

MANUAL – 6**CATEGORIES STATEMENT OF DOCUMENTS HELD BY THE ESTABLISHMENT OR UNDER ITS CONTROL**

5.1

Sr. No.	Nature of Document	Name of the Document and introduction in one line	Procedure for obtaining the document	Held by / Under whose control
1	Register	Inward – Daily inflow of animals.	A copy of information available in it can be given on an application in prescribed format with required fees.	Head Inspector (Cattle)
2	Register	Dawan/Stable Charges. Animals in Dawan and recovery of related fees.	As above	Head Inspector (Cattle)
3	Register	Licence, renewal of licences	As above	Head Inspector (Cattle)
4	Register	Fare charges, depositing daily fare charges	As above	Head Inspector (Cattle)
5	Register	Squatter Register, Details of daily receipts of recovery	As above	Head Inspector (Cattle)
6	Register	Register of Waste Contractor Regarding contractor's duties.	As above	Head Inspector (Sanitation)
7	Register	Daily attendance and work, attendance and work of workers.	As above	Head Inspector (Sanitation)
8	Register	Municipal meat vans, daily use of M.C.G.M. meat carriers	As above	Head Inspector (Distribution)
9	Register	Contractor's meta vans. Use of contractor's meat carriers.	As above	Head Inspector (Distribution)
10	Register	Distribution – Distribution of the slaughtered animals	As above	Head Inspector (Distribution)
11	Register	Export-Details of slaughtering for export	As above	Senior Veterinary Officer (Sheep, Goats Dept.)
12	Register	Daily Slaughter Register - Details of daily (sheep, goat) slaughter.	As above	Senior Veterinary Officer (Sheep, Goats Dept.)
13	Register	Pre-slaughter examination – Details of (sheep, goat) examination of cattle.	As above	Senior Veterinary Officer (Sheep Goats Dept.)
14	Register	Post-Slaughter examination – Details of post slaughter examination of sheep, goat.	As above	Senior Veterinary Officer (Sheep Goats Dept.)
15	Register	Place of work – Details of workers daily postings in the department.	As above	Senior Veterinary Officer (Sheep Goats Dept.)
16	Register	Details regarding daily	As above	Senior Veterinary Officer

		production.		(Sheep Goats Dept.)
17	Register	Pre-slaughter examination – Details of pre- slaughter examination of the cattle.	As above	Senior Veterinary Officer (Cattle Dept.)
18	Register	Post-slaughter examination – Details of post- slaughter examination of cattle	As above	Senior Veterinary Officer (Cattle Dept.)
19	Register	Entry-Entry of animals for slaughter.	As above	Senior Veterinary Officer (Cattle Dept.)
20	Register	Export-Details of daily slaughter	As above	Senior Veterinary Officer (Cattle Dept.)
21	Register	Place of work – Daily details of workers postings in the department.	As above	Senior Veterinary Officer (Cattle Dept.)
22	Register	Stores – Inward and outward of material.	As above	Sub Engineer, Stores
23	Register	Material distribution – Daily material to be distributed to the workers.	As above	Sub Engineer, Stores
24	Register	Machinery-Register of incoming and outgoing machinery	As above	Sub Engineer, Stores
25	Register	Cement-Register for incoming and outgoing cement.	As above	Sub Engineer, (Architectural)
26	Register	Pigs-Details regarding Incoming Pigs, slaughter, stable and related charges	As above	Veterinary Officer (Pigs)
27	Register	Main Cash Book – Details of daily amount received and headwise summary.	As above	Head Clerk (Accounts)
28	Register	Rent Demand – Register for Property given on rent, rent demand for employees residential quarters, recovery balance etc.	As above	Head Clerk (Accounts)
29	Register	Land Lease Register – Rent demand for sub plots given on rent, recovery and balance etc.	As above	Head Clerk (Accounts)
30	Register	Licences Register – Licence fees, details of recovery	As above	Head Clerk (Accounts)
31	Register	Export Licence-Renewal of export licences	As above	Head Clerk (Accounts)
32	Register	Slaughter charges – Details of revenue earned from incoming and outgoing animals slaughter	As above	Head Clerk (Accounts)
33	Register	Revenue Register – Daily summary of the revenue earned.	As above	Head Clerk (Accounts)
34	Register	Deposit Register – details of amounts of deposits recovered.	As above	Head Clerk (Accounts)
35	Register	Imprest Cash Register – Details of bills paid.	As above	Head Clerk (Accounts)

36	Register	Dishonour – Entries of cheques dishonoured by the banks for certain reasons.	As above	Head Clerk (Accounts)
37	Register	Miscellaneous – Details of miscellaneous revenue received.	As above	Head Clerk (Accounts)
38	Register	Entries relating to sales tax / service tax / tax	As above	Head Clerk (Accounts)
39	Register	Stock register – tallying of receipt books	As above	Head Clerk (Accounts)
40	Register	Slaughter charges – Register of individual clerks.	As above	Head Clerk (Accounts)
41	Register	Outward Inward – Outward and Inward of papers	As above	Head Clerk (Correspondence)
42	Register	Postage Expenses	As above	Head Clerk (Correspondence)
43	Register	Complaints register-For public and employees to lodge complaints	As above	Head Clerk (Correspondence)
44	Register	Watchcase – Important papers to be disposed off within the time stipulation.	As above	Head Clerk (Correspondence)
45	Register	Right of Information – Applications received and its disposal	As above	Head Clerk (Correspondence)
46	Register	Audit-Remarks – Audit remarks received from M.C.G.M. Chief Auditor.	As above	Head Clerk (Correspondence)
47	Register	Attendance – attendance of Officer / Employees	As above	Head Clerk (Estt.)
48	Register	Provident Fund / Pension – Details of final cases of the employees	As above	Head Clerk (Estt.)
49	Register	P. F. Advance Amount – Advance amounts withdrawn by the employees from their P.F. A/c.	As above	Head Clerk (Estt.)
50	Register	Effective Report – Reports of employees leaves/increment reports.	As above	Head Clerk (Estt.)
51	Register	Salary Card – Details of employees monthly salaries.	As above	Head Clerk (Estt.)
52	Register	Service Book – Details of employees' service, leave etc.	As above	Head Clerk (Estt.)
53	Register	Service record, service of fourth class employees and records	As above	Head Clerk (Estt.)
54	Register	Liabilities-Liability note bills	As above	Head Clerk (Exp.)
55	Register	Revenue Expenditure – Headwise details of expenditure	As above	Head Clerk (Exp.)
56	Register	Stationery – Stationery purchase and others	As above	Head Clerk (Exp.)

57	Register	Dead Stock – Its details	As above	Head Clerk (Exp.)
58	Register	Accident Reports -Information sent to the Factories Inspector in this regard.	As above	Head Clerk (Exp.)
59	Register	Tenders-Details in this regard	As above	Head Clerk (Exp.)
60	Register	Bills, Payment of periodical bills.	As above	Head Clerk (Correspondence)
61	Register	Remittance Card – Daily deposits with Chief Accountant.	As above	Head Clerk (Correspondence)