

## LIST OF IMPORTANT REGISTERS AND RECORDS TO BE MAINTAINED IN SCHOOLS

1. Main Cash Book
2. Treasury E-Bill Book
3. Acquaintance Roll
4. Acquaintance of LC Grant
5. Admission Register
6. Stock Registers of
  - Furniture
  - Appliances
  - Office Stores
  - Library Books
  - Laboratory Equipments
  - Games Articles
  - Audiovisual Aids
7. Teachers attendance Register
8. Casual leave register with applications
9. Inward and outward register
10. Increment Register
11. Establishment register
12. Log Book
13. Factual Diary
14. Inspection Diary
15. Stock register and other record on Noon Feeding
16. Supervision Diary
17. Visitors Diary
18. Movement Register
19. Substitution work book
20. Removal Register
21. Issue Register of Library Book
22. Pupils Attendance Register
23. Time Table and Year Plan
24. Pass books
25. Breakage Register
26. Register of undisbursed salary
27. Register of stamp account
28. FBS and Group Insurance Register
29. Register of sanctioning of PF loans
30. Contingent register with Connected Vouchers
31. Register of Private study pupils with applications
32. Counterfoils of TC issued and application for TC
33. TC received and application for admission
34. Register of leave other than CL with applications
35. Other duty register with attendance certificate
36. Register of Audit/Inspection, Objections and clearance
37. Register showing accounts of flags and seals
38. Register of immovable properties and details of accommodation
39. Register of service books with service books
40. Register for the issue of extracts of admission register with applications
41. Register showing the in service courses of Teachers..
42. Minutes of staff council and subject councils
43. Minutes of Cash Book and Receipt Book of P.T. A.
44. Acquaintance of different scholarships