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| **MASTER LIST OF REGISTERS/FILES/ MINUTES BOOK** |
| **FORMAT NUMBER** | **REGISTERS** | **HARD/SOFT** |
| MKB/AR/2020/01 | 1. Attendance Register |  |
| MKB/CB/2020/01 | 2. Cash Book |  |
| MKB/ACR/2020/01 | 3. Acquaintance Register |  |
| MKB/TBB/2020/01 | 4. Treasury Bill Book |  |
| MKB/TR/2020/01 | 5. TR-5 Receipts |  |
| MKB/SR/2020/01 | 6. Stock Register |  |
| MKB/DSR/2020/01 | 7. Dead Stock Register |  |
| MKB/TRR/2020/01 | 8. Register of TR-5 Receipts |  |
| MKB/SB/2020/01 | 9. Service Books |  |
| MKB/SBR/2020/01 | 10. Register of Service Book |  |
| MKB/MR/2020/01 | 11. Movement Register |  |
| MKB/FOO/2020/01 | 12. Office Order Book |  |
| MKB/IR/2020/01 | 13. Inspection Register |  |
| MKB/MR/2020/01 | 14. Movement Register |  |
| MKB/CLR/2020/01 | 15. Casual Leave Register |  |
| MKB/PBR/2020/01 | 16. Pay Bill Register |  |
| MKB/CBR/2020/01 | 17. Contingent Pay Bill Register |  |
| MKB/SCR/2020/01 | 18. Scheme Register |  |
| MKB/ADC/2020/01 | 19. ADC Meeting Register |  |
| MKB/NCR/2020/01 | 20. Natural Calamity Register |  |
| MKB/CIR/2020/01 | 21. Crop Insurance Register |  |
| MKB/MSM/2020/01 | 22. Minutes Book of Staff Meeting |  |
| MKB/MCM/2020/01 | 23. Management Committee Members Meeting Register |  |
| MKB/PPR/2020/01 | 24. Pepper Procurement Register |  |
| MKB/CDB/2020/01 | 25. CDB Register |  |
| MKB/F7BR/2020/01 | 26. F7 Bill Register |  |
| MKB/RFP/2020/01 | 27. Register of fertilizers and pesticide samples |  |
| MKB/RFI/2020/01 | 28. Register for fertilizers and insecticides dealers license |  |
| MKB/KVPSR/2020/01 | 29. Kerala VikasanaPadhadhi Scheme Register |  |
| MKB/PPIR/2020/01 | 30. Pepper Production Incentive Register |  |
| MKB/RSLYP/2020/01 | 31. Register for scheme of One lakh Youth Programme in Agriculture |  |
| MKB/MWG/2020/01 | 32. Minutes Book of Meeting of Working Group members |  |
| MKB/PDAR/2020/01 | 33. PD Account Register |  |
| MKB/TPAR/2020/01 | 34. TP Account Register |  |
| MKB/BDRR/2020/01 | 35. Biogas Development Scheme Register |  |
| MKB/KKP/2020/01 | 36. Register of Kissan Kerala Project |  |
| MKB/RA/2020/01 | 37. Register of Agrocinics |  |
| MKB/MDS/2020/01 | 38. Minutes Book of Meeting of Development (Vikasana) Standing Committee Members |  |
| MKB/PTE/2020/01 | 39. Register of Power Tariff Exemption for Agricultural Purpose |  |
| MKB/………./2020/01 | 40. Various files related to each scheme |  |
| MKB/TAR/2020/01 | 41. Target and Achievement Register |  |

**INSTRUCTIONS REGARDING HOW TO UPDATE THIS FILE**

* **Format number may be changed, if required**
* **Few of registers may not relevant. It can be omitted**
* **Hard/soft refers to hard copy or soft copy, update the third column against each register whether it is hard or soft**
* **List should be updated according to changes made**
* **The format number, register name should be given as label in the register (model given in next page)**

**MULAMTHURUTHY**

**KRISHI BHAVAN**

MKB/AR/2020/01

**ATTENDANCE REGISTER**