

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION (FAC)
ANDHRA PRADESH : : AMARAVATI.**

Present: Sri. G. Srinivas, I.A.S.,

Rc.No.290/A&I/2017

Dated: 03.01.2018

Sub:- School Education - Maintenance of Registers at School level -
Instructions Issued - Reg.

All the Regional Joint Director of School Education and District Educational Officers in the State are informed that the list of registers should be maintained at school level is appended herewith.

Therefore, they are requested to issue necessary instructions to all the Dy.Eo, MEOs and HMs in their jurisdiction to maintain the same at school level and also issue necessary instructions to incorporate in the visit/ inspection proforma respectively. The said registers should be submitted by the concerned HMs as and when the inspecting offices visit/ inspect the schools.

This has the approval of the Commissioner of School Education, A.P.,
Amaravati.

Encl: As above.

**M VENKATA KRISHNA REDDY
For COMMISSIONER OF SCHOOL EDUCATION**

To
All the Regional Joint Directors of School Education in the State.
All the District Educational Officers in the State.

//T.C.F.B.O//


SUPERINTENDENT
8/1/18

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

24. Uniform Acquittance Register
25. Textbooks acquittance Register'
26. Minutes Register for Parent Meeting
27. Stock Register
28. Teachers Dairies Maintenance Register
29. Scholarship Register
30. Admission Forms – Applications preservation Register
31. Students Profile Register
32. Teachers' Profile Register
33. Outward – Inward Register
34. Scavenger/Sweeper / Other staff Profile Register
35. Staff Order Register
36. U.C. Register (Bills, Expenditure etc.,)