| **…………………. 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 | | |  | | | |