

Catalogue of Registers and Forms for  
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Higher Secondary and Matriculation  
Schools, Colleges and others.

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# **MAT. CODE BOOK**

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## List of Registers

1	Admission & Withdrawal-Elementary SchoolTamil - Crown	1Qr
2	Admission & Withdrawal Register High School, Hr. Sec., Matric - English - D/Cap	4Qr, 2Qr, 1Qr
3	A, B,C Register	2Qr
4	Scale Register	2Qr
5	Acquittance Roll - Cr.	4Qr , 2Qr ,1Qr ,1/2 Qr
	Acquittance Roll-F/c. Mat. Schools	4Qr , 2Qr ,1Qr ,1/2 Qr
7	Transfer Certificate with duplicate PS, MS,HS,HSS, MAT	100
	F/cap HS	100
8	Register of Pupils Attendance	STD, 120 1No.
9	Pupils Attendance Register	LONG, A4 1No.
10	Conduct Certificate	100
11	Teachers' Provident fund Ledger	2Qr
12	Daily Fee Collection for HS & HSS	2Qr
14	General Ledger	2Qr
17	Masters Attendance Register	2Qr ,1Qr ,1/2 Qr
18	Term fee Register HS, HSS	2Qr
19	Fee Receipt 200 Bills in duplicate	
22	Progressive Ledger	2Qr
24	Mark Rgr-Exam war, Subject war, Class use	2Qr
25	Physical Education Attendance Register - Small	
	- Long	
26	Miscellaneous Receipt Book	200 in Dup 1No.
27	Parent Teacher Association Receipt Book	1 No.
28	Voucher Pad 100's	1No.
29	Local Delivery Book	2Qr ,1Qr ,1/2 Qr
30	Mark Register D.Cap. HS,HSS, MAT	2Qr ,1Qr ,1/2 Qr
31	Mark Sheet Fullscape MS-Class Use Each	
33	Aquittance Roll of TPF Loan Borrowers	2Qr
34	Daily Cash Book	2Qr ,1Qr
35	Consolidated Attendance Register	2Qr ,1Qr
36	Casual leave Register	2Qr ,1Qr
37	Otherthan Casual Leave Register	2Qr ,1Qr
38	Letter Inward Register	2Qr
39	Letter Outward Register	2Qr

**-Identity Slip -Hall Ticket 50'S**

41	Library Catalogue Register (Classified)	2Qr
44	Summary Record of Compulsory Phy. Edn Practical Tests for Boys/Girls	2Qr
47	Stock Registers of Games Materials	2Qr
48	Stock Register of Stores and Furnitures Etc	2Qr
49	Stock Rgr for Science Articles consumable	2Qr
50	Stock Register for Science Articles non-consumable	2Qr
52	Duplicate Office copy of Teachers Service for Individual Teachers	1No.
54	Secondary School Cumulative Record Office copy - Xth	2Qr
55	--- " --- + 2	2Qr
	--- " --- Matric	2Qr
56	TPF Individual Register	2Qr
56A	History of the Pupil	1Qr
58	Scholarship acquittance Register	2Qr
61	Library Accession Register (Lib. Stock )	2Qr
62	Register showing particulars of amount refunded to concession holders	2Qr
64	Library Issue & Return Register Pupil	2Qr
68	Inspection Book Club / Bar	1No.
69	FL 2, FL 3, BAR (2) HOTEL (3) Register FAC 3, FAC 3A, FAC 2	4Qr
70	Stock Register of Stationeries	2Qr
71	Periodical Register (Library)	2Qr
72	Stock & Issue Register of Provisions	2Qr
73	Term Fee Register	2Qr
74	Computer Stock Register (Con + Non Cons)	2Qr
75	Mirror - Letter Size	
75	Mirror - F/Cap Size	
76	Log Book	
77	Visitor's Book	
78	Record of School Work	
79	Hm Hand Book	
80	Casual Leave forms 100	

**Sl.No.****FORMS**

1	VII-A	Teachers Agreement forms-Permanent Teachers
2	VII-B	Teachers Agreement forms-Temporary Teachers
3	III-1	Teachers Agreement forms-Permanent Teachers for Hr.Sec.School
4	III-	II Teachers Agreement forms-Temporary
5	VIII	Form of Agreement-Matriculation School
6	ASTPF1	Form of application for admission to ASTPF
7	ASTPF2	Appendix I, TPF Nomination TPF Cl.F.NO.14(1)
8	ASTPF 4	Schedule showing recovery of PF
9	ASTPF 5	Statements of Deposits & Repayments of Advance
10	ASTPF-SI	Schedule I
	ASTPF-SII	Schedule II
12	ASTPF-8	Temporary Advance application
13	F.No.8	Staff statements for the month of
14	F.No.10	Annexure - A Staff grant statement
15		Annual Financial Statement
16		Financial Statement - Statement No. 1
17	13 & 14	Statement in respect of Staff Teaching Non Teaching
18		Financial statement for Municipal Schools
19	12	Admission application HS Tamil - 2 Pages
20	7	Admission application HS English
21		Application for admission into Hr. Sec School Tamil - 4 Pages
22		Age declaration forms
23	5	Course of study form
24	50	Medical Inspection Report
25		Community Certificate

