

कलम 4(1) (अ) (vi)

अहमदनगर येथील महानगरपालिका कार्यालयामध्ये दस्तावेजांची वर्गवारी

अनु. क्र.	विषय	दस्तावेजाचा प्रकार नस्ती / मस्टर/ नोंद पुस्तक, व्हाऊचर इ.	प्रमुख बाबीचा तपशीलवार	सुरक्षित ठेवण्याचा कालावधी
1	<p>1.General cast Book Municipal Account code From No.8</p> <p>2.Register of building permission code form No.37.</p> <p>3.Register of suit code form No.70.</p> <p>4.Scale Register code No.72.</p> <p>5.Provident fund ledger code form No.76.</p> <p>6. Provident day book code form No.77-A.</p> <p>7.Pension Register code form No.78.</p> <p>8.Register of Moveable Property code form No.85.</p> <p>9.Register of Immovable Property code form No.96.</p> <p>10. Register of lands code form No.97.</p> <p>11. Register of investment code form No.106.</p> <p>12. Register of loans code form No.107.</p> <p>13. Register of sinking funds code form No.107.A.</p> <p>14.Proceeding books of General Board, Standing Committee, Sanitary Building Committee, Public Works Committee, Chief Officer, Dispensary and other Committees.</p> <p>15.Birth and Death Registers.</p> <p>16.Government Resolution .</p> <p>17.Taxation Reports.</p> <p>18.Acts, Rules, Bye Laws and Scheduled of taxes.</p> <p>19.Paper regarding formation and reconstitution of Municipality.</p> <p>20.Papers regarding Civil Suits against or by Municipality.</p> <p>21.Important circulars and Standing</p>	ए		कायम

	<p>orders of Collector.</p> <p>22.Plans and estimates of Town planning, Drainage and water work or other capital schemes.</p> <p>23.Sale deed and other papers regarding acquisition and payment of expenses for lands and buildings.</p> <p>24.A-List of "A" papers.</p> <p>24.B-List of "B", "C","D", papers destroyed under proper authority.</p> <p>25.Papers regarding encroachments, lands, assigned for public purposes.</p> <p>26.Register of Documents.</p> <p>27.File of abulayts for periods exceeding seven years.</p> <p>28.Administration Reports.</p> <p>29.Abstracts of General Census of Municipal Districts...</p> <p>30.City survey Maps, other maps of important historical places and the maps of Municipal District.</p> <p>31.Sanads.</p> <p>32.Papers regarding creation of new posts or revision of pay scales of the post.</p>			
2.	<p>1.Subsidiary Registers of Receipts.</p> <p>2. Subsidiary Registers of Miscellaneous Receipt.</p> <p>3.Treasures cash book.</p> <p>4.Un paid Register.</p> <p>5.Classified Register of Receipts & Expenditure .</p> <p>6.Collection Register of Octroi.</p> <p>7.Octroi Superintendent's Collection Register.</p> <p>8.Octroi Accounts with firms or public bodies.</p> <p>9.Register of Assessment Building & lands.</p> <p>10.Demand Register of Assessed taxes.</p> <p>11.Collection Registers of Taxes.</p> <p>12.Demand Register of special sanitary Cess.</p> <p>13.Register of house connections.</p> <p>14.Demand Register of special Water</p>	बी		30 वर्ष

	<p>Rate.</p> <p>15.Demand Register of Taxes on Vehicles and animals.</p> <p>16.Stock account of face in value tickets.</p> <p>17.Register of Licences.</p> <p>18.Permit book.</p> <p>19.Demands Register of rent on land and buildings.</p> <p>20.Register of Miscellaneous Demand.</p> <p>21.Pay bills and acquisition Rolls .</p> <p>22.Absentee statement.</p> <p>23.Broad sheet of provident fund</p> <p>24.Account of permanent Advance.</p> <p>25.Register of store ledger.</p> <p>26.Work order book.</p> <p>27.Stock book.</p> <p>28.Live stock register</p> <p>29.Stock Account of Receipt Books.</p> <p>30.Contractor's pay Bills.</p> <p>31.Register of works.</p> <p>32.Register of stock Account</p> <p>33.Register of Tools and plants.</p> <p>34.Cash book of sinking Funds.</p> <p>35.Register of Advance & Deposits.</p> <p>36.Registers of Security Deposits.</p> <p>37.Security Bonds (They should be treated as "C" papers after retirement of the servant concerned).</p> <p>38.Files or Kabylayats for period upto 7 years.</p> <p>39.Inward Registers.</p> <p>40.Outward Registers.</p> <p>41.Audit notes.</p> <p>42.Gazettes.</p> <p>43.Annual Accounts.</p> <p>44.Service books.</p> <p>45.Contractor's Agreements.</p> <p>46.Dispensary Accounts.</p> <p>47.Orders of Appointments, Increments, Promotions, punishments and interruptions of service of servants.</p> <p>48.Pension orders.</p>			
3.	<p>1.General Receipt Book .</p> <p>2.Budget Estimates.</p>	सी		5 वर्ष

