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 Water Connection and Electricity Connection
- 8. Register of NOC for House Repair and Construction License
- 9. Register for Occupancy Certificates
- 10. Register for Token House Number
- 11. Register of EHN
- 12. Register of Illegal Constructions Complaints
- 13. Register of Trade License and Establishment
- 14. Register of Fixed Deposits
- 15. Postage Register
- 16. Rent Register
- 17. Inward / Outward Register
- 18. Movement Register
- 19. Register of RTI Applications
- 20. Any Other Register maintained
- 21. Forms I- XI
- 22. Earnest Money Deposited (EMD) Register
- 23. Security Deposited Register
- 24. Income Tax Register
- 25. Labour Cess Register
- 26. GST Register
- 27. Royalty Register
- 28. 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

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.

Please add any other registers that are maintained by the Village Panchayat or any documents that are in the custody of the Village Panchayat.