

**K S R T C, CO, BANGALORE,**  
**Records Management under RTI Act-2005**  
**(Details to be displayed on web site)**  
**DEPARTMENT (ACCOUNTS- TR ACCTS)**

SL.NO	DEPARTM ENT	SECTION	SUBJECT	FILES NO	CLASSIFICA TION
1	ACC	TR.ACC	G-2 STATEMENTS FILE (1 TO 16 DIVISIONS)	Tr.Acc - 1	<b>E</b>
2	ACC	TR.ACC	GOODS & SERVICE TAX COLLECTION FILE	Tr.Acc - 2	<b>E</b>
3	ACC	TR.ACC	PAYMENT OF M.V.TAX	Tr.Acc - 3	<b>E</b>
4	ACC	TR.ACC	POLICE MOTOR WARRANTS FILE	Tr.Acc - 4	<b>E</b>

Accounts Officer

**K.S.R.T.C. : CENTRAL OFFICE : BANGALORE**  
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**DEPARTMENT (ACCOUNTS-GEN)**

SL.NO	DEPARTMENT	Compilation	File No.	SUBJECT	CLASSIFICATION
1	ACC	GEN-	GEN-1-	ಲೆಕ್ಕಪತ್ರ ಮೇಲ್ವಿಚಾರಕರ ವಾರ್ಷಿಕ ಗುಣ ವಿಮರ್ಶಣಾ ವರದಿಕಡತ	D
2	ACC	GEN	GEN-2-	ಲೆಕ್ಕಾಧಿಕಾರಿ/ಸ.ಲೆಕ್ಕಾಧಿಕಾರಿಗಳ ವಾರ್ಷಿಕ ಗುಣ ವಿಮರ್ಶಣಾ ವರದಿ ಕಡತ	D
3	ACC	GEN	GEN-3-	ಕಿರಿಯ ಸಹಾಯಕ/ಸಹಾಯಕ/ಸಹಾಯಕ ಲೆಕ್ಕಿಗರ ವಾ.ಗು ವರದಿ	D
4	ACC	GEN	GEN-4-	ಸರ್ಕಾರದಿಂದ ಸ್ವೀಕರಿಸಿದ ಪತ್ರಗಳ ವಿಲೇವಾರಿ ಮಾಹಿತಿ ನೀಡುವ ಕುರಿತು	D
5	ACC	GEN	GEN-5-	Reply to Audit para	A
6	ACC	GEN	GEN-6-	SALE OF T.B. SCALE & ARMY FLAG FILE	E
7	ACC	GEN	GEN-7-	RTI CORRESPONDENCE FILE	E
8	ACC	GEN	GEN-8-	ACCT SECTION CLASS 3&4 SR'S AND PERSONAL FILES(present working emp)	A
9	ACC	GEN	GEN-09-	GENRAL FILES	E
10	ACC	GEN	GEN-11-	OUTWARD/ INWARD REGISTER AND FILES	E
11	ACC	GEN	GEN-12-	ACCT SUPERVIORS PROB TO CONFIRMATION FILES	B

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**DEPARTMENT (ACCOUNTS-PADT)**

