

Karnataka Power Transmission Corporation Limited

Suo Motto disclosure

4(1)(a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;

The Corporate Office maintains its records in a catalogued and indexed manner in the Records branch under the control of the Manager (Estate).

The record room contains closed files relating to matters dealt in the corporate office since incorporation.

The files have continuous serial numbers for each financial year in which they were opened. A register of files available in the records branch is maintained.

The record room also maintains copies of important references issued from Corporate Office in the form of bound volumes in chronological order.

Current Personal files of State wide cadre employees and previous personal files, ACR, A&L dockets are maintained in the records room in the order of Personnel Identification Number.

A list of over 18500 files is maintained in the record room for easy identification and retrieval.