

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	
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 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 House Repair and Construction License	V.P. Secretary
8.	Register for Occupancy Certificates	V.P. Secretary
9.	Register for Token House Number	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.	Postage Register	V.P. Secretary
14.	Inward / Outward Register	V.P. Secretary
15.	Movement Register	V.P. Secretary
16.	Register of RTI Applications	V.P. Secretary

Proactive Disclosure Manual under the Right to Information Act, 2005

17.	Any Other Register maintained	V.P. Secretary
18.	Forms I- XI	V.P. Secretary
19.	Earnest Money Deposited (EMD) Register	V.P. Secretary
20.	Security Deposited Register	V.P. Secretary
21.	Income Tax Register	V.P. Secretary
22.	Labour Cess Register	V.P. Secretary
23.	GST Register	V.P. Secretary
24.	Royalty Register	V.P. Secretary

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.