

Chapter 6 - Section 4 (1)(b)(vi) of the Right to Information Act, 2005

Statement of the categories of documents that are held by it or under its control

I. Categories of documents

1. Attendance Register for Regular Staff
2. Service Records of Regular Staff ,Muster Roll for Contract Staff / Daily Wage Workers
3. Register for attendance and recording Minutes of Gram Sabha Meetings
4. Register for attendance and recording Minutes of Panchayat Meetings
5. Register of Births and Deaths
6. Register of NOC for Water Connection and Electricity Connection
7. Register of NOC for House Repair and Construction License
8. Register for Occupancy Certificates
9. Register for Token House Number
10. Register of EHN
11. Register of Illegal Constructions Complaints
12. Register of Trade License and Establishment
13. Register of Fixed Deposits
14. Postage Register
15. Rent Register
16. Inward / Outward Register
17. Movement Register
18. Register of RTI Applications
19. Any Other Register maintained
20. Forms I- XI
21. Earnest Money Deposited (EMD) Register
22. Security Deposited Register
23. Income Tax Register
24. Labour Cess Register
25. GST Register
26. Royalty Register
27. CSR Register

II. Custodian of Documents/Categories

The Panchayat Secretary shall be the Custodian of all the above-listed categories of documents.

III. Procedure to access such documents

Proactive Disclosure Manual under the Right to Information Act, 2005

The permitted documents can be accessed by making an application under the Right to Information Act, 2005, by the applicant by affixing the required fees.