

Registers and Books to be maintained

The following registers and books are required to be maintained under Article 42 of the Punjab Education Code, and Dastoor-ul-Amal as well as other prevailing rules and instructions of the School Education Department issued from time to time.

(A) Related to o/o Head of Institution

- **Punjab Education Code.** The book should be available in school library.

- **Order Book:** For necessary orders, instructions, important information etc.

Log Book (For schools only): For reporting comments/ remarks/ opinion by the inspection officers of the department.

Log Book for Official Vehicle: Use for Govt. Vehicles- Car, Jeep, Tractor, Bus, motorcycle etc, showing purpose of use and utilization of petrol/diesel/CNG- meter reading.

Visitor's Book: For writing of opinion, comments, remarks by officers other than inspection officers of School Education Department, political personalities, other dignitaries, officers from other departments

Movement Register: For writing of movement of Head Teachers and Staff Members if they leave the school during duty hours.

Teachers Attendance Register: The attendance shall be recorded regularly and punctually. Arrival and Departure – time with signatures/ initial but not in capital words.

Casual Leave Account Register: Record of casual leaves taken by staff members.

Conduct and Punishment Register: (Article 43) Remarks need only be entered in this register when a student is commended for special merit / special report / reward etc. or punished for misbehavior / breach of discipline (Article 13 &14 Punjab Education Code)

Property Register / Permanent Stock Register/Assets Register: For permanent stock, i.e. furniture, admirals ceiling fans etc. annual physical verification (DPI(SE) Punjab No. 49171/G-1 dated 20-04-1994) Ist week of July of every year, auction of breakage material with the approval of competent authority.

Documentation regarding land of school from Revenue department

“No articles may be struck off the property register of an elementary school and no book removed from the register of library books unless previously condemned as unfit for further use by the District Education Officer. Other institutions will be governed by the Delegation of Power Rules(Financial) in force. Condemned articles shall be sold by public auction and the proceeds

credited to the relevant fund /Govt. Treasury.
Code.)

(Article 8 Punjab Education

Teachers / Employees Personal Files: Containing complete service record. Service Books of the Officials remain in custody of DDO or Controlling Officers. Record of PERs/ACRs should be maintained.

Correspondence Registers:

a) **Receipt Register/ Diary Register** b) **Dispatch Register**

both registers should be maintained accurately and properly day to day– checking by the officers.

c) Peon Book – Delivery of Dak.

Supervisory Diary of Head Teacher: Inspection of classes / checking of teacher's diaries / checking of various affairs / personal notes etc.

Daily Attendance Register (Roz namchah): Enrolment of students- present, absent etc.

Scholarship Register: Scholarships on the basis of 5th, 8th and 10th class examination, complete particulars.

(B) Register related to Finance

Cash Book: cheques / amounts received from Govt. treasury.

1st page income / Receipts

2nd page Payments.

Acquaintance Roll: Receipt of amount by staff members – fixing of revenue stamps- signature or thumb impression.

Contingent Grants Register: Letter No, and date, amounts sanctioned, expenditure along with relevant file of documents / receipts.

Contingent Stock Register: Stationery and other consumable articles

Pay Rolls / Pay Bills: Computerized / Manual Bills for salaries of all teaching and non teaching staff.

G.P. Fund Register: Record of G.P Fund deductions of staff members.

F.T.F Register and School Council proceeding / Meeting Register and Related Record / Pasting file.

(C) Students Record

Admission and Withdrawal Register. Name of the students, Father's name and date of birth should be entered accurately and properly.

Admission forms pasting files

School Leaving Certificates

Students Attendance Register: Daily attendance both times, no column of attendance register should be left blank, entries of funds etc.

Examination Register--- result of students --- progress report

(D) Teacher's Record

Teacher's Diary: Lesson plan, particular of students, personally notes etc.

Library Register/ Digital Library: Record of books available in library, Maps, Drawing, Photographs, Microfilms, Sound recordings, Electronic devices, Cds, Educational films etc.

Library issue Register: Books issued to the students and teachers

Stock Registers (Consumable Articles): Science Laboratory, Sports, Miscellaneous.

(E) General Registers

Tree Register--- auction of trees ---- in consonance of Forest Department through School Council--- Amount be deposited in Provincial Consolidated Fund. • (Guide lines for cutting of trees in schools--- • Letter no. SO(SE-1) 8-4/2006 dated 8-2-2007)

Bazam-i-Adab & other Societies / Clubs: Boy Scouting, Girls Guiding, Dramatic Society, Environment Club, Parents Teachers Association etc.

Time Table: Teacher's time table Class time table Leave arrangement– temporary time table

Record of Universal Primary Education (UPE): Record of School going age Children, Record of Kids.

Universal Secondary Education (USE)

Record of Distribution of Free Books

Directory of School: History of school, situation of school, UC/PP/NA numbers, list of Headmasters/ Headmistress, list of teachers, Detail of Co-curricular activities, results of SSC/ Middle standard / Primary Standard, Enrolment of Students, feeding schools, detail of school land etc.