

ప్రధానోపాధ్యాయులు,  
జిల్లా పరిషత్ ఉన్నత పాఠశాల,  
.....

శ్రీయుత సబ్-ట్రైజర్ అధికారి,  
.....  
.....జిల్లా.

ఆర్.సి.నెం.....తేది:.....

ఆర్యా,

విషయం: విద్య-సకండ్లర్ విద్య-జిల్లా పరిషత్ ఉన్నత పాఠశాల.....

శ్రీ / శ్రీమతి.....గ్రేడ్-2

ప్రధానోపాధ్యాయులుగా పొంది డి.డి.ఓ.గా సి.యప్.యం.యస్&పేరోల్

హెర్బ్ ద్వారా సిబ్బందికి జీతము చెల్లించుటకు తగుచర్య కొరకు-సమర్పితము.

సూచిక: 1)శ్రీయుత రీజినల్ జాయింట్ డైరెక్టర్ (స్కూల్ ఎడ్యుకేషన్).....

వారి ఉత్తర్వులు ఆర్.సి.నెం.....తేది.....

2) సంబంధిత ప్రధానోపాధ్యాయుల రిలీవింగ్ & జాయినింగు రిపోర్టులు.

3) సంబంధిత ఇతర పత్రములు.

-xxxxxxx-

పై సూచికలు ప్రకారంగా నేను (.....) ..

.....నుండి.....  
.....కు గ్రేడ్-2 ప్రధానోపాధ్యాయులుగా కాబడిన పాఠశాల  
విధులలో ది.....న చేరియున్నాను. గతములో పనిచేసిన పాఠశాలకు చెందిన  
సి.యప్.యం.యస్ & పే రోల్ హెర్బ్ నందు రిలీవ్ కావడం జరిగినది.

తదుపరి చర్యగా పదోన్నతి కాబడిన పాఠశాల సిబ్బందికి జీతములు చెల్లించు నిమిత్తముగా  
**సి.యప్.యం.యస్ & పే రోల్ హెర్బ్ నందు డి.డి.ఓ. గా అప్లై చేయుటకు తగుచర్య**  
తీసుకొనుటకు క్రింద తెలుపబడిన సమాచారము ఇవ్వటమైనది.

పేరు & హోదా:.....

సి.యప్.యం.యస్ ఐ.డి:.....

డి.డి.ఓ.కోడ్:.....

విధులలో చేరిన తేది:.....

ఆధార్ నెం:.....

సెల్ నెంబరు:.....

ఇట్లు,  
భవధీయులు,

జతపరిచినవి:

- 1) ఉత్తర్వులు
- 2) జాయినింగు రిపోర్టు
- 3) ఆధార్ కార్డు

DDO SPECIMEN SIGNATURES & ATTESTATION

I, Sri/Smt \_\_\_\_\_

Head Master Gr II in -----SCHOOL-----

-----Mandal Of ----- District

Have been Transferred / Promoted as HEADMASTER Grade II and posted

At----- school

----- of-----Mandal of -----

District . I reported To duty and Taken over The Charge Of this Post

on-----as per Proceedings With RcNo:SPL/ ZONE III/ 2025

Dt 28.05.2025 of Regional Joint Director Of School Education

-----And My Specimen Signatures are As here under Under

Proper Attestation

Specimen Signatures

1)

2)

//Attested//

Attesting Officer:

Copy to:

1. PAO/ATO/STO \_\_\_\_\_

## CERTIFICATE OF TRANSFER OF CHARGE

Head Quarter :

Post :

Order under which :

### **RELIEVED OFFICER**

- 1) Name and Initial (Block Letters) :
- 2) i) If Proceeding on Leave : -  
ii) Duration of Leave : -  
iii) address during leave : -
- 3) i) If retiring if Proceedings on leave :  
Preparatory to retirement and if it is  
Proposed to draw the provident fund  
Money immediate whether application  
has been sent to Accountant General or :  
ii) If on Transfer :  
a) Post :
- 4) Signature :
- 5) Official Designation if holding charge :  
in addition to other duty.

### **RELIEVING OFFICER**

- 6) Name and Initial (In Block Letters) :
- 7) Whether returning from leave :
  - i) If so place to which orders of Posting :  
were received.
  - ii) If not from what :
    - a) Post :
    - b) Station :
    - c) Date of relief of old station :
- 8) Signature :
- If only holding Charge in whether to  
Other duty. :
- 9) Official designation of Relief Officer :

**CHARGE LIST**

( Tick on Your Option )

**Page No : 1**

Name Of The School : ZPHS / MPHS / MPUPS / MPPS / ..... : .....  
 Mand ..... Dist: ..... AP / TS. PIN : .....  
 al : .....  
 No : ..... Dated : ..... / ..... / 201...

