

LIST OF IMPORTANT REGISTERS & RECORDS TO BE MAINTAINED IN
HIGH SCHOOLS.

1. Main Cash Book
2. Treasury Bill Books
3. Acquittance Roll
4. Acquittance of L.S. Grant
5. Acquittance of different scholarships
6. Admission Register
7. Register of Private study pupils with applications.
8. Counterfoile of T.C. issued & application of T.C.
9. T.C. Received & Application for admission
10. Stock Registers of:
 - 1) Furniture
 - 2) Appliances
 - 3) Office Stocks
 - 4) Library Books
 - 5) Laboratory equipments
 - 6) Games Articles
 - 7) Audio Visual Aide
 - 8) Materials & finished products of crafts.
- 11) Teacher's Signature books
- 12) Casual Leave Register with application
- 13) Register of leave other than C.L. with applications.
- 14) Inword & Outword Registers.
- 15) Increment Register.
- 16) Establishment Register.
- 17) Log Book
- 18) Notice Book
- 19) Factual diary
- 20) Inspection diary
- 21) Supervision diary
- 22) Visitor's diary
- 23) Movement Register
- 24) Other duty Register with attendence Certificate
- 25) Substitution work book
- 26) Register showing the Residential address
- 27) Stagnation Register
- 28) Consolidated Fee Register
- 29) Consolidated Mark Register
- 30) Individual Cash Books on special fees.
- 31) Day book of special fee collection
- 32) General Cash book of special fees
- 33) Voucher files with invoice & quetation
- 34) Removal Register

- 35) Arrear Demand Register
- 36) Issue Register of Library books
- 37) Fee Receipt books & Hand books of fee collection
- 38) Register of Advances, Recoveries & Cour Attachment
- 39) Register of Refund
- 40) Register of Audit/Inspection Objections & clearance
- 41) Register showing accounts on flags & seals
- 42) Bil Register
- 43) Register of O.B.C., O.E.C., SC & S.T.
- 44) Register of Chalan & Chalan file
- 45) Register of linguistic Minority
- 46) Pupils Attendance Register
- 47) Register of immovable properties & Details of accomodation
- 48) Register of Service Books with Service Books
- 49) Register for the issue of extracts of Admission register with applications.
- 50) Register to check submission of leseon plan & compositionwork
- 51) Timetable & year plan
- 52) Punishment Register
- 53) Minutes Cash Book & Receipt Book of P.T.A.
- 54) Minutes; of Staff Council & Subject councils.
- 55) Stock Register & other records on Noon-feeding
- 56) Pass Books for deposits.
- 57) Minutes books of special fees advisory committee & approved Budget
- 58) Register showing the auction sale of unserviceable articles & valued answer scripts.
- 59) Breakage Register
- 60) Register showing the inservice courses of Teachers
- 61) Register of undisbursed salary
- 62) SSLC Duplicate Register
- 63) Registers relating to the conduct of SSLC & other public Examinat
- 64) Liability Register
- 65) Night duty Register
- 66) F.B.S. & Group Insurance Register
- 67) Register showing Medical Reimbursement
- 68) Cash book & acquittance of N.C.C.
- 69) Register showing pending pensionary claims

- 70) Register of stamp account
- 71) Contingent Register with connected vouchers
- 72) Kuthakapattom Register
- 73) Register showing lending of schools buildings
- 74) Register of closure of F.B.S. with connected files.
- 75) Register of sanctioning of G.P.F. Loans.