SL.NO	DEPARTMENT	Compilation	File No.	SUBJECT	CLASSIFICATION
1	ACC	PADT-PAY	1	ವೇತನ ಪಾವತಿ ಪತ್ರ ವ್ಯವಹಾರಗಳು	E
2	ACC	PADT-PAY	2	ವಸತಿ ಗೃಹದ ಪತ್ರ ವ್ಯವಹಾರಗಳು	E
3	ACC	PADT-PAY	3	P T Remittance	D
4	ACC	PADT-PAY	4	ಸಹಕಾರ ಸಂಘಗಳ ಸಹಾಯಕ ನಿಬಂಧಕರು 3ನೇ ವಾರ್ಡ್	D
5	ACC	PADT-PAY	5	L I C Remittance	D
6	ACC	PADT-PAY	6	P L I Remittance	D
7	ACC	PADT-PAY	7	ಕೋರ್ಪ್ ಆದೇಶದ ಪ್ರಕಾರ ಬ್ಯಾಂಕಿನ ಸಾಲವನ್ನು ಉದ್ಧಾರಿಸಿ	D
8	ACC	PADT-PAY	8	Sports Fund	D
10	ACC	PADT-PAY	10	ಅಂಗವಿಕಲತೆಯುಳ್ಳ ನೌಕರರಿಗೆ ವೃತ್ತಿ ತೆರಿಗೆ, ಒಂದೇ ಮಕ್ಕಳಿರುವ ನೌಕರರಿಗೆ ತೆರಿಗೆ ವಿನಾಯಿತಿ	D
11	ACC	PADT-PAY	11	ವಸತಿ ಗೃಹದ ಹಂಚಿಕೆ ಅದೇಶಗಳು	D
12	ACC	PADT-PAY	12	V R S	E
13	ACC	PADT-PAY	13	E C S	E
14	ACC	PADT-PAY	15	Salary bills C.O	E
15	ACC	PADT-PAY	20	T A Bills book	E
16	ACC	PADT-PAY	22	Quartr Rent deposit book	D
17	ACC	PADT-PAY	23	Refund register	E
18	ACC	PADT-PAY	24	Sports fund correspondence file	E
19	ACC	PADT-PAY	25	Pay bill book	D
20	ACC	PADT-PAY	26	Encashment Register	D

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**DEPARTMENT (ACCOUNTS PURCHASE)**

SL.NO	DEPARTMENT	Compilation	File No.	SUBJECT	CLASSIFICATION
1	ACC	PURCHASE	1	Purchase audit remarks file	E
2	ACC	PURCHASE	2	Budget Control Register of Purchase orders- Genral Items	E
3	ACC	PURCHASE	3	Budget Control Register of Purchase orders- Auto Spare Items	E

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**DEPARTMENT (ACCOUNTS-AWATAR)**

SL.NO	DEPARTMENT	Compilation	File No.	SUBJECT	CLASSIFICATION
1	ACC	Awatar	1	Monthly Refund of GPC/Failed and cancelled transction file	E

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**DEPARTMENT (ACCOUNTS-GADT )**

SL.NO	DEPARTM ENT	Compilatio n	File No.	SUBJECT	CLASSIFI CATION
1	ACC	GADT	1	ಕರಾರಸಾ ನಿಗಮದಲ್ಲಿ ಕರ್ತವ್ಯ ನಿರ್ವಹಿಸುತ್ತಿರುವ ಅಧಿಕಾರಿಗಳ ವೈಯಕ್ತಿಕ ಕಡತಗಳು	A
2	ACC	GADT	2	ಕರಾರಸಾ ನಿಗಮದಲ್ಲಿ ಕರ್ತವ್ಯ ನಿರ್ವಹಿಸಿ ಹಿಂದಿನ ಐದು ವರ್ಷಗಳಲ್ಲಿ ನಿವೃತ್ತಿ ಹೊಂದಿದ ಅಧಿಕಾರಿಗಳ ವೈಯಕ್ತಿಕ ಕಡತಗಳು	D
3	ACC	GADT	3	ಕೇಂದ್ರ ಕಛೇರಿ ಅಧಿಕಾರಿಗಳ ಮುಖ್ಯ ವೇತನ ಬಿಲ್ಲುಗಳು	A
4	ACC	GADT	4	ಅಧಿಕಾರಿಗಳ ಸ್ಕೇಲ್ ಅಡಿಟ್ ಕಡತಗಳು	A
5	ACC	GADT	5	ಉಪದಾನ ಆಡಿಟ್ ಪುಸ್ತಕ	A
6	ACC	GADT	6	ಸರ್ಕಾರದಿಂದ ನಿಯೋಜಿಸಲ್ಪಟ್ಟ ಅಧಿಕಾರಿಗಳ ವೇತನ(ಐ.ಎ.ಎಸ್/ಐ.ಪಿ.ಎಸ್ ಮತ್ತು ಕೆ.ಎ.ಎಸ್)	D

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**DEPARTMENT (ACCOUNTS-PF)**

