DETAILS OF REGISTERS TO BE MAINTAINED IN SCHOOLS

1 **ADMISSION REGISTER** Form No. 4 - See Rule VI - 2 (1) of K.E.R.

2 **PUPILS' ATTENDANCE REGISTER** Form No. 6 - See Rule VII - 6 (1) of K.E.R.

3 **APPLICATION FOR ADMISSION** Form No. 3 - See Rule VI - (1) of K.E.R.

4 **REGISTER OF PRIVATE STUDY**

Sl. No.	Name of student	Date of application	Std.on which approved	Std.to which promoted	Remarks

5 **REMOVAL REGISTER**

Sl. No.	Adm. No.	Date of birth	Name of student	Std.	Date of leaving	Reason for leaving	Remarks (TC No. etc.)

6 **CONSOLIDATED MARK REGISTER (Promotion List)**

7 **CONSOLIDATED FEE REGISTER**

8 **REGISTER OF LUMPSUM GRANT**

Sl. No.	Name of student	Std.	Year of study	Religion & Community	Grant paid in the previous year			Amount disbursed during the current year	Name & Address of parent/ guardian	No.& date of scholarship sanction order	Remarks
					Std.	Year	Amount				

9 **REGISTER OF SCHOLARSHIPS**

Sl. No.	Name of pupil	Std.	Name of scholarship	Scholarship paid in the previous year		Amount claimed during the current year	Name & Address of parent/ guardian	No.& date of scholarship sanction order
				Std.	Amount			

10 **APPLICATION FOR TRANSFER CERTIFICATE** Printed Form

11 **T.C.BOOK & COUNTERFOILS OF T.C.** Form No. 5 - See Rule VI - 17 (1) of K.E.R.

12 **REGISTER OF BACKWARD COMMUNITY, OTHER ELIGIBLE COMMUNITY AND MINORITY STUDENTS**

Sl. No.	Name of student	Adm.No.	Std.	Religion & Community	OBC/OEC / Minority	Year of study	Remarks

13 **REGISTER OF BIRTH RECORDS**

Sl. No.	Adm. No.	Name of student	Date of birth	Date of admission	Name & Address of parent/guardian	Std. in which admitted	Signature of the person who received the record book	Remarks

14 **REGISTER OF UNDER-AGED PUPILS AND CONDONATIONS**

Sl. No.	Name of student	Name & Address of parent/guardian	Date of admission	Adm. No.	Std. in which admitted	Date of birth	Shortage of age	Details of Birth Certificates produced	No. & date of Sanction Order of Condonation	Remarks

15 **TEACHERS' ATTENDANCE REGISTER** Printed Register

16 **APPLICATION FOR CASUAL LEAVE** Printed Form

17 **CASUAL LEAVE REGISTER**

Name of incumbent (One page for each incumbent)

Sl. No.	Date of application	Date on which CL required	No. of days	Total CL including this	Reason for leave	Whether granted or not	Remarks

18 **REGISTER OF LEAVE OTHER THAN CASUAL LEAVE**

Sl. No.	Name of employee	Designation	Period		No. of days of leave	Nature of Leave	No. & Date of sanctioning order
			From	To			

19 **APPLICATION FOR LEAVE** Form No. 13 - See Rule 113 - Part 1 of K.S.R.

20 **MOVEMENT REGISTER**

Date	Name of person	Designation	Purpose	Time of leaving	Probable time of return	Initials of the person	Actual time of return	Initials of HM	Remarks

21 **SUBSTITUTION WORK BOOK**

22 **TIME TABLE**

23 **ESTABLISHMENT REGISTER**

A. Details of Strength on the day of visit

	I	II	III	IV	V	VI	VII	VIII	IX	X	Total	Remarks
Strength as on 6th working day												
Attendance on the date of visit												
Effective strength												
No. of divisions sanctioned												

B. Posts sanctioned

Category of post	No. of posts	No. & date of order creating the post	Period for which sanctioned	No. & date of order sanctioning continuency of the post	Remarks

