

CHAPTER – 6 (MANUAL – 5)

CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL

[SECTION 4(1) (B)]

6.1 Provide information about the official documents held by the public authority or under its control.

Sl. No.	Category Document	Title of the document	Designation and address of the custodian (held by/under the control of whom)
01 APPLICATIONS			
		➤ Birth & Death Applications ➤ Trade License Applications	Civic Service Centre at Main Office/ All e- Seva Centers.
		➤ Building Applications. ➤ Self Assessments formats	Civic Service Centre at Main Office/ e- Seva Centres.
		➤ Tap Application ➤ UGD Applications	Civic Service Centre at Main Office/ e- Seva Centres.
02 EXTRACT COPIES			
		Revenue Extract	Addl. Commissioner
		Survey Extract	City Planner
		Election Extract	Addl. Commissioner
		Resolution Extract	Addl. Commissioner/ Secretary
		Building Plan Extracts	City Planner
		Tender Schedules	EE