**REGISTERS:****1 ) Admission Registers:**

Total Admission Registers are = .....

**Volume No 1 :**

Admn No From ..... To .....

Year :. From ..... To .....

**Volume No 2 :**

Admn No From ..... To .....

Year :. From ..... To .....

**Volume No 3 :**

Admn No From ..... To .....

Year :. From ..... To .....

**Volume No 4 :**

Admn No From ..... To .....

Year :. From ..... To .....

**Volume No 5 :**

Admn No From ..... To .....

Year :. From ..... To .....

**Volume No 6 :**

Admn No From ..... To .....

Year :. From ..... To .....

**Volume No 7 :**

Admn No From ..... To .....

Year :. From ..... To .....

**2 ) Admission Forms:****OLD:** Admn No From ..... To ..... ( Old )

Year :. From ..... To .....

**PRESENT :**

Admn No From ..... To .....

Year :. From ..... To .....

**3 ) Record Sheets****OLD:** R.S No From ..... To .....

Year :. From ..... To .....

**PRESENT :**

R.S No From ..... To .....

Year :. From ..... To .....

**4 ) Pay Bill Registers:**

Volume No: 1 To Volume No : .....

( Year From : ..... To : ..... )

( This Form prepared by and available at [www.Guruvu.In](http://www.Guruvu.In) )

Full Signature Of the Taken Over Headmaster

Date : ..... / ..... / 201 ...

Full Signature Of the Hand Over Headmaster

Date : ..... / ..... / 201 ...

**CHARGE LIST**

( Tick on Your Option )

**Page No : 2**

Name Of The School : ZPHS / MPHS / MPUPS / MPPS / ..... : .....

Mandal : ..... Dist: ..... AP / TS. PIN : .....

No : ..... Dated : ..... / ..... / 201...

**5 School Grant Bank Details:**

A/C No: .....

Name Of the Bank: .....

Name Of The Branch: .....

IFSC Code: .....

Closing Balance : .....

No Of Passbooks: .....

No Of Checkbooks: .....

Closing Check No: .....

Last Issued Check No: ....., Date: ....., Amount: .....

**6 Cash Books:**

Volumes From Volume: 1 to Volume: ..... Total Cash Books Are =

**7 School Management Committee ( S.M.C ) Registers:**

Volumes From Volume: 1 to Volume: ..... Total SMC Registers Books Are =

**8 Transfer Certificate ( T.C ) Books:**

Old: Total Books Are = .....

From : .....

To: .....

Present: First T.C No: .....

Last Issued T.C No: .....

**9 Service Registers Of Staff:**

Total No. Of Service Books Are = .....

Service Books Of ( Details Below ):

| S.No | Employee Name | Employee Id |
|------|---------------|-------------|
| 1    |               |             |
| 2    |               |             |
| 3    |               |             |
| 4    |               |             |
| 5    |               |             |
| 6    |               |             |
| 7    |               |             |
| 8    |               |             |
| 9    |               |             |
| 10   |               |             |
| 11   |               |             |
| 12   |               |             |
| 13   |               |             |
| 14   |               |             |
| 15   |               |             |
| 16   |               |             |
| 17   |               |             |

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**Page No : 3**

Name Of The School : ZPHS / MPHS / MPUPS / MPPS / ..... : .....

Mand ..... Dist: ..... AP / TS. PIN : .....

al : .....

No : ..... Dated : ..... / ..... / 201...

**10 Personal Files Of Staff:**

Total No. Of Personal Files Are = .....

Personal Files Of ( Details Below ):

| S.No | Employee Name | Employee Id |
|------|---------------|-------------|
| 1    |               |             |
| 2    |               |             |
| 3    |               |             |
| 4    |               |             |
| 5    |               |             |
| 6    |               |             |
| 7    |               |             |
| 8    |               |             |
| 9    |               |             |
| 10   |               |             |
| 11   |               |             |
| 12   |               |             |
| 13   |               |             |
| 14   |               |             |
| 15   |               |             |
| 16   |               |             |
| 17   |               |             |

**11 Attendance Registers:****A ) Teacher's Attendance Register ( Present ) =**

Old : From Year

To Year

Total:

**B ) Student's Attendance Registers :****Present Academic Year :**

Class From ..... To ..... ( T/ M or U / M ) Total =

Class From ..... To ..... ( E / M ) Total =

Grand Total : .....