24 **MEMO BOOK (Notice Book)**

25 **LOG BOOK**

26 **FACTUAL DIARY**

27 **SUPERVISION DIARY(Monitoring Format-Separate Sheet for Each Teacher)**

1. ടീച്ചറുടെ പേര്
2. ക്ലാസ്സ്
3. പിരിയഡ്
4. സമയം
5. പ്രശ്നമേഖല
6. ഉപപ്രശ്നം
7. യൂണിറ്റ്
8. സബ്-യൂണിറ്റ്
9. ക്ലാസ്റൂം പ്രക്രിയ
   - എ) ടീച്ചർ
   - ബി) കുട്ടി
   - സി) പഠനോപകരണങ്ങൾ
   - ഡി) നേട്ടങ്ങൾ
   - ഇ) പരിമിതികൾ
10. നിർദ്ദേശങ്ങൾ
11. ടീച്ചറുടെ ഒപ്പ്

28 **INCREMENT REGISTER**

Sl. No.	Name of incumbent	Designation	Pay drawn with scale of pay	Date of effect	Amount of increment	Pay after increment	Date of effect	No.&date of sanctioning order

29 **INSPECTION DIARY**

30 **INWARD REGISTER**

Date	No.&date of file/letter received	From whom received	Subject	Initials of HM	Action taken	Remarks

31 **OUTWARD REGISTER**

Date	No.&date of file/letter sent	To whom sent	Subject	Initials of HM	Remarks

32 **VISITORS' DIARY**

Date of visit	Name & designation of visiting officer	Students			Teachers		General remarks by the Visiting officer
		Std.	Strength	Attendance	Strength	Attendance	

33 **PERIOD ALLOTMENT TO TEACHERS**

Sl. No.	Name of teacher	Designation	Qualification	Std. alloted	Subjects alloted		Remarks
					Std.	Subject	

34 **REGISTER OF INSERVICE COURSES (BRC, CLUSTER LEVEL TRAININGS)**

Period of course/training			Name of course	Name of teacher deputed	No. & date of order related	Remarks
From	To	Duration				

35 **PRE-K.E.R. REGISTER** No. H 2 -110534 /76 dtd. 16-9-76 of DPI

A. Pre-KER Accommodation

1. No.of rooms available with dimensions		2. Whether any alteration has been carried out after 1-6-1959	
(Dimension of the hall if not seperated)		3. No. of divisions sanctioned during 1958-59	

B. Accommodation provided

Accommodation provided after 1-6-1959			No. of divisions sanctioned each year from 1958-59 onwards	Initials of HM	Accommodation dismantled subsequently
Nature of building	Specifications (LxWxH)	Year of completion			

36 **REGISTER OF LINGUISTIC MINORITIES (Safe guards to Linguistic Minorities)**

District	Sub-District	Year	Sl.No. of school & Name	Strength in each standard								Proposals for opening parallel divisions with specific	Remarks
				Malayalam		Tamil		Kannada		English			
				B	G	B	G	B	G	B	G	(Minority languages only)	

37 **REGISTER OF CORRESPONDENCE**

Correspond-	Date	Subject	From whom received	Reference No.	Previous reference,	Date of reply	To whom sent	Remarks

38 **ARREAR FEE DEMAND REGISTER**

39 **ISSUE REGISTER OF LIBRARY BOOKS**

Sl. No.	Name of student	Std.	ID No.	Name of book	Code No. of book	Date of issue	Signature of recepient	Date of return	Signature of Librarian

40 **STOCK REGISTER OF FURNITURE**

Date	Voucher No.	Nature of transaction	No. received	Particulars	Cost	Date of removal	Reason for removal	Balance	Remarks

41 **STOCK REGISTER OF APPLIANCES**

Date	Order No. & date	Name & description of articles	From whom received	Date of receipt	Price	Voucher No.	Initials of HM	Date of removal from stock	Reason for removal	Remarks

42 **STOCK REGISTER OF LIBRARY BOOKS**

Sl. No.	Name of book	Name of author	Name of publisher	Year of publication	Edition No.	Name of seller	Cost of book	Bill No. & date	No. in stock	Section	Section No.	Stock No.	Remarks

43 **STOCK REGISTER OF LABORATORY EQUIPMENTS AND APPLIANCES (Including computers)**

Date	Order No. & date	Name & description of articles	From whom received	Date of receipt	Price	Voucher No.	Initials of HM	Date of removal from stock	Reason for removal	Remarks

44 **STOCK AND ISSUE REGISTER OF FLAGS & STAMPS**

Date of receipt	Name of flag/stamp	No. received	Cost of each	Total cost	Initials of HM	Amount remitted	Date of remittance	Details of receipt	Remarks

45 **STOCK REGISTER OF GAMES ARTICLES**

Date	Order No. & date	Name & description of articles	From whom received	Date of receipt	Price	Voucher No.	Initials of HM	Date of removal from stock	Reason for removal	Remarks

