| **…………………. GRAM PANCHAYAT****…………………. DISTRICT** | **Ref: ISO 9001 : 2015****Doc. ISO/ML/01** |
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| **MASTER LIST OF QUALITY RECORDS & DOCUMENTS** |
| **SL .NO** | **SECTION/ SUBJECT** | **MEDIUM** | **NAME OF THE REGISTER** | **REMARKS** |
| Front Office |
|  | FO/01 | Hard | Acknowledgement Receipt |  |
|  | FO/02 | Hard | Front Office Distribution Register |  |
|  | FO/03 | Hard | Certificate Issue Register |  |
|  | FO/04 | Soft | Daily Counter Report  |  |
|  | FO/05 | Hard | Citizen Charter |  |
|  | FO/06 | Hard | Information Directory  |  |
|  | FO/07 | Hard | Complaint Register(Complaint Box) |  |
|  | FO/08 | Hard | Development Report, Plan Document (Vikasana Pathdthi Rekha) |  |
|  | FO/09 | Hard | Citizen Feedback Form |  |
|  | FO/10 | Hard | Front Office Cash Receipt  |  |
|  | FO/11 | Hard | Front Office Cash Remittance Register |  |
|  | FO/12 | Hard | Petty Cash Register |  |
|  | FO/13 | Hard | Imprest Register |  |
| General - Establishment |
|  | GP/ EST/01 | Hard | Attendance Register |  |
|  | GP/ EST/02 | Hard | Service Book Register |  |
|  | GP/ EST | Hard | Service Book |  |
|  | GP/ EST | Hard | Incumbency Register  |  |
|  | GP/ EST | Hard | Master Incumbency Register |  |
|  | GP/ EST | Hard | Personal Cash Disclosure Register |  |
|  | GP/ EST | Hard | Increment Register  |  |
|  | GP/ EST | Hard | Pay Bill Register |  |
|  | GP/ EST | Hard | Cash Bill Register |  |
|  | GP/ EST | Hard | Casual Leave Register |  |
|  | GP/ EST | Hard | Compensatory Leave Register |  |
|  | GP/ EST | Hard | Staff Meeting Register |  |
|  | GP/ EST | Hard | Employee Recovery Register -Pf |  |
|  | GP/ EST | Hard | Employee  Recovery Register-Gis |  |
|  | GP/ EST | Hard | Employee Recovery Register -Lic |  |
|  | GP/ EST | Hard | Employee  Recovery Register-Medicep |  |
|  | GP/ EST | Hard | Employee  Recovery Register-Nps |  |
|  | GP/ EST | Hard | Employee  Recovery Register-Epf |  |
|  | GP/ EST | Hard | NLC Register |  |
|  | GP/ EST | Hard | Office Order Book |  |
|  | GP/ EST | Hard | Charge Handover Register |  |
|  | GP/ EST | Hard |  Salary And Allowance-Municipal Secretary |  |
|  | GP/ EST | Hard | Salary And Allowance-Economics And Statistics Department  |  |
|  | GP/ EST | Hard | Salary Certificate Issue Register |  |
|  | GP/ EST | Hard | Distress Relief Fund Register |  |
|  | GP/ EST | Hard | Acquittance Register Employees |  |
|  | GP/ EST | Hard |  Acquittance Register Councillors |  |
|  | GP/ EST | Hard | Tds Register(It) |  |
|  | GP/ EST | Hard | GPt Register |  |
|  | GP/ EST | Hard | Stock Register Stationery |  |
|  | GP/ EST | Hard | Stock Register -Forms And Registers |  |
|  | GP/ EST | Hard | Stock Register Money Value Forms |  |
|  | GP/ EST | Hard |  Stock Register Cash Receipt  |  |
|  | GP/ EST | Hard | Contingent Charger Register |  |
|  | GP/ EST | Hard | Suit Register |  |
|  | GP/ EST | Hard | Register For Distrain Warrants |  |
|  | GP/ EST | Hard | Prosecution Register |  |
|  | GP/ EST | Hard |  Periodical Register |  |
|  | GP/ EST | Hard |  Personal Register  |  |
|  | GP/ EST | Hard | Fair Copy Register |  |
|  | GP/ EST | Hard |  Stamp Register |  |
|  | GP/ EST | Hard | Sur Charge Register |  |
|  | GP/ EST | Hard | Register For LA Interpellations  |  |
|  | GP/ EST | Hard | Complaint Register: Various cells  |  |
|  | GP/ AU/01 | Hard | Audit Objection Register |  |
|  | GP/ AU/02 | Hard | Audit Recovery Register |  |
|  | GP/ AU | Hard | Audit Reports |  |
|  | GP/ AU | Hard | Audit Objection Register |  |
| GENERAL : Administration |
|  | GP/ ADM/01 | Hard | Agenda Register |  |
|  | GP/ ADM/02 | Hard | Gram Panchayat Meeting Notice Acknowledgement Register |  |
|  | GP/ ADM | Hard | Gram Panchayat Meeting Attendance Register |  |
