

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR
UNDER ITS CONTROL
Section 4(1) (b) (vi) of RTI Act**

Sr. No	Category of Documents
1	General correspondence files relating to Road Works
2	Estimates of Roads as well as Civil Works
3	Sanction of works/allotment of Works Register.
4	Passed vouchers of works and general vouchers
5	Tender Register.
6	Enlistment of Contractors Register.
7	Main / Sub cash books
8	Agreement of allotment of works
9	Service books of employees MB`s, Ledgers
10	Agenda /Minutes of the meetings of General House of the Corp.
11	General correspondence files relating to Street Light works
12	Estimates of Street Light Works .
13	Sanction of works / allotment of works
14	Passed vouchers of works and general vouchers
15	Agreement of allotment of works
16	Cash books , Classified Abstracts, Budget Document, Service Books, Cheque Books , Vouchers etc. etc.
17	E.C.R. (Estt. Check Register)/Pension Payment Register
18	Daily receipt / Despatch Register etc.
19	Office Order Registers
20	Govt Letters/ Instructions issued by the Local Govt. Department from time to time
21	Correspondence made with the Local Govt.
22	Municipal Property Register