

RTI 2005 4(1)(A)

Sl. No.	Maintenance of Office/Project records Name
	<b>Attendances</b>
1.	Staff Attendance
2.	Contract Staff Attendance
	<b>Cash Book</b>
1.	Biofuel Park Cash Book
2.	Biofuel Park RF Cash Book
3.	Fodder RF Cash Book
	<b>Day Book Receipt</b>
1.	Biofuel Park Day Book Receipt
2.	Biofuel Park RF Day Book Receipt
3.	Fodder RF Day Book Receipt
	<b>Day Book Issue</b>
1.	Biofuel Park Day Book Issue
2.	Biofuel Park RF Day Book Issue
3.	Fodder RF Day Book Issue
	<b>Stock Book</b>
1.	Biofuel Park Stock Books
2.	Biofuel Park RF Stock Book
3.	Fodder RF Day Stock Book
	<b>Other documents/Files</b>
1.	D.M.S
2.	Vehicle Log Books
3.	DR letter correspondence file
4.	Office letter correspondence file
5.	D.C. Bill file
6.	P.D.C. Bill file
7.	Other letter correspondence file

Thanking you,

Yours faithfully



Project Coordinator

**Project Co-Ordinator**

**BIO FUEL PARK Madenur-Hassan- 573225**

**University of Agricultural Sciences**

**Bangaluru - 560065**

Copy to:

Administrative Officer, UAS, GKVK, Bangalore.