

Document Maintained by Different Branches/Departments of MCS

Health Branch, MCS

1. Birth & Death.
2. Registration and License of FBO under FSS Act, 2006.
3. All the documents related to employee's working with the Health Department.
4. Notices/Challan issued
5. Documents related to purchase meant for Health Department.
6. All the relevant documents related to vehicles plying under the control of Health Department.

WS&SD, MCS

1. General Dispatch Register
2. Water Connection Dispatch Register
3. Sewerage Connection Dispatch Register
4. Final Letter Dispatch register.
5. Notice Register.
6. Dak Register
7. Water & Sewerage Connection Ledger
8. Water & Sewerage Connection Completion Register
9. Plumber License Entry Register.
10. Stationary Register
11. MB Register
12. Must Roll Register
13. Electricity & Telephone Bill Register
14. Asset Register (Movable & Immovable Property)