SL.NO	DEPARTMENT	Compilation	File No.	SUBJECT	CLASSIFICATION
1	ACC	PF	1	Allotment of PF no.s register	D
2	ACC	PF	2	Allotment of V PF no.s register	D
3	ACC	PF	3	Unclaimed PF/VPF Details Register	D
4	ACC	PF	4	PF Trust Balance Sheet	E
5	ACC	PF	5	Meeting Proceedings File	E
6	ACC	PF	6	PF Register(Ledger)	E
7	ACC	PF	7	VPF Register(Ledger)	E
8	ACC	PF	8	PF Slips	E
9	ACC	PF	9	VPF Slips	E

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**DEPARTMENT (ACCOUNTS-Booking)**

SL.NO	DEPARTMENT	Compilation	File No.	SUBJECT	CLASSIFICATION
1	ACC	Booking	1	Units /Corporation Ledgers	D
2	ACC	Booking	2	Central Office BRS	D
3	ACC	Booking	3	Bank Pass sheets	D
4	ACC	Booking	4	Units Financial Statements	E
5	ACC	Booking	5	Units Trial Balance	E
6	ACC	Booking	6	Units BRS	E
7	ACC	Booking	7	Other Govt Correspondence	E



DEPARTMENT(ACCOUNTS)		SECTION(CASH)	
Sl No.	Subject	File No.	Classification
1	SUMMARY CASH BOOK	CASH- 1	D
2	RECEIPTS & REMITTANCE CASH BOOK	CASH- 2	D
3	RECEIPTS & CHEQUE BOOKS STOCK REGISTER	CASH- 3	E
4	ANNUAL FINANCIAL RETURNS FILE	CASH- 4	D
5	SHORT TERM DEPOSITS FILE	CASH- 5	D
6	INTRODUCTION OF JOINT SIGNATURES ON CHEQUES	CASH- 6	E
7	BANK CORRESPONDENCE FILE	CASH- 7	E
8	MONTHLY CASH FLOW STATEMENT	CASH- 8	E
9	CHEQUE DRAWN STATEMENT FILE	CASH- 9	E
10	EMD & SD REFUND REGISTER	CASH- 10	E
11	DAILY TRAFFIC REVENUE STATEMENT FILE	CASH- 11	E
12	UNITS IMPREST FILE	CASH- 12	E
13	UNITS BANK ACCOUNTS OPENING FILE	CASH- 13	E
14	UNITS FUND TRANSFER REGISTER	CASH- 14	E

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DEPARTMENT (ACCOUNTS)		SECTION ( CADT)	
SL.NO	SUBJECT	CADT FILES NO	CLASSIFICATION
1	Chassis registers	CADT-1	D
2	Depreciation Schedule	CADT-2	E
3	Procurement of chassis/buses under JnNURM Scheme	CADT-3	E
4	Insuring of KSRTC Vehicles	CADT-4	E
5	Bus body building/chassis /Fully Built Bus Register	CADT-5	E
6	Appointment on Contract basis -Orders	CADT-06	E
7	HSD Register	CADT-07	E
8	E.C.S. & Banks Statements of Perks payment to Officers	CADT-08	E
9	Purchase of chassis( Purchase Orders )	CADT-09	E
10	Bus body building file (Work Orders)	CADT-10	E
11	LAQ's and LAC's Replies	CADT-11	E
12	Payment vouchers for one year	CADT-12	E
13	Partywise Registers	CADT-12	E
14	New vehicle registration File	CADT-14	E
15	Advance Registers	CADT-15	D
16	Domestic Vehicles repair register	CADT-16	E
17	Advertisement Register	CADT-17	E
18	TA/DA to Non official Board Members File	CADT-18	E
19	PME File	CADT-19	E

Accts Officer (CADT)

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DEPARTMENT (ACCOUNTS)		SECTION ( SAS)	
SL.NO	SUBJECT	SAS FILES NO	CLASSIFICATION
1	Dues from BMTC	SAS - 1	E
2	Dues from NWKRTC	SAS - 2	E
3	Dues from NEKRTC	SAS - 3	E
4	R V Register	SAS - 4	E
5	Amount Receivable from &	SAS - 5	E

Accounts Officer (SAS)