**12 Class Marks Registers:****Present Academic Year :**

Class From ..... To ..... ( T/ M or U / M ) Total =

Class From ..... To ..... ( E / M ) Total =

Grand Total : .....

**Old:** From Year : ..... To Year : ..... ( Total No. Of = ..... )( This Form prepared by and available at [www.Guruvu.In](http://www.Guruvu.In) )

Full Signature Of the Taken Over Headmaster

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Date : ..... / ..... / 201 ...

**CHARGE LIST**

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**Page No : 4**

Name Of The School : ZPHS / MPHS / MPUPS / MPPS / ..... : .....

Mand ..... Dist: ..... AP / TS. PIN : .....

al : .....

No : .....

Dated : ..... / ..... / 201...

**14 L.P.C Registers:**

Present: From ..... To .....

Old: From ..... To .....

**15 Vidya Volunteers Registers :****A ) Attendance Registers:**

Present: From ..... To .....

Old: From ..... To .....

**B ) Honorarium cum Acquittance Registers:**

Present: From ..... To .....

Old: From ..... To .....

**16 Village Education Registers:**

Total =

Details If Any:

**17 Student's Scholarship Registers:**

Present: From ..... To .....

Old: From ..... To .....

**18 Casual Leave Registers:**

Present: From ..... To .....

Old: From ..... To .....

**19 SSC :****Present Academic Year :**

A) SSC Office Copy of Marks Registers( ) : from \_\_\_\_\_ to \_\_\_\_\_

B) SSC Nominal Rolls Register(File): From : ..... To : .....

C) SSC Xerox Copies of OMRs : from: ..... To : .....

**Previous Years:**

A) SSC Office Copy of Marks Registers( ) : from \_\_\_\_\_ to \_\_\_\_\_

B) SSC Nominal Rolls Register(File): From : ..... To : .....

C) SSC Xerox Copies of OMRs : from: ..... To : .....

**20 Audio-Visual Equipment Registers:**

T.V.:

Video Player:

Radio / Taperecorder:

Projector:

Public Audio System:

**21 Out Box Registers:****22 Inbox Registers:****23 Stock Register: No . Registers are =**

Last Entry Date:

**24 Library Books Issue Register: Last Entry Date:**( This Form prepared by and available at [www.Guruvu.In](http://www.Guruvu.In) )

Full Signature Of the Taken Over Headmaster

Date : ..... / ..... / 201 ...

Full Signature Of the Hand Over Headmaster

Date : ..... / ..... / 201 ...

**CHARGE LIST**

( Tick on Your Option )

**Page No : 5**

Name Of The School : ZPHS / MPHS / MPUPS / MPPS / ..... : .....

Mand ..... Dist: ..... AP / TS. PIN : .....

al : .....

No : .....

Dated : ..... / ..... / 201...

25 **Games Register:** No . Registers are =  
Last Entry Date:

26 **Mid Day Meals Registers:**

|     | Register Name              | No.Of | From | To | Remarks |
|-----|----------------------------|-------|------|----|---------|
| A ) | Day Wise Rice Issue Reg    |       |      |    |         |
| B ) | Day Wise Eggs Issue Reg    |       |      |    |         |
| C ) | Day Wise Taste Reg         |       |      |    |         |
| D ) | Day Wise Bill Reg          |       |      |    |         |
| E ) | Month Wise Acquittance Reg |       |      |    |         |
| F ) | Month Wise Rice Reg        |       |      |    |         |
| G ) | Month Wise Bill Reg        |       |      |    |         |
| H ) | Month Wise Eggs Reg        |       |      |    |         |

27 **Income Tax Files Stock Register:**  
No . Registers are =  
Last Entry Date:

28 **P.R.C Files Stock Register:**  
No . Registers are =  
Last Entry Date:

29 **Child Info Files Stock Register:**  
No . Registers are =  
Last Entry Date:

30 **Student's Profile Files Stock Register:**  
No . Registers are =  
Last Entry Date:

31 **Casual Leave Applications File**

32 **U DISE Booklets** No . Booklets are = From ..... To .....  
Last Booklet:

33 **Micro Plan Booklets :**  
No . Booklets are = From ..... To .....  
Last Booklet:

34 **Census Registers:**35 **Computer log Registers:**36 **Programmes Registers ( Cultural ):**37 **Donation Register:**38 **CCE Grading Consolidated Registers:****Present Academic Year :**

Class From ..... To ..... ( T/ M or U / M ) Total =

Class From ..... To ..... ( E / M ) Total =

Grand Total : .....

