

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 other than the Panchayat Secretary and Gram Sevak
3. Muster Roll for Contract Staff / Daily Wage Workers
4. Register for attendance and recording Minutes of Gram Sabha Meetings
5. Register for attendance and recording Minutes of Panchayat Meetings
6. Register of Births and Deaths
7. Register of NOC for House Repair and Construction License & Occupancy Certificates
8. Register for Token House Number/ EHN Register
9. Register of Illegal Constructions Complaints
10. Register of Trade License and Establishment
11. Register of Fixed Deposits
12. Postage Register
13. Rent Register
14. Inward / Outward Register
15. Movement Register
16. Register of RTI Applications
17. Any Other Register maintained
18. Forms I to XI Registers
19. Earnest Money Deposited (EMD) Register
20. Security Deposited Register
21. Income Tax Register
22. Labour Cess Register
23. GST Register
24. Royalty Register
25. Hoarding 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

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.