File

### **List of Records/Files Maintenance at Section -V Comptroller's Office**

1. GPF Final Settlement /Partial/ TA sanction Register
2. GPF Cash Book / Challans
3. GPF Bank statement File/ Original Vouchers File
4. GPF Balance Sheet file / Scroll file
5. Pension Cash Book /Challans
6. Pensioners /Family Pensioners files
7. Pension Balance Sheet / Scroll file

### **List of Records/Files Maintenance at Section –VI Comptroller's Office**

1. Sanction of House Building Advance
2. Sanction of Motor Car ADVANCE
3. Sanction of Motor Cycle Advance
4. Sanction of House Repair Advance
5. Training Programme & Fellowship Officer Order
6. Revolving Fund Office Order

**List of Records/Files Maintenance at Section –VIII Comptroller's Office**

1. ICAR- A ICAR 75%
2. ICAR –AICRP 100%
3. ICAR –KVK
4. ICAR-Adhoc
5. GOK (Adhoc)
6. GOK (RKVK)
7. GOK (Sujala)
8. GOK (SCP&TSP)
9. GOI
10. Other agency
11. Foreign Funded

**List of Records/Files Maintenance at Audit Section Comptroller's Office**

1. SAD Audit Correspondence
2. AG Audit Correspondence
3. Annual report Annual Accounts
4. Sanction of Imprest
5. Stock Verification report
6. University Internal Audit

**List of Records/Files Maintenance at Works Section Comptroller's Office**

1. Works Bills (Piece Works & Tender Works)
2. Income tax & sale tax register
3. Issue of Form 16-A forms to Contractors
4. Issue of VAT-156 forms to Contractors
5. Maintenance of Sanctions received from Estate Office

**List of Records/Files Maintenance at Cheque Section Comptroller's Office**

- 1 .Issue of Cheques/DD's