

CHAPTER - VII

CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER THIS CONTROL [SECTION 4 (1) (B) V(I)]

7.1 Provide information about the official documents held by the public Authority or under its control.

Sl.No.	Category of Document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
01	APPLICATIONS		
		<ul style="list-style-type: none">➤ Birth & Death Registration applications➤ Trade License applications	Civic Service Center at Main Office / All e-Seva Centers. Health Section.
		<ul style="list-style-type: none">➤ Building permission Application	Civic Service Center at Main Office / e-Seva Centers.
		<ul style="list-style-type: none">➤ Sanction of Tap Applications➤ Mutation Applications	Civic Service Centre at Main Office / e-Seva Centres.
02	EXTRACT COPIES		
		Assessment Extract	Taxation Officer.
		Plan / Survey Extract	City Planner
		Election Extract	Addl. Commissioner
		Resolution Extract	Commissioner / Secretary
		Building Plan Extracts	City Planner
		Agreement /Tender Schedules	Executive Engineer.