

S. No.	Particulars	Details
(vi)	<p>A state of the categories of the documents that are held by it under its control.</p>	<p>This office has normally the following kinds of documents/files :- Meeting proceed Register and meeting compliance file.</p> <ul style="list-style-type: none"> ➤ Cash Books, Classified abstract Register, Bank Account Pass Books, Cheque books, Budget files, Monthly Expenditure files, Pension and gratuity files. ➤ Personnel files and Service Books of Employees. ➤ Annual Accounts of Income and Expenditure and Data Bank file ➤ GIA files of various Grants. ➤ Correspondence files, Court cases files. ➤ Lease agreement files, Auction files of Municipal Property. ➤ Development Work Files (consisting of Estimate, Tender process, Contractor application file, Award and Contract Agreement) and Work Order file. ➤ Municipal Solid Waste Authorization and Annual Report correspondence file. ➤ Notice Issue files, NOC file, unsafe building file, Encroachment cases file. ➤ Various scheme files such as SJSRY, RGURF, SJSRY, NSDP/EIUS and 13th FC special GIA file. ➤ Bye-Laws files, Building Plan Sanction files, Audit Reports files.