<p>3.statement of details of provisions proposed for pay of officers, Establishment:</p> <p>4.Statement of details of Budget Estimate for expenditure on public works.</p> <p>5.statement of estimated expenditure on works to be met out of loan funds.</p> <p>6.Statement of Estimated receipts, payments and Balances of trust-Funds.</p> <p>7.Statement of Reappropriation.</p> <p>8.Register of Money- orders.</p> <p>9.Challans of cash-paid into Government Treasury.</p> <p>10.Register of Bills.</p> <p>11.Bill forms .</p> <p>12.Register of Transferred entries.</p> <p>13.Octroi Receipt Books.</p> <p>14.Receipt Books of Deposit.</p> <p>15.Challans of remittance of collections.</p> <p>16.Challans of remittance of Octroi Deposit Collections.</p> <p>17.Octroi Receipt Books.</p> <p>18.Railway Invoice Register.</p> <p>19.Challans for remittance of Money to Municipal Office.</p> <p>20.Transit pass Book.</p> <p>21.Form of application for refund of Octroi.</p> <p>22.Octroi refund ledger.</p> <p>23.Declaration form for good imported.</p> <p>24.Pass Book of good imported.</p> <p>25.collection register of Toll Receipts.</p> <p>26.Register of Objections to assessed taxes.</p> <p>27.Register of increase and decrease of assessed taxes.</p> <p>28.Bill of taxes.</p> <p>29.Receipt of taxes.</p> <p>30.Notice of demand.</p> <p>31.Warrant forms.</p> <p>32.Register of Notice and warrant</p>			
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	<p>fees.</p> <p>33. Notice of private scavanging service.</p> <p>34. Meter Reading book.</p> <p>35. Pillgrim Tax Receipt Books.</p> <p>36. Licence books.</p> <p>37. Slaughter House Receipt Books.</p> <p>38. Register of Accounts of Tickets.</p> <p>39. Collection Register of miscellaneous receipt.</p> <p>40. Register of miscellaneous sales.</p> <p>41. Garden Register.</p> <p>42. Bill book for miscellaneous demands.</p> <p>43. Register of bills for miscellaneous demands.</p> <p>44. Register of copying fees.</p> <p>45. Register of Travellers.</p> <p>46. Register of works done for private Individuals.</p> <p>47. Register of hire of Municipal property.</p> <p>48. Periodical increment certificates.</p> <p>49. Contingent bill forms.</p> <p>50. Journal of receipts and issue of stores.</p> <p>51. Work order memo.</p> <p>52. Requisition forms.</p> <p>53. Stamp account register.</p> <p>54. Statement of particulars of local contingents.</p> <p>55. Register of kerosene oil accounts.</p> <p>56. Register of electric lights.</p> <p>57. Meter reading book for consumption of electricity.</p> <p>58. Stock account of fodder.</p> <p>59. Work- order bill book.</p> <p>60. Register of petrol Account.</p> <p>61. Register of lorry account.</p> <p>62. Schedule of rates.</p> <p>63. Muster roll of daily labour.</p> <p>64. Morning report.</p> <p>65. Register of petty works.</p> <p>66. Files of Kabulayat for period upto 7 years.</p> <p>67. Plague Register.</p>			
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	<p>68.cholera Register. 69.Small pox Register. 70.Cheque book counter files. 71.Cattlepond Register 72.Cattlepond kird. 73.Paper relating to elections. 74.Miscellaneous Applications : 1)Application for building permission. 2)Orders passed an Building permissions. 3)Application for khata change. 4) Final orders passed in respect of khata change applications. 75.Papers regarding leave and transfers. 76.Papers realating to criminal complaints. 77.Daily despatch books. 78.Pass book. 79.Plans and estimates of repairs. 80.Papers relating to the permanent projects of the Municipality and such other important schemes. 81.Plans and estimates of original works. 82.Khata change register. 83.Other enquiry papers in connection with building permissions. 84.Enquiry papers of khats change. 85.Vaccination Register 86.Papers regarding to grants to private and public bodies. 87.Papers regarding action taken in respect of U.H.H.Buildings. 88.Papers regarding dangerous building and shades.</p>			
4	<p>1.Receipt books of falls.MAC form No.33. 2.Sanitary Inspector's Reports of K private scavenging service. 46. 2.Visit books kept at the naka and Dispensary. 4.Daily reports of plague, cholera and small pox.</p>	डी		आवश्यक

	<p>5. Casual leave applications.</p> <p>6. Other papers of important nature and not required by auditors.</p> <p>7. Report sent to Government officers furnishing information called for on which no action is to be taken.</p>			
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