

**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.