|  | GP/ ADM | Soft | Gram Panchayat Meeting Minutes Book/Decision Register |  |
|  | GP/ ADM | Hard | Steering Committee Meeting Notice Register |  |
|  | GP/ ADM | Hard | Steering Committee Meeting Attendance Register |  |
|  | GP/ ADM | Hard | Steering Committee Meeting Minutes Book |  |
|  | GP/ ADM | Hard | Finance Standing Committee Meeting Notice Register |  |
|  | GP/ ADM | Hard | Finance Standing Committee Meeting Attendance Register |  |
|  | GP/ ADM | Hard | Finance Standing Committee Meeting Minutes Book |  |
|  | GP/ ADM | Hard | Development Standing Committee Meeting Notice Register |  |
|  | GP/ ADM | Hard | Development Standing Committee Meeting Attendance Register |  |
|  | GP/ ADM | Hard | Development Standing Committee Meeting Minutes Book |  |
|  | GP/ ADM | Hard | Welfare Standing Committee Meeting Notice Register |  |
|  | GP/ ADM | Hard | Welfare Standing Committee Meeting Attendance Register |  |
|  | GP/ ADM | Hard | Welfare Standing Committee Meeting Minutes Book |  |
|  | GP/ ADM | Hard | Health & Education Standing Committee Notice Register |  |
|  | GP/ ADM | Hard | Health & Education Standing Committee Meeting Attendance Register |  |
|  | GP/ ADM | Hard | Health & Education Standing Committee Meeting Minutes Book |  |
|  | GP/ ADM | Hard | Planning Committee Minutes Book |  |
|  | GP/ ADM | Hard | Register of Working Group Members |  |
|  | GP/ ADM | Hard | Minutes Book of Working Group |  |
|  | GP/ ADM | Hard | Minutes Book of Development Seminar |  |
|  | GP/ ADM | Hard |  Minutes Book of Grama Sabha ( Ward Number) |  |
|  | GP/ ADM | Hard | Minutes Book of Other MeetinGP  |  |
| GENERAL;ACCOUNTS |
|  | GP/AC/01 |  | Cash Book  |  |
|  | GP/AC/02 |  |  Monthly Account Statement |  |
|  | GP/AC |  |  Annual Financial Statement |  |
|  | GP/AC |  |  Bank Book |  |
|  | GP/AC |  |  Deposit Register |  |
|  | GP/AC |  |  Bank Account Register |  |
|  | GP/AC |  |  Investment Register (  Shares, Fd) |  |
|  | GP/AC |  |  Bill Register |  |
|  | GP/AC |  |  Advance Register |  |
|  | GP/AC |  |  Reconciliation Statement |  |
|  | GP/AC |  |  Budget |  |
|  | GP/AC |  |  Office Collection Register |  |
|  | GP/AC |  | Outdoor Officers Collection Register |  |
|  | GP/AC |  | Loan Register |  |
|  | GP/AC |  | Stock And Issue Register |  |
|  | GP/AC |  | Cheque And Draft Register |  |
|  | GP/AC |  | Money Order Register |  |
|  | GP/AC |  | Sankhya Receipts |  |
|  | GP/AC |  | Manual Receipts |  |
|  | GP/AC |  |  Appropriation Control Register |  |
| General: Election |  |
|  | GP/EL/01 |  | Voters List |  |
|  | GP/EL/02 |  | Register Of Contesting Candidates |  |
|  | GP/EL |  | List Of Elected Representatives |  |
|  | GP/EL |  | Register Of Oath |  |
|  | GP/EL |  | List Of Polling Stations |  |
|  | GP/EL |  | Register Of Political Affiliation Of Elected Representatives |  |
|  | GP/EL |  | Register Of Election Application Form  |  |
|  | GP/EL |  | Register Of Election Deposit |  |
| General: Project |  |
|  | GP/PR/01 |  | Project Details |  |
|  | GP/PR/02 |  | List Of Projects |  |
|  | GP/PR |  | Project Register |  |
|  | GP/PR |  | Appropriation Control Register |  |
|  | GP/PR |  | Register Of Life Mission  |  |
|  | GP/PR |  | Development Document |  |
|  | GP/PR |  | Plan Document |  |
|  | GP/PR |  | Agreement Register |  |
|  | GP/PR |  | Tender  Register |  |
|  | GP/PR |  | Procurement Register |  |
| REVENUE |
|  | GP/RV/01 |  | Property Tax Assessment Register |  |
|  | GP/RV/02 |  | Property Tax Demand Register  |  |
|  | GP/RV/03 |  | Property Tax Arrear Demand Register |  |
|  | GP/RV/04 |  | Vacancy Remission Register |  |
|  | GP/RV/05 |  | Property Tax  Appeal Register  |  |
|  | GP/RV/06 |  |  Ex- Service Tax Exemption Register |  |
