

CHAPTER VI

Statement of the Categories of Documents that are held by or are under its control

GRAM PANCHAYAT LEVEL

- I) Proceeding Book of Gram Panchayat,
- II) Cash Book of Gram Panchayat.
- III) Stock Register.
- IV) House Tax Register
- V) Demand and Collection Register.
- VI) Measurement Book
- VII) Lease Register
- VIII) Receipt book in form No 4.
- IX) Inspection Book.
- X) Voucher File.
- XI) Work Register.
- XII) Lay Out Plans and Estimates of the Works.
- XIII) Register of Tenants.
- XIV) Forms of lease deed.
- XV) Agreement Register for lease or Pattas etc.
- XVI) Register Containing the description of Shamlat Deh.
- XVII) Voucher File.
- XVIII) Birth & Death Register.
- XIX) Library Register.
- XX) Judicial Cases Register.
- XXI) Revenue and Financial Stamp Register.
- XXII) Dispatch Register.
- XXIII) Receipt Register.

BLOCK LEVEL

- I) Central-K-Register regarding utilization of Grant-in-aid.
- I(A) Sulik register-EPO, Mukhya Sewaka and J.Es.
- II) Panchayat Samiti proceeding Book.
- III) Cash Book, Government side.
- IV) Cash Book, Samiti side.
- V) Stock Register (consumable & non-consumable).
- VI) Demand and collection register.
- VII) Property register.
- VIII) Village tour register.
- IX) Voucher file (Samiti Side)
- X) Voucher file (Govt. Side).
- XI) Classified abstract.
- XII) Monthly account register.
- XIII) Annual account register.
- XIV) House Tax assessment register.
- XV) Inventory register of stock.
- XVI) Library Register.
- XVII) Service Book of employee (Samiti/Govt. side).
- XVIII) B.M. 26 and 29.
- XIX) T.A. check register.
- XX) Ledger book.
- XXI) Leave register.
- XXII) Dispatch register of Panchayat Samiti Side/Govt. side.
- XXIII) Receipt Book Samiti Side/Govt. side.

DISTRICT LEVEL

- I) Cattle fair account Register.
- II) Cash Book of pay and allowances register.
- III) Register of recovery.

- IV) Revenue earning scheme register.
- V) Cash Book of discretionary grants.
- VI) Register of court cases (under section 7) of village common land Act.
- VII) Register regarding quasi judicial court cases.
- VIII) Register of recovery under arrear of Land Revenue Act.

STATE LEVEL

- I) Service record of all gazetted officers.
- II) Leave register.
- III) Record regarding posting and transfer of the government gazetted officer.
- IV) Disiplinary action against gazetted officers.
- V) Disciplinary action taken against official's of the rank of S.E.P.O. Mukhya Sewika, J.E., V.D.O. Accountant and Senior Assistant.
- VI) Promotion of gazetted officers.
- VII) Promotion of Non-gazetted officials.
- VIII) Seniority list of Government Gazetted officers the Department.
- IX) Collection of cattle fair fund.
- X) Distribution and receipt register of cattle fair grants.
- XI) Audit paras/notes of the Panchayat Raj Institutions.
- XII) Maintenance of record of property of Panchayati Raj Institutions :-
 - i) Preliminary and regular enquiry of the Panches/Sarpanches and Panchayat Samiti and Zila Parishads member.
 - ii) Appeal against the suspension and removal of Panches/Sarpanches and Member of Panchayat Samiti and Zila Parishad member.
 - iii) Maintenance of record regarding Exchange of Panchayat Land.
 - iv) Maintenance of record of the Panchayat Land which are given to the any institution as gift.
 - v) Review of auction of Panchayat Land and the income generated thereof.
 - vi) Appeal against the order of the Collector in the court of commissioner.
 - vii) Appeal against the order of the Director Rural Development & Panchayats to higher competent courts.

1. The following categories of manual documents are available with the department.

- a) Guidelines for SGSY (Manual)
- b) Guidelines for SGRY (Manual)

- c) Guidelines for IAY (Manual)
 - d) Guidelines for DRDA Administration (Manual)
 - e) Guidelines for Haryali (Manual)
 - f) Guidelines for PMGY (G&A) (Manual)
2. List of approved projects submitted by State Govt. and approved by Govt. of India.
 3. List of Guidelines issued by Govt. of India/State Govt.
 4. Details of Correspondence made to Govt. of India and the district regarding implementation of Centrally Sponsored Schemes.