**Old:** From Year : ..... To Year : ..... ( Total No. Of = ..... )( This Form prepared by and available at [www.Guruvu.In](http://www.Guruvu.In) )

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**CHARGE LIST**

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**Page No : 6**

Name Of The School : ZPHS / MPHS / MPUPS / MPPS / ..... : .....

Mandal : ..... Dist: ..... AP / TS. PIN : .....

No : ..... Dated : ..... / ..... / 201...

( This Form prepared by and available at [www.Guruvu.In](http://www.Guruvu.In) )

| S.No | Name Of The Item                         | Short Discription | No.Of | Rate | Total Value | Purchased On | Status | Remarks |
|------|------------------------------------------|-------------------|-------|------|-------------|--------------|--------|---------|
| 39   | Visitor's Registers:                     |                   |       |      |             |              |        |         |
| 40   | Academic Guidance Register:              |                   |       |      |             |              |        |         |
| 41   | School Devolepment Plan Register:        |                   |       |      |             |              |        |         |
| 42   | Minoity Students Register                |                   |       |      |             |              |        |         |
| 43   | P.H.C Students Register:                 |                   |       |      |             |              |        |         |
| 44   | S C Students Registers:                  |                   |       |      |             |              |        |         |
| 45   | S.T Students Registers                   |                   |       |      |             |              |        |         |
| 46   | B.C Students Registers:                  |                   |       |      |             |              |        |         |
| 47   | Movement Register:                       |                   |       |      |             |              |        |         |
| 48   | Teacher's Meeting Registers:             |                   |       |      |             |              |        |         |
| 49   | Parent's Meeting Register:               |                   |       |      |             |              |        |         |
| 50   | Text Books Issue / Acquittance Register: |                   |       |      |             |              |        |         |
| 51   | Uniforms Issue / Acquittance Register:   |                   |       |      |             |              |        |         |
| 52   | <u>Students Progress Cards:</u>          |                   |       |      |             |              |        |         |

| S.No  | Class | Medium | No.Of | Remarks |
|-------|-------|--------|-------|---------|
| 1     |       |        |       |         |
| 2     |       |        |       |         |
| 3     |       |        |       |         |
| 4     |       |        |       |         |
| 5     |       |        |       |         |
| 6     |       |        |       |         |
| 7     |       |        |       |         |
| 8     |       |        |       |         |
| 9     |       |        |       |         |
| 10    |       |        |       |         |
| TOTAL |       |        |       |         |

From Year : ..... To Year : ..... ( Total No. Of = ..... )

- 53 School Grants Bills , Vouchers:
- 54 Out Of School Children Register:
- 55 Student's Health Cards

| S.No  | Class | Medium | No.Of | Remarks |
|-------|-------|--------|-------|---------|
| 1     |       |        |       |         |
| 2     |       |        |       |         |
| 3     |       |        |       |         |
| 4     |       |        |       |         |
| 5     |       |        |       |         |
| 6     |       |        |       |         |
| 7     |       |        |       |         |
| 8     |       |        |       |         |
| 9     |       |        |       |         |
| 10    |       |        |       |         |
| TOTAL |       |        |       |         |

Full Signature Of the Taken Over Headmaster

Date : ..... / ..... / 201 ...

Full Signature Of the Hand Over Headmaster

Date : ..... / ..... / 201 ...

**CHARGE LIST**

( Tick on Your Option )

**Page No : 7**

Name Of The School : ZPHS / MPHS / MPUPS / MPPS / ..... : .....

Mand ..... Dist: ..... AP / TS. PIN : .....

al : .....

No : .....

