

**Registers required to be kept in Schools (General Education Kerala)**

1. Main Cash Book
2. Treasury 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. Materials and finished products of crafts
8. Teachers attendance Register
9. Casual leave register with applications
10. Inward and outward register
11. Increment Register
12. Establishment register
13. Log Book
14. Notice Book
15. Factual Diary
16. Inspection Diary
17. Stock register and other record on Noon Feeding
18. Supervision Diary
19. Visitors Diary
20. Movement Register
21. Substitution work book

22. Stagnation Register
23. Consolidated Fees Register
24. Consolidated Mark Register
25. Removal Register
26. Arrear Fee Demand Register
27. Issue Register of Library Book
28. Register of Refund
29. Bill Register
30. Register of Chalan and Chalan file
31. Register of Linguistic Minority
32. Pupils Attendance Register
33. Time Table and Year Plan
34. Punishment Register of pupils
35. Pass books for deposits
36. Breakage Register
37. Register of undisbursed salary
38. SSLC Duplicate Register 39. Liability Register
40. Night duty register
41. Register of stamp account
42. Kuthakapattom Register
43. FBS and Group Insurance Register
44. Register showing Medical Reimbursement
45. Cash Book and acquittance of NCC
46. Register of sanctioning of PF loans
47. Register showing pending loan
48. Contingent register with Connected Vouchers
49. Register of Private study pupils with applications
50. Counterfoils of TC issued and application for TC
51. TC received and application for admission
52. Register of leave other than CL with applications
53. Other duty register with attendance certificate

54. Register showing the residential address of teachers
55. Individual cash book on special fees
56. Day book of special fees collection
57. General cash book of special fees
58. Voucher file with invoice and quotations
59. Fee receipts books and hand books of fee collection
60. Register of advance, recoveries and court attachment
61. Register of Audit/Inspection, Objections and clearance
62. Register showing accounts of flags and seals
63. Register of immovable properties and details of accommodation
64. Register of service books with service books
65. Register for the issue of extracts of admission register with applications
66. Register to check submission of lesson plan and composition work
67. Minutes books of special fees advisory committee and approved budget
68. Register showing the auction sale of unserviceable articles and valued answer scripts.
69. Register relating to the conduct of SSLC and other public examinations,
70. Register showing the in service courses of Teachers.
71. Register of OBC, OEC, SC and ST pupils.
72. Minutes of staff council and subject councils
73. Minutes of Cash Book and Receipt Book of P.T. A.
74. Register showing lending of school buildings
75. Register of closure of FBS with connected files
76. Acquaintance of different scholarships