|  | GP/RV/07 |  | Property Tax  Revenue Recovery Register  |  |
|  | GP/RV/08 |  | Outdoor  Officer’s Collection Register |  |
|  | GP/RV/09 |  |  Bill Collector Handbook |  |
|  | GP/RV/10 |  | Mutation Register |  |
|  | GP/RV/ |  |  Professional Tax Assessment Register |  |
|  | GP/RV/ |  |  Professional Tax Demand Register |  |
|  | GP/RV/ |  |  Professional Tax Arrear Demand Register |  |
|  | GP/RV/ |  | Professional Tax Appeal Register |  |
|  | GP/RV/ |  | Professional Tax Revenue Recovery Register |  |
|  | GP/RV/ |  | Register Of Numbering And Taxation Of Water Vessels |  |
|  | GP/RV/ |  | Register Of Numbering And Taxation Of Animals |  |
|  | GP/RV/ |  | Timber Tax Register |  |
|  | GP/RV/ |  | Register on Demand of Rent/lease of Buildings/Land and other properties |  |
|  | GP/RV/ |  | Rent Register Of Town Hall/Community Hall  |  |
|  | GP/RV/ |  | Register For Licence Fee For Display Of Advertisement Boards |  |
|  | GP/RV/ |  | Register Of Tutorial Institutions |  |
|  | GP/RV/ |  |  KCR Licence Register |  |
| CIVIL REGISTRATIONS |
|  | GP/CV/01 |  | Birth Report/ Register |  |
|  | GP/CV/02 |  |  Death Report/Register |  |
|  | GP/CV/03 |  | Memorandum For Marriage Registration  |  |
|  | GP/CV/04 |  | Register For Hindu Marriage  |  |
|  | GP/CV/05 |  | Register For Common Marriage |  |
|  | GP/CV/06 |  | Register For Ananth Marriage |  |
| General Section |
|  | GP/GS/01 |  | Attendance Register: Regular  |  |
|  | GP/GS/ |  | Staff Meeting Register |  |
|  | GP/GS/ |  | Salary Certificate Issue Register |  |
|  | GP/GS/ |  | Personal Register |  |
|  | GP/GS/ |  | Register Of Applications Under Rti Act, 2005 |  |
|  | GP/GS/ |  | Register Of Appeals Under Rti Act, 2005 |  |
|  | GP/GS/ |  | Log Book |  |
|  | GP/GS/ |  | Fuel Register  |  |
|  | GP/GS/ |  | Stock Register Of Soaps |  |
|  | GP/GS/ |  | Stock Register Of Instruments |  |
|  | GP/GS/ |  | Stock Register Of Disinfectants |  |
|  | GP/GS/ |  | Register Of Poverty Alleviation  |  |
|  | GP/GS/ |  | License Register |  |
|  | GP/GS/ |  | Ifteo&S List |  |
|  | GP/GS/ |  | Paramedical Institutions Register  |  |
|  | GP/GS/ |  | Private Hospitals And Paramedical Institutions Registration Certificate Register  |  |
|  | GP/GS/ |  | Dog License Register |  |
|  | GP/GS/ |  | Motor Installation Register |  |
|  | GP/GS/ |  | Private Market Register |  |
|  | GP/GS/ |  | Stock Issue Register |  |
|  | GP/GS/ |  | Register Of Waste Collection Vehicle Registrations  |  |
|  | GP/GS/ |  | Waste Collection Vehicle Log Book  |  |
|  | GP/GS/ |  | Waste Collection Vehicle Maintenance Register |  |
|  | GP/GS/ |  | Haritha Karma Sena Register |  |
|  | GP/GS/ |  |  Hardware Maintenance Register |  |
| Building Section |
|  | GP/BU/01 |  | Building Application Register |  |
|  | GP/BU/ |  |  Building Regularisation  Register |  |
|  | GP/BU/ |  |  Unauthorised Construction Register |  |
|  | GP/BU/ |  | Estimate Register |  |
|  | GP/BU/ |  |  Tender Register |  |
|  | GP/BU/ |  |  Work Register |  |
|  | GP/BU/ |  |   Agreement Register |  |
|  | GP/BU/ |  |  Work Bill Register |  |
| MGNREGA |  |
|  | GP /NREGA/01 |  | Registration Application Form |  |
|  | GP /NREGA/02 |  |  Employment Card |  |
|  | GP /NREGA/ |  |  Employment Card Register |  |
|  | GP /NREGA/ |  |  Nominal Roll Register |  |
|  | GP /NREGA/ |  |   Site Diary |  |
|  | GP /NREGA/ |  | Asset Register |  |
|  |  |  | Must Roll  Employment Card |  |
|  |  |  | Labour Budget |  |
|  |  |  |  Register Of Technical Sanctions |  |
|  |  |  |  Register Of Administrative Sanctions |  |
|  |  |  | Procurement Committee Register |  |
|  |  |  |  Vouchers |  |
|  |  |  |  Work Register |  |
|  |  |  |  Complaint Register |  |
|  |  |  |  Material Register |  |
|  |  |  |  Social Audit Register |  |