

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

Sr.No.	Categories of Documents	Staff holding record
1	Attendance Register for Regular Staff	V. P. Secretary
2	Service Records of Regular Staff other than the Panchayat Secretary and Gram Sevak	V. P. Secretary
3	Muster Roll for Contract Staff / Daily Wage Workers	V. P. Secretary
4	Register for attendance and recording Minutes of Gram Sabha Meetings	V. P. Secretary
5	Register for attendance and recording Minutes of Panchayat Meetings	V. P. Secretary
6	Register of Births and Deaths	V. P. Secretary
7	Register of NOC for Water Connection and Electricity Connection	V. P. Secretary
8	Register of NOC for House Repair and Construction License	V. P. Secretary
9	Register for Occupancy Certificates	V. P. Secretary
10	Register of EHN	V. P. Secretary
11	Register of Illegal Constructions Complaints	V. P. Secretary
12	Register of Trade License and Establishment	V. P. Secretary
13	Register of Fixed Deposits	V. P. Secretary
14	Movement Register	V. P. Secretary
15	Forms I- XI	V. P. Secretary
16	Inward / Outward Register	V.P. Clerk
17	Register of RTI Applications	V.P. Clerk

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18	Earnest Money Deposited (EMD) Register	V.P. Clerk
19	Security Deposited Register	V.P. Clerk
20	Income Tax Register	V.P. Clerk
21	Labour Cess Register	V.P. Clerk
22	GST Register	V.P. Clerk
23	Royalty Register	V.P. Clerk
24	Rent Register	V.P. Clerk
25	Postage Register	V.P. Clerk

I. 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.