Dated : ..... / ..... / 201...

| S.No | Name Of The Item                | Short Discription | No.Of | Rate | Total Value | Purchased On | Status | Remarks |
|------|---------------------------------|-------------------|-------|------|-------------|--------------|--------|---------|
| 56   | <u>Chairs</u>                   | Plastic           |       |      |             |              |        |         |
|      |                                 | Iron              |       |      |             |              |        |         |
| 57   | <u>Tables:</u>                  | Plastic           |       |      |             |              |        |         |
|      |                                 | Iron              |       |      |             |              |        |         |
| 58   | <u>Students Desks:</u>          | Plastic           |       |      |             |              |        |         |
|      |                                 | Iron              |       |      |             |              |        |         |
| 59   | <u>Benches</u>                  | Wood              |       |      |             |              |        |         |
|      |                                 | Iron              |       |      |             |              |        |         |
| 60   | <u>Water Tanks:</u>             | Plastic           |       |      |             |              |        |         |
|      |                                 |                   |       |      |             |              |        |         |
|      |                                 |                   |       |      |             |              |        |         |
| 62   | <u>Fans</u>                     |                   |       |      |             |              |        |         |
| 63   | T.V                             |                   |       |      |             |              |        |         |
| 64   | Projector:                      |                   |       |      |             |              |        |         |
| 65   | Radio                           |                   |       |      |             |              |        |         |
| 66   | Mugs                            |                   |       |      |             |              |        |         |
| 67   | Binde                           |                   |       |      |             |              |        |         |
| 68   | Dish Antenna                    |                   |       |      |             |              |        |         |
| 69   | Computers                       |                   |       |      |             |              |        |         |
| 70   | Printers:                       |                   |       |      |             |              |        |         |
| 71   | Cameras                         |                   |       |      |             |              |        |         |
| 72   | National Leaders Portraits:     |                   |       |      |             |              |        |         |
| 73   | National Flag , Rope :          |                   |       |      |             |              |        |         |
| 74   | <u>Lab Equipment Register :</u> |                   |       |      |             |              |        |         |
|      |                                 | Maths:            |       |      |             |              |        |         |
|      |                                 | Phy.Sci:          |       |      |             |              |        |         |
|      |                                 | Bio.Sci:          |       |      |             |              |        |         |
|      |                                 | Social:           |       |      |             |              |        |         |
|      |                                 | TOTAL :           |       |      |             |              |        |         |
| 75   | Locks :                         |                   |       |      |             |              |        |         |
| 76   | Trunk Boxes :                   |                   |       |      |             |              |        |         |
| 77   | Beeruvas / Almarahs : Wooden    |                   |       |      |             |              |        |         |
|      |                                 | Iron              |       |      |             |              |        |         |
| 78   | Shelves / Racks :               | Wooden            |       |      |             |              |        |         |
|      |                                 | Iron              |       |      |             |              |        |         |
|      |                                 |                   |       |      |             |              |        |         |
|      |                                 |                   |       |      |             |              |        |         |

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Full Signature Of the Taken Over Headmaster

Date : ..... / ..... / 201 ...

Full Signature Of the Hand Over Headmaster

Date : ..... / ..... / 201 ...





## పాఠశాల నేండు చార్జి అప్పగించుట పై నివేదిక

మహారాష్ట్ర

మండల విద్యాశాఖాధికారి,

మండల పరిషత్, ..... వారికి

సదరు మండల పరిధిలోని మం.ప.ప్రాథమిక/ ప్రాథమికోన్నత పాఠశాల

ప్రధానోపాధ్యాయులు శ్రీ..... సమర్పించుకొను నివేదిక.

అయ్యా

విషయం:- పాఠశాల నేండు చార్జి అప్పగించుట కొనుట గురించి

శ్రీ ....., ఎల్ ఎఫ్ ఎల్ ప్రధానోపాధ్యాయులు / సెకండరీ గ్రేడు ఉపాధ్యాయులు, మం.ప.ప్రాథమిక/ప్రాథమికోన్నత పాఠశాల ..... / ..... మండలం నందు పనిచేయుచూ బదిలీ కాబడి నందున, వీరు ది..... న ఈ పాఠశాల విధుల నుండి విడుదల కాబడిరి.. వీరు ప్రధానోపాధ్యాయులు విధులు నిర్వహించినందున ది..... న అనుబంధములో చూపబడిన అన్ని రికార్డులు, రిజిస్టర్లు, వస్తువులు, గ్రాంటులు మరియు ఆటవస్తువులు నాకు అప్పజెప్పియున్నారు.

వీటి ని నేను భౌతికముగా సరిచూసుకొని అప్పగించుకొన్నానని తమకు తెలియజేసుకొనుచున్నాను.

తమ విధేయులు

## CHARGELIST

MPPS/MPUPS/SAAPS/ZPHS, .....

