

माहितीचा अधिकार अधिनियम २००५ कलम ४(१)(b)(vi) नमुना क

पिंपरी चिंचवड महानगरपालिका, पिंपरी - ४११ ०१८

करआकारणी व करसंकलन विभाग

कार्यालयातील दस्तऐवजाची वर्गवारी

अ.क्र.	विषय	दस्तऐवजाचा प्रकार नस्ती / मस्टर नोंदपुस्तक, व्हाउचर इत्यादी	प्रमुख बाबींचा तपशीलवार	सुरक्षित ठेवण्याचा कालावधी
१	आस्थापना विषय	DEAD STOCK REGISTER		PERMANENT RECORD
		REGISTER OF SERVICE BOOK		PERMANENT RECORD
		GOVERNMENT RESOLUTIONS (G.R) FILE		PERMANENT RECORD
		PERSONAL FILE OF EMPLOYEES		PERMANENT RECORD
		SERVICE BOOKS		30 YEARS
		PAY BILL & REGISTER		30 YEARS
		VEHICLE HISTORY REGISTER		30 YEARS
		LOG BOOK		30 YEARS
		HOUSE LOAN REGISTER		30 YEARS
		VEHICLE LOAN REGISTER		30 YEARS
		P.F LOAN REGISTER		30 YEARS
		COMPUTER LOAN REGISTER		30 YEARS
		VEHICLE HISTORY SHEET		30 YEARS
		REGISTER OF RETIREMENT OF EMPLOYEES		30 YEARS
		MUSTER ROLL		10 YEARS
		PERMANENT ADVANCE REGISTER		10 YEARS
DELEGATION OF POWERS		10 YEARS		
MEDICAL ADVANCES (REGISTER)		10 YEARS		
MEDICAL ADVANCES (FILES)		10 YEARS		

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१	आस्थापना विषय	FILE OF GOVERNMENT LETTERS		10 YEARS
		EMPLOYEE RETIREMENT SELECT FILE		10 YEARS
		EMPLOYEE RESIGNATION SELECT FILE		10 YEARS
		INCREMENT REGISTER		5 YEARS
		INWARD OUTWARD REGISTER		5 YEARS
		WORKSHEET		5 YEARS
		TAPAL BOOK		5 YEARS
		STATIONERY REGISTER		5 YEARS
		BUDGET PROVISION REGISTER		5 YEARS
		BUDGET PROVISION FILES		5 YEARS
		EARNED LEAVE APPLICATION		5 YEARS
		OFFICE ORDER FILES		5 YEARS
		OFFICE ORDER REGISTER		5 YEARS
		TOURING DIARIES		5 YEARS
		PAY FIXATION FILES		5 YEARS
		DEPARTMENTAL ENQUIRY REGISTER / FILE		5 YEARS
		LEAVE & INCREMENT CASES		5 YEARS
		AUDIT OBJECTIONS & COMPLIANCES		5 YEARS
		DIARIES OF OUTDOOR STAFF		5 YEARS
		T.A.BILL / L.T.A. BILLS		5 YEARS
		MINUTES OF THE OFFICER'S MEETING		5 YEARS
		REGISTER OF DEDUCTIONS FROM SALARY		5 YEARS
		TELEPHONE REGISTER		5 YEARS
INWARD REGISTER OF GOVERNMENT LETTERS		5 YEARS		
OVERTIME REGISTER		5 YEARS		
TELEPHONE BILL FILE		5 YEARS		

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१	आस्थापना विषय	CASUAL LEAVE REGISTER		1 YEAR
		CASUAL LEAVE APPLICATIONS		1 YEAR
		MOVEMENT REGISTER		1 YEAR
		MISC. FILES OF CORRESPONDENCE		1 YEAR
		WEEKLY WORKSHEET REPORT		1 YEAR
		DIWALI ADVANCE REGISTER		1 YEAR
२	मालमत्ता कर आकारणी	ASSESSMENT REGISTER		PERMANENT RECORD
		FLOURAGE TAX ASSESSMENT REGISTER		30 YEARS
		BUILDG.COMPLITION CERTIFICATE REGISTER		10 YEARS
		COURT APPEAL REGISTER		10 YEARS
		PAPER RE-TAXATION PROPOSALS		10 YEARS
		APPLICATION RE-RATABLE VALUES		10 YEARS
		APPEALS ON RATEBLE VALUES		10 YEARS
		CORRESPONDANCE WITH GOVT. REG. GOVT. PROPERTIES		10 YEARS
		INCREASE AND DECREASE REGISTER		5 YEARS
		DECEMBER OBJECTION REGISTER		5 YEARS
		S.R.REGISTER		5 YEARS
३	मालमत्ता हस्तांतर	REGISTER OF CHANGE OF OWNERSHIP		10 YEARS
४	मालमत्ता कर वसूली	NOTICE FEE REGISTER		PERMANENT RECORD
		DEMAND REGISTER		30 YEARS
		EDUCATION CESS, E.G.S CESS, FLOURAGE TAX, REBIT REGISTER		10 YEARS

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		EDUCATION CESS, E.G.S CESS, TREE TAX COLLECTION REGISTER		10 YEARS
		DISHONOUR CHEQUE REGISTER		5 YEARS
		WARRANT REGISTER		5 YEARS
		REGISTER OF WARRANT RECEIVED FROM DEPARTMENTS		5 YEARS
		REGISTER OF WARRANT ATTECHED AND DESTRAINED PROPERTY		5 YEARS
		AUCTION SALE REGISTER		5 YEARS
		THEATRE TAX KIRD		5 YEARS
		THEATRE TAX REFUND REGISTER		5 YEARS
		SALWAR REGISTER		5 YEARS
		PHAJIL REGISTER		5 YEARS
		REFUND APPLICATIONS		5 YEARS
		BILLS,NOTICES AND WARRANTS OF ALL DEPARTMENTS		5 YEARS
		AUCTION PAPERS REG. ATTACHED ARTICLES		5 YEARS
		WARRANT ISSUE TO OWNERS		5 YEARS
		PAPERS REG. AUCTION SALE		5 YEARS
		RECEIPTS		5 YEARS
		BHARANA CHALAN		5 YEARS
		DAILY COLLECTION REGISTER		5 YEARS
		ENTERTAINMENT REBIT REGISTER		5 YEARS
		CHEAUE REGISTER		5 YEARS
		EMPLOYERS INFORMATION REGISTER		5 YEARS

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		GUTWISE TAX COLLECTION REGISTER		5 YEARS
		REGISTER OF WARRANT RECEIVED FROM OTHER MUNICIPAL CORPORATIONS		1 YEARS
		JAMA CHALAN REGISTER		1 YEARS
		KIRD DAILY COLLECTION BOOKS		1 YEARS
		NOTICE TO OWNERS		1 YEARS