

CHAPTER – 7
CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY
Under its Control
[Section 4(1)(b)v(ii)]

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)
1	Property Tax Assessment	Assessment Register	Superintendent, Circle Concerned, O/o the Asst.Commissioner (Revenue), Vijayawada Municipal Corporation.
2	Transfer of Title of Property Tax	T.Pet Register	
3	Building Permissions	B.A	City Planner
4	Road Widening documents	Undertaken from the building owner	City Planner
5	Survey Extract	Town Survey Records	City Planner
6	Council Meetings	Minutes Books and Attendance Registers	Secretary, Vijayawada Municipal Corporation
7	Standing Committee	Minutes Books and Attendance Register	Secretary, Vijayawada Municipal Corporation
8	Special Committees	Minutes Books and Attendance Register	Secretary, Vijayawada Municipal Corporation
9	50% Agreement		Superintendent (Public Health)
10	Contract Agreement bonds		Superintendent (Public Health)
11	Birth and Death	Record	D.S.O
12	Levels	L.F.Book	Asst.Enginner
13	Estimate	Estimates	Executive Engineer
14	Agreement	Agreement	Executive Engineer
15	Measurement Books	M.Book	Asst.Engineer