46 **STOCK REGISTER OF AUDIO VISUAL AIDS**

Date	Order No. & date	Name & description of articles	From whom received	Date of receipt	Price	Voucher No.	Initials of HM	Date of removal from stock	Reason for removal	Remarks

47 **REGISTER OF VALUBLES**

Sl. No.	Date of receipt/ issue	From whom received	To whom issued	Purpose	Date of encashment	Remarks

48 **REGISTER OF RECEIPT BOOKS**

Date	Description	No.of Receipt books	No. receipts with Sl.Nos.	Remarks

49 **PAY BILL REGISTER** Form TR 51 B - K.T.C.

50 **GENERAL CASH BOOK** Form TR 7 A - See Rule 92 (a) K.T.C.

51 **ACQUITTANCE ROLL**

52 **ACQUITTANCE FOR LUMPSUM GRANT**

Sl. No.	Name of pupil	Community	Std.	Amount	Date of disbursement	Signature of pupil	Signature of parent	Signature of class teacher

53 **ACQUITTANCE FOR SCHOLARSHIPS**

Sl. No.	Name of pupil	Name of Scholarship	Std.	Year concerned	Amount	Date of disbursement	Signature of pupil	Signature of parent	Signature of class teacher

54 **TREASURY BILL BOOK** Form TR 574 See Rule 223 - K.T.C.

55 **REGISTER OF REFUNDS**

Date of receipt	Description of fund received	Amount received	Amount utilised	Amount in excess	Description of amount refunded	Date of refund	Remarks

56 **REGISTER OF CHALLANS**

Sl.No.	Particulars	Amount	No.&date of challan	Head of account	Treasury	Remarks

57 **REGISTER OF SERVICE BOOKS**

Sl.No.	Name of incumbent	From whom received	To whom Submitted	Purpose	Date of receipt/despatch	Remarks

58 **AUDIT OBJECTION REGISTER**

Date on which objection raised	Name of authority audited	Description of objection	Initials of HM	Whether the objection rectified or not	Details of rectification	Date of submitting rectification report	Initials of HM	Remarks

59 **REGISTER OF ADVANCES & RECOVERIES**

Sl. No.	Name of incumbent	Desig-nation	Nature & amount of advance	Drawing officer	No. & date of sanction with authority	Bill No. & date of encashment	No.of instalments of recovery & amount of each instalment	Recoveries effected
								Bill No.& Date of encashment 1 2 3 4 5

60 **PROVIDENT FUND REGISTER - GPF & KASEPF** Printed Register

61 **PASS BOOKS - KASEPF/GPF, SLI, GIS...** Printed Register

62 **FBS BROAD SHEET** Annexure II - Printed Register

63 **SENIORITY REGISTER**

Sl. No.	Name of incumbent	Desig-nation	Date of birth	Qualification	Date of first appointment	Date of commencement of continuous service	Date of commencement of present post	Scale of pay	Present pay	Signature of incumbent	Remarks

64 **PAY FIXATION REGISTER**

Sl. No.	Name of incumbent	Desig-nation	Date of commencement of continuous service	Total service	Nature of fixation-Grade/Pay revision	Present pay	Pay fixed with scale of pay	Date of effect	Date of next increment	Order No. & date with authorityof fixation	Remarks

65	**NOON MEAL PROGRAMME**	**K_2 REGISTER**	Printed Form
66		**NMP - 1 Office Copy**	Printed Form
67		**DAILY ATTENDANCE REGISTERS**	Printed Register
68		**CONSOLIDATED ATTENDANCE REGISTER**	Printed Register
69		**KSCSC DEPOT/MAVELI STORE PASS BOOK**	
70		**VOUCHER FILES**	
71		**BILLS FROM KSCSC DEPOT/MAVELI STORE**	

72 **NOON MEAL PROGRAMME** **ACQUITTANCE REGISTER FOR COOKING CHARGES**

Name & Address of cook	Month	Total feeding days	Total No. of children fed	Cooking charge admissible	Cooking charge disbursed	Dated signature of the cook	Initials of HM

73 **NOON MEAL PROGRAMME** **ACCOUNT REGISTER** No. NM(1) 20695/12 dtd. 25-6-12 of DPI

Date	Receipt particulars	Amount	Expenditure details	Amount	Balance	Remarks
	Amount from Bank a/c		(Item-wise expenditure)			
	Advance by HM					