.....Mandal, ..... Dt.

### REGISTERS:

1. AdmissionRegisters: a) Volumes:\_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)  
b) Admission No: from: \_\_\_\_\_ to: \_\_\_\_\_
2. PayBillRegisters : Volumes:\_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)
3. AcquittanceRegisters : Volumes:\_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)
4. Special Fee Fund Registers:
5. T C /Record sheets books:
6. Service Registers of Staff :
7. Rc. Number Book (Progs.Register) :
8. CCE Grades register:
9. LPC Register:
10. Teachers Attendance Registers:
11. Pupils Attendance Registers:
12. Vidya Volunteers Attendance Registers:
13. Vidya Volunteers Honorariumcum Aquittance Register:
14. Staff Order Registers:
15. Visit Book:
16. Inspection Book:
17. Academic Monitoring Register:
18. Scholarships Register :
19. Casual Leave Register :
20. T.A. Bill Register :
21. a)SSC Office Copy of Marks Registers:  
b)SSC Nominal Rolls Register:  
c)SSC Xerox copies of OMRs :
22. Stock Register:
23. School Library Books Register:

24. Games register:

25. Mid-Day-Meal Registers :

- a) MDM Bills & Acquittance Register :
- b) Rice Issue Register:
- c) Eggs Issue Register:
- d) Chikkis Issue Register:
- e) Day Wise Taste Reg:

26. Radio Lessons register :

27. NGC Registers:

28. Donations Register:

29. School Management Committee Registers:

- a) Resolution Book:
- b) Cash Book :
- c) Cheque Book:
- d) Pass Book:

30. RMSA Registers(SMDC):

- a) Resolution Book :
- b) Cash Book :
- c) Cheque Book:
- d) Pass Book:
- e) VouchersRegisters:
- f) Building:Releasing Order File:
- g) Plan/Estimationcopy:

31. SSA Registers:

- a) Resolution Book :
- b) Cash Book:
- c) Cheque Book:
- d) Pass Book:
- e) VouchersRegisters:
- f) Building:Releasing Order File:
- g) Plan/Estimationcopy:

32. NADEU-NEDU Registers:

- a)Cash Book:
- b)General ledger:

- c) Funds Receiving Register:
  - d) checks register:
  - e) Stock & Issue register:
33. Others:

**FILES:**

- a) DEO/MEO Correspondence File:
- b) H.M. Progs. File:
- c) Transfers & Promotions File (Teachers):
- d) Upgradation & Recognition File:
- e) Income Tax File:
- f) Pupils Promotions File:
- g) P.R.C. File:
- h) Child Info File:
- i) Scholarships File:
- j) Casual Leave Applications File:
- k) DISE Booklets:
- l) CCE Grades File:
- m) MDM bills File:
- n) RMSA grants Vouchers File:
- o) SSA grants Vouchers File:
- p) NADU-NEDU Vouchers File:
- q) Other Funds vouchers File:
- r) Others (Miscellaneous):

**FURNITURE:**

- a) No. of Tables:
- b) No. of Chairs:
- c) No. of Beeruvas/Shelves/Racks:
- d) Trunks :
- e) Desks :



- f) Locks:
- g) T.V.:
- h) Radio:
- i) Projector:
- j) Public Audio System:
- k) Camera:
- l) Computers:
- m) Dish Antenna:
- n) Fans:
- o) NGC Equipment:
- p) WaterTanks:
- q) Steel water containers:
- r) Electric Pumping Motor:
- s) Sports Material:
- t) Others:

Charge handed over to Sri/Smt. \_\_\_\_\_ working as \_\_\_\_\_ in this school  
on \_\_\_\_\_.

(As I have been Transferred/Deputed to \_\_\_\_\_ school of \_\_\_\_\_ Mandal as per  
Proc.Rc.No. \_\_\_\_\_, Dt. \_\_\_\_\_)

Signature of the HM/Teacher  
Handed-over

Charge Taken over from Sri/Smt. \_\_\_\_\_ worked as \_\_\_\_\_ in this  
school on \_\_\_\_\_.

Signature of the HM/Teacher  
Taken-over

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Signature of the HM/Teacher  
Handed-over

Charge Taken over from Sri/Smt. \_\_\_\_\_ worked as \_\_\_\_\_ in this  
school on \_\_\_\_\_.

Signature of the HM/Teacher  
Taken-over