26	S GIS 3A	Group Insurance Scheme Data Sheet
27	S GIS 5	Form V
28	L GIS 6	Form VI
29	L GIS 7	Nomination for GIS
30	Form D	Family Pension
31	R.G.	Form for Pension & Gratuity
32		Nomination for Death-Cum-retirement gratuity
33	TIR	Tabular Inspection Report
34	II	Statement of Particulars in respect of existing schools
35	21	Form V Application for recognition of schools
36		Annexure IV Application for Recognition of existing HS, HSS & Matric
37	24	Earned leave surrender and encashment application
38	I	Annexure II Pay Fixation Form
39	II	Annexure VI

### **ELEMENTARY & MIDDLE SCHOOL ITEMS**

40	7	Admission application Tamil Elementary School
41	7	Admission application English
42	5	Record Sheets Tamil (Small)
43		Record Sheets Big
44	MR	Monthly return Tamil MR
45	5	Proforma - Teaching Grant 10/15th statement
46	27	Casual leave application TAMIL
47	21	" " ENGLISH
48	21	Casual sick leave application ENGLISH
49		Annual Verification Abstract of T.G.

**The following registers will be maintained by a Matriculation School : -**

## **REGISTERS**

1. Pupil's Attendance Register
2. Staff Attendance Register - Teaching
3. Staff Attendance Register - Non -Teaching
4. Admission and Withdrwal Register
5. Stock Register for Furniture
6. Stock Register for Library Books
7. Casual Leave Register
8. Leave other than Casual Leave Register
9. Scale Register  
[Number of (i)Graduated (ii) Secondary Grade (iii) Nursery etc ]
10. Acquittance Register ( Teaching & Non -Teaching )
11. Scholarship Register
12. Concession Register
13. Consolidated Mark Register
14. Promotion Register
15. Visitor's Book
16. Log Book
17. Office Copy - X -Matic Mark Sheet.
18. Office Copy - +2 - Mark Sheet.
19. Library Pupils - Issue & Return Rgr
20. Library - Catalogue Rgr
21. Library - Accession - Stock Rgr
22. Science Stock Rgr - Non Consummable
23. Science Stock Rgr - Consummable
24. Computer Stock Rgr - Non Consummable
25. Computer Stock Rgr - Consummable
26. Class Mark Rgrs - both examwar & Subjectwar
27. Games Stock Rgr
28. Games Summery Rgr.
29. Physical Education Attendance Rgr.
30. Term Fee Rgr.
31. Cosolidate Attendance Rgr.
32. Transfer Cerficate - X
33. Transfer Cerficate - XII
34. Conduct Certificate
35. Parent Teachers Association - Receipt Bk
36. Miscellanious Receipt Bk
37. Letter Inward Rgr.

38. Letter Outward Rgr.
39. ID Slips- Hall Tickets
40. Daily Cash Book
41. General Ledger
42. Progressive Ledger
43. Local Delivery Book
44. Voucher Pads
45. Teachers Provident Fund - Rgr
46. EPF & FPF Rgr
47. Record of School Work
48. Term Fee Rgr.-Consolidated

**Rgrs - WITH SCHOOL NAME  
also available**

## **FORMS - MATRICULATION SCHOOLS**

1. VIII Form of Agreement - Matriculation School
2. Admission application X Tamil & English - 2 Pages
3. Admission application +2 Tamil & English - 4 Pages
4. Annexure IV Application for Recognition of existing HS, HSS & Matric
5. Casual Leave Application Forms.
6. Pupils Leave Application Forms.
7. Application for T.C.
- 8.