74 **NOON MEAL PROGRAMME** **ACQUITTANCE REGISTER OF SPL. RICE DISTRIBUTION**

A. Acquittance

Sl. No	Adm. No.	Name of pupil	Std.	Quantity of rice distributed	Date of distribution	Signature of the pupil	Signature of parent	Initials of class teacher

Special Rice Distribution **B. Abstract**

Std.	Feeding strength			Total No. of beneficiaries	Quantity of rice received	Quantity of rice distributed	Total quantity of rice distributed	Balance	Remarks
	B	G	T						

75 **NOON MEAL PROGRAMME** **REGISTER OF EMPTY GUNNIES**

Date	No. in stock as on date			Details of Rice & GG received			Empty Gunnies									Amount	Balance			Remarks
							Big			Small			No. sold							
	Rice	GG	Total	Rice	GG	Total	Rice	GG	Total	Rice	GG	Total	Big	Small	Total		Big	Small	Total	

76 **NOON MEAL PROGRAMME** **STOCK REGISTER OF VESSELS, UTENSILS Etc.**

Date	Voucher No.	Nature of transaction	No. received	Particulars	Cost	Date of removal	Reason for removal	Balance	Remarks

77 **NOON MEAL PROGRAMME** **EGG ACCOUNT REGISTER**

R.S.	F.S.	Purchase			Distribution			Amount received		Amount paid	Voucher No.	Balance amount	Initials of HM	Remarks
		Egg	Fruit	Total	Egg	Fruit	Total	Date	Amount					

78 **NOON MEAL PROGRAMME** **MILK DISTRIBUTION REGISTER**

Date	No. of pupils present					Quantity of milk received	Price of milk	Contingent charges			Total exp.	Voucher No.	Amount received		Balance	Initials of HM
	P.Pry	I-V	VI-VII	VIII	Total			Sugar	Fuel	Total			Date	Amount		

79 **NOON MEAL PROGRAMME** **CURRENT (ZERO BALANCE) ACCOUNT PASS BOOK** From Bank

80 **NOON MEAL PROGRAMME** **MENU REGISTER**

Date	No. of pupils present					Menu (Details of food items)					Sponsorship, if any	Initials of HM	Remarks
	P.Pry	I-V	VI-VII	VIII	Total	1	2	3	4	....			

81 **SSA - CASH BOOK**

Date	Receipts			Payments				
	Particulars	Cash	BANK	Date	Voucher No.	Particulars	Cash	BANK

82 **SSA - BANK PASS BOOK** From Bank

83 **SSA - REGISTER OF GRANTS**

Year/Date	Name of grant	Amount	No. & Date of cheque received	From whom received	Date of encashment	Utilisation details	No. in the stock register	Remarks

84 **SSA - STOCK REGISTER**

Sl. No	Date of Bill / Voucher	Particulars	Rate	Quantity	Amount	Used	Damaged	Balance as on 31st MARCH	Remarks

85 **SSA - REGISTER OF CLUSTER MEETINGS**

Sl. No.	Name of Teacher	Dates of Cluster			Venue	Whether attended or not	Reason for absence	Signature of teacher	Whether explanation submitted for absence	Remarks
		From	To	Days						

86 **PRE-PRIMARY SECTION DETAILS**

1. Year of establishment of Pre-Primary Section

2. Strength of Pre-Primary Section

B		G		T	

3. Details of Teachers and Ayahs

Sl. No.	Name	Designation	Qualification	Date of commencement of service

4. Accommodation facilities for Pre-Primary Class Room available with Dimensions

L		W		H	

87 **RIGHT TO INFORMATION ACT - REGISTER OF APPLICATIONS RECEIVED**

Sl. No.	Date of receipt of application	Name & address of applicant	Details of information requested	Fee remitted	Date of reply	Other relevant details, if any	Signature of HM

തയ്യാറാക്കിയത് : എൻ. വാസുദേവൻ, കൺവീനർ, ഹെഡ്മാസ്റ്റേഴ്സ് ഫോറം 9447072905

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നിർദ്ദേശങ്ങളും സഹകരണവും : ഉപജില്ലാ വിദ്യാഭ്യാസ ഓഫീസ് സീനിയർ സൂപ്രണ്ടും ജീവനക്കാരും, ബി.പി.ഒ., പി.ജി. ദേവരാജ് (ജോയിന്റ് കൺവീനർ)

ആഗസ്റ്റ് 7, 2012