

**SECTION 4 (1) (b) (vi)**

**A statement of the categories of documents that are held by it or under its control**

Sr. No.	Department	Type of Document file / muster / register / voucher etc.
1	Administration	<ul style="list-style-type: none"> <li>• Service Books, Personal files, files related to departmental inquiries, promotions, Pensions, seniority list and all service related matters.</li> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by superior</li> </ul>
2	Taxation	<ul style="list-style-type: none"> <li>• Files related to Octroi, Property Tax, Water Tax &amp; Miscellaneous taxes,</li> <li>• Decisions of hearings given</li> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by superior</li> </ul>
3	Encroachment removal	<ul style="list-style-type: none"> <li>• Files related to Encroachment removal, slum</li> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by superior</li> </ul>
4	Accounts	<ul style="list-style-type: none"> <li>• Files related to Account department pertaining to various loans &amp; advances, provident fund, TDS etc.</li> <li>• Day Book, Cash flow management registers</li> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> </ul>

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		<ul style="list-style-type: none"> <li>Any other register as may be directed by superior</li> </ul>
5	Audit	<ul style="list-style-type: none"> <li>Files related to Audit department, Audit reports</li> <li>Collection of official gazettes, rules &amp; byelaws</li> <li>Standing Order file</li> <li>Attendance Muster</li> <li>Leave Account Register</li> <li>Duplicate Instruction Book</li> <li>Outward &amp; Inward Registers</li> <li>Debit Account Register</li> <li>Payment Vouchers</li> <li>Complaint Register</li> <li>Dead stock register</li> <li>Any other register as may be directed by superior</li> </ul>
6	PWD	<ul style="list-style-type: none"> <li>Files related to public works like roads, bridges, buildings etc.</li> <li>District Schedule of Rates</li> <li>Collection of official gazettes, rules &amp; byelaws</li> <li>Standing Order file</li> <li>Attendance Muster</li> <li>Leave Account Register</li> <li>Duplicate Instruction Book</li> <li>Outward &amp; Inward Registers</li> <li>Debit Account Register</li> <li>Payment Vouchers</li> <li>Complaint Register</li> <li>Dead stock register</li> <li>Any other register as may be directed by superior</li> </ul>
7	Water Supply & Sewerage	<ul style="list-style-type: none"> <li>Files related to Water Supply &amp; drainage related works</li> <li>District Schedule of Rates</li> <li>Collection of official gazettes, rules &amp; byelaws</li> <li>Standing Order file</li> <li>Attendance Muster</li> <li>Leave Account Register</li> <li>Duplicate Instruction Book</li> <li>Outward &amp; Inward Registers</li> <li>Debit Account Register</li> <li>Payment Vouchers</li> <li>Complaint Register</li> <li>Dead stock register</li> <li>Any other register as may be directed by superior</li> </ul>
8	Town Planning	<ul style="list-style-type: none"> <li>Files related to Development permissions, Layouts, building plans, NOCs, Occupancy certificates, zoning certificates, Government references</li> <li>Building Byelaws and development control rules, development plan and development plan report</li> <li>Collection of official gazettes, rules &amp; byelaws</li> <li>Standing Order file</li> <li>Attendance Muster</li> <li>Leave Account Register</li> <li>Duplicate Instruction Book</li> <li>Outward &amp; Inward Registers</li> <li>Debit Account Register</li> <li>Payment Vouchers</li> <li>Complaint Register</li> <li>Dead stock register</li> <li>Any other register as may be directed by superior</li> </ul>
9	Estate Management	<ul style="list-style-type: none"> <li>File relates land acquisition, municipal assets</li> </ul>

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		<ul style="list-style-type: none"> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by superior</li> </ul>
10	Garden	<ul style="list-style-type: none"> <li>• Files related to Garden, horticulture &amp; Tree plantation</li> <li>• District Schedule of Rates</li> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by superior</li> </ul>
11	Medical	<ul style="list-style-type: none"> <li>• Files related to Hospitals and Health Centers.</li> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by superior</li> </ul>
12	Health	<ul style="list-style-type: none"> <li>• Files related to Public Health, Food adulteration Paste Control, permits and licenses.</li> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by superior</li> </ul>
13	Municipal Secretary	<ul style="list-style-type: none"> <li>• Agenda and Proceedings of various meetings like General Body, Standing Committee, Ward Committee, Women and Child Committee and other adhoc committees</li> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> </ul>

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		<ul style="list-style-type: none"> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by superior</li> </ul>
14	Law Department	<ul style="list-style-type: none"> <li>• Files related to various Court cases, appointments of Advocates, Legal matters.</li> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Suit register</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by superior</li> </ul>
15	Electrical	<ul style="list-style-type: none"> <li>• Files related to street lighting, electrification, telephones and mobiles</li> <li>• District Schedule of Rates</li> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by superior</li> </ul>
16	Quality Control	<ul style="list-style-type: none"> <li>• Files related to quality control checking, inspection reports and testing of materials</li> <li>• District Schedule of Rates</li> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by superior</li> </ul>
17	Mechanical	<ul style="list-style-type: none"> <li>• Files related to Pumping Stations, Treatment Plants, Motor Vehicles, Manure Plant</li> <li>• District Schedule of Rates</li> <li>• .Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by</li> </ul>

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		superior
18	Fire	<ul style="list-style-type: none"> <li>• Files related to Fire fighting, Ambulance and Hearse vehicles</li> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Complaint Register</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by superior</li> </ul>
19	Computer Cell	<ul style="list-style-type: none"> <li>• Files related to Computerizations Projects</li> <li>• Collection of official gazettes, rules &amp; byelaws</li> <li>• Standing Order file</li> <li>• Attendance Muster</li> <li>• Leave Account Register</li> <li>• Duplicate Instruction Book</li> <li>• Outward &amp; Inward Registers</li> <li>• Debit Account Register</li> <li>• Payment Vouchers</li> <li>• Dead stock register</li> <li>• Any other register as may be directed by superior</li> </ul>