## **RECORD NOTE BOOKS FOR**

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PHYSICS, BOTANY ,  
ZOOLOGY & COMPUTER  
ALSO AVAILABLE AT VERY REASONABLE RATES  
WITH SCHOOL NAME & EMBLEM  
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## **SPECIAL PUPILS ATTENDANCE REGISTER**

### **SPECIALITY :**

- ❖ 60 pupils per page
- ❖ 1 Page Religion & Community Details ( Bilingual )
- ❖ 2 pages History of Pupil ( Bilingual )
- ❖ 2 Pages Consolidated Attendance Details ( Bilingual )
- ❖ 11 months attendance ( 22 pages - Bilingual )

Special Time saving Design - you have to write the Pupils **name only once** ( Need not 13 times like other items )

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- ❖ **6 Varieties of Other Pupils attendance Registers are also available.**

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CUM PROMOTION REGISTER**  
with Quarterly / Half Yearly / Annual but with out  
Mid Terms Are available .

**OTHER ITEMS OF GENERAL PRINTING**

1. School Diaries ( From Rs.12 onwards )
2. All Registers with School Name
3. Certificates ( Latest IMS approved **TC** - with School Name **within 1 day**)
4. Progress Cards
5. Special Class mark Registers.
6. School Magazines / Souvenirs
7. School Invitations
8. Fee Receipt Books
9. Work Books / Reference books
10. Question Papers ( Printed to Kendriya Vidyalaya - with Secret Code)

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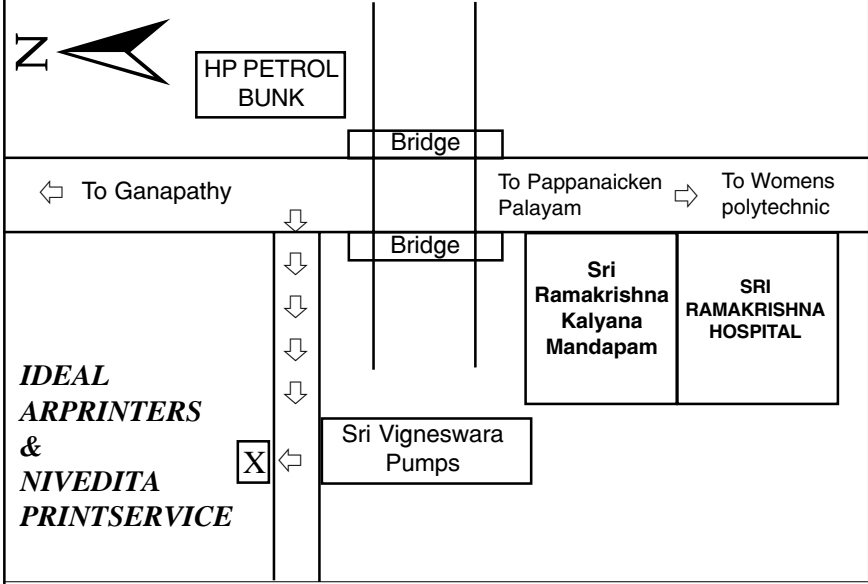
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## **REGISTERS TO BE MAINTAINED IN DIETS , TTIS & COLLEGES**

01. Application for admission
02. Register of admission and withdrawals
03. Register showing the previous school history of new admissions (A,B,C registers of administration)
04. Pupil's Attendance Register
05. Consolidated Attendance Register
06. Mark Register
07. Office copy of the Higher Secondary Course Certificates (Marks sheets)
08. Register of Scholarships
09. Scholarship Acquittance Register
10. Fee Concession Register
11. Register of Refunds.
12. Register related to In-service training programmes
13. Transfer Certificate (Relieving Certificate in the case of Teacher Training Institutes)
14. Communal Rotation Register
15. Register of Attendance for the Members of the Teaching - Staff
16. Register of Attendance for the Members of the - Non teaching Staff
17. Register of Casual Leave
18. Register of Leave (other than Casual Leave)
19. Acquittance Register of Teachers & other persons of Teachers and other persons
20. Scale Register
21. Provident Fund Registers
22. Fee Receipt
23. Daily Fee Collection Register
24. General Cash Book
25. General Ledger
26. Special Fees Cash Book
27. Special Fees Ledger
28. Minutes of the Special Fee Committees and other Councils
29. Library Stock Register
30. Register of Library Catalogues
31. Library Issue Register
32. Stock Registers - Games articles, Science articles, Furniture and Store, Craft equipments, Psychology lab equipments, Work Experience Instruments, Audio Visual Aids, Scouting, Stationery (Special Fees/Public Exam, Office)
33. Register of Special Grants received
34. Stock Register of books, appliances etc. purchased with Government aid
35. Register showing condemned/lost/written off articles
36. Stock Register of immovable property
37. Visitor's book
38. Logbook
39. Headmaster's Supervision Register
40. Corporal punishment register
41. Personal Register
42. Despatch Register.

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