

**ANNEXURE - III**  
**MEMBERSHIP REGISTER**

Sl. No.	Name	S/o., D/o,W/o recommendation	Permanent address	Mobile No.	E-mail address	Date of birth	Blood Group	Educational qualification with subject	Appointment SC//ST/OBC	P.S.C. Notification No. & date	Confirmation
1	2	3	4	5	6	7	8	9	10	11(a)	11(b)
<b>Subsequent movements</b>											
Date of joining	Cadre	Designation & place of posting	Promotion/ transfer	Notification No. & date	Designation & place of posting	Date of joining					
11(c)	11(d)	11(e)	12(a)	12(b)	12(c)	12(d)					
Termination/cessation/ suspension/ removal etc. from membership date etc.			Re-entry date etc.	Remarks							
13			14	15							

**ANNEXURE - IV**  
**RECEIPT BOOK**

No.            Date  
Monogram    Name of Association  
Received with thanks from Shri/Smt.....  
.....  
of ..... the sum  
of Rupees .....  
being Entry fee/Subscription/Donation  
to the Association for .....  
Rs.....  
                    Treasurer/  
                    Dist. Secretary

No.            Date  
Monogram    Name of Association  
Received with thanks from Shri/Smt.....  
.....  
of ..... the sum  
of Rupees .....  
being Entry fee/Subscription/Donation  
to the Association for .....  
Rs.....  
                    Treasurer/  
                    Dist. Secretary

**ANNEXURE - V**  
**CASH BOOK**

Date & Voucher No.	From whom received & details of receipt	Amount received Rs. P.	Date & Voucher	To whom paid & No. payments	Amount paid Rs. P.
1.	2.	3.	4.	5.	

Verified by.  
General Secretary/District Secy. Central Treasurer/District Treasurer

**ANNEXURE - VI**  
**STOCK BOOK**

Date of receipt	From whom received	Name of article	Quantity	Date of supply
1.	2.	3.	4.	5.

  

To whom Supplied	Name of article supplied	Quantity	Balance at hand	Signature
6.	7.	8.	9.	10.

**ANNEXURE - VII**  
**ACCOUNT FOR RECEIPT BOOK**

Date	From whom receipt	Quantity receipt in details	Total	Date
1.	2.	3.	4.	5.

  

To whom supplied	Quantity supplied in details	Balance at hand
6.	7.	8.

**ANNEXURE - VIII**  
**ISSUE REGISTER**

No.	Date	To whom issued	Subject	File No.
1.	2.	3.	4.	5.

ANNEXURE - IX  
RECEIVE REGISTER OF LETTERS

Sl. No.	From whom received	Ref. No. & date	Subject or action	To whom endorsed	File No.
1.	2.	3.	4.	5.	6.

ANNEXURE - X  
PROCEEDINGS REGISTER

1. Signature of members present.
2. Resolution adopted.

ANNEXURE - XI  
MEMBERS REGISTER OF CEC/DEC/SEC

Sl.No.	Date of Entry	Name & Designation	Address with Post Office	Signature of member with date
1	2	3	4	5

ANNEXURE - XII  
FORMAT FOR VOTER LIST

Sl. No.	Full Name of Member	Office Address with Designation
1	2	3

ANNEXURE - XIII  
LOGO OF THE ASSOCIATION

