**ICD Dept Record book**

**Main/front Page:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S No** | **Category** | **Short Name** | **Page No** |
| 1 | Daily needs | DN | 1-15 |
| 2 | Travelling Allowance | TA | 16-32 |
| 3 | Dhobi charges | DC | 33-40 |
| 4 | Tricycle and Washing Machine maintenance | TWM | 41-55 |
| 5 | Others | OT | 56 - 70 |

**Daily needs**  **Page No: 3**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S No. | Date | ID No | Name | Dept\* | Release Fund (Rs) | Sign of Joint Secretary | Sign of Treasurer | Sign of student |
| 12 | 26/3/14 | N00001 | Pavan | E3-civil | 270 | Sign | Sign | sign |

\* Dept means **:- (**P1**/**P2**/**E1 (Sec – A/B) **/**E2-E3-E4 (Civil/CHE/CSE/ECE/ME/MME)**)**

**Each Category need to have one office file. All the documents with application need to file properly in date wise.**

**Ref No: ICD/short name of subcategory/year/Page No/serial No (Mention in Application)**

**Example: ICD/DN/2014/3/12**

**PRD Dept Record book**

**Main/front Page:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S No** | **Category** | **Short Name** | **Page No** |
| 1 | Mega awareness camp | MAC | 1-15 |
| 2 | Annual Day | AD | 16-32 |
| 3 | Outside charity | OC | 33-40 |
| 4 | Others (hospitality, honorarium etc…) | OT | 41-55 |

**Others**  **Page No: 45**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S No. | Date | Name | Particular | Release Fund (Rs) | Sign of Joint Secretary | Sign of Treasurer | Sign of President |
| 17 | 26/3/13 | Dr. Srinivas | Honorarium | 270 | Sign | Sign | sign |

**Each Category need to have one office file. All the documents with application need to file properly in date wise.**

**Ref No: PRD/short name of subcategory/year/Page No/serial No (Mention in Application)**

**Example: PRD/OT/2013/45/17**

**HCD Dept Record book**

**Main/front Page:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S No** | **Category** | **Short Name** | **Page No** |
| 1 | Mega Health Camp | MHC | 1-15 |
| 2 | Medical Health | MH | 16-32 |
| 3 | Outside charity in form of Health | OCH | 33-40 |
| 4 | Others | OT | 41-55 |

**Mega health camp**  **Page No: 7**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S No. | Date | Name | Particular | Release Fund (Rs) | Sign of Joint Secretary | Sign of Treasurer | Sign of President |
| 5 | 03/7/14 | Dr. Srinivas | Honorarium | 270 | Sign | Sign | sign |

**Medical Health**  **Page No: 20**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S No. | Date | ID No | Name | Dept\* | Release Fund (Rs) | Sign of Joint Secretary | Sign of Treasurer | Sign of student |
| 12 | 26/3/14 | N00001 | Pavan | E3-civil | 270 | Sign | Sign | sign |

**Each Category need to have one office file. All the documents with application need to file properly in date wise.**

**Ref No: HCD/short name of subcategory/year/Page No/serial No (Mention in Application)**

**Example: HCD/MHC/2014/7/5**

**Example: HCD/MH/2014/20/12**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | ID No | Name | Dept\* | Ref. No | Release Fund | Sign of Treasurer | Sign of Joint Secretary |
| 27/3/14 |  |  |  |  |  |  |  |

**Finance Dept (related to ICD/HCD)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Name | Particulars | Ref. No | Release Fund | Sign of Treasurer | Sign of Joint Secretary |
| 27/3/13 |  |  |  |  |  |  |

**Finance Dept (related to PRD/HCD)**