

## **MAINTENANCE OF RECORDS, FILES AND REGISTERS IN ALL SCHOOLS.**

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The following Registers should be maintained in all schools and submit to District Educational Officers / Dy. Educational Officers / Mandal Educational Officers' visits to schools.

1. Students' admissions and deletion Register
2. Checking / Verification Register
3. Casual Leaves Register
4. Un-enrolled Children Register
5. Students Progress Register
6. Student Progress Register
7. Pupils Attendance Register
8. Teachers Attendance Register
9. Staff Attendance Register
10. Visitor's Register
11. Cash Book for SSA funds
12. Day Wise – Mid Day Meal Register
13. Mid Day Meal - Stock Register
14. Mid Day Meal - Month wise Bills Payment Register
15. Mid DayMeal Staff – Profile Register
16. Transfer Certificate (T.C.) Register
17. C.C.E. Register
18. Academic Guidance Register
19. Library – Books Register
20. Minutes Register for Radio Programmes
21. Minutes Register for Children Sanghalu
22. Movement Register
23. JABAR Register