				(Ti	ck on Your Opt	ion)	Page No: 1
Name Of The School : Mand							
al: <u>No:</u>					<u>Dated :</u>		/ / 201
ı <u>REGISTERS:</u>							
	1) Admission Register	·c•	Total Ad	mission Poo	gisters are =		
•	1 / Admission Register	<u>3.</u>	Volume	_	sisters are –		
			Volume		From	Τo	
				Year :.	From		
			Volume		110111	10	
			Volume		From	Τo	
				Year :.	From		
			Volume		1 10111	10	
			Joinne		From	Τo	
				Year :.	From		
			Volume		110111	10	
			Volume	Admn No	From	Τo	
				Year :.	From		
			Volume		110111	10	•••••
			Volume	Admn No	From	Τo	
				Year :.	From		
			Volume		110111	10	
			Volume	Admn No	From	To	
				Year :.	From		
			Volume		110111	10	
			volume		From	To	
	2 \ Admissis a Farmer			Year :.	From	10	
	2) Admission Forms:	31 D.	A aluana Nia	- Fuere	т.		(014)
	•	OLD:			To		(Old)
		חרכר	Year :.	From	To		
		PRESE		- Fuere	т.		
					To		
	2 \ D C + -		Year :.	From	To		
	3) Record Sheets	31 D.	D C Na	Гио ио	т.		
	•	OLD:	R.S No		To		
		DECE:	Year :.	rom	To	•••	
		PRESE		F	.		
			R.S No		To		
	4 \ D B''' D		Year :.	From	To		
	4) Pay Bill Registers:						
				Volume No			
	(Year	From :	To :)		
1							
I							

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Full Signature Of the Taken Over Headmaster Date: / 201 ...

Full Signature Of the Hand Over Headmaster Date: / / 201 ...

			CHARG	<u>E LIST</u>		
Name	Of The School :	ZPHS / MPHS / N	ИPUPS / MPPS /	(Tick on Your O		<u>Page No : 2</u>
Mand			Dist:	AP / TS.	PIN:	
al:						
<u>No:</u>				<u>Dated</u>	<u>:</u>	/ / 201
Ĺ						
5	School Grant Bank	Details:				
		A/C No:				
		Name Of the Bar	nk:			
		Name Of The Bra	anch:			
		IFSC Code:				
		Closing Balance	:			
		No Of Passbook	s:			
		No Of Checkboo	oks:			
		Closing Check No	o:			
		Last Issued Chec	k No:	, Date:	, An	nount:
6	Cash Books:					
		Volumes From V	olume: 1 to Volu	ıme: Total Cash Bool	ks Are =	
7	School Manageme	nt Committee (S.M	1.C) Registers:			
		Volumes From V	olume: 1 to Volu	ıme: Total SMC Regi	sters Bo	oks Are =
8	Transfer Certificate	e (T.C) Books:				
		Old:	Total Books A	re =		
			From:			
			To:			
		Present:	First T.C No:			
			Last Issued T.0	C No:		
9	Service Registers O	of Staff:				
		Total No. Of Serv	vice Books Are =			
		Service Books Of	f (Details Below):		
			S.No	Employee Name		Employee Id
			1			
			2			
			3			
			4			

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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Full Signature	Of the	Taken Over	Headmaster
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Date:...../...../201...

Full Signature Of the Hand Over Headmaster

Page 2 of 9

						Page No : 3
	Of The School:	ZPHS / MPHS / N				
and			Dist:		AP/TS. P	IN :
al:					Dotod .	/ / 201
<u>o :</u>		•••••			<u>Dated :</u>	/ / 201
	Pesonal Files Of St	aff:				
LO		Total No. Of Pes	onal Files Ar	e =		
		Pesonal Files Of	(Details Bel	ow):		
			S.No	Employee	Name	Employee Id
			1			
			2			
			3			
			4			
			5			
			6			
			8			
			9			
			10			
			11			
			12			
			13			
			14			
			15			
			16			
			17			
1	Attendance Regist	 '				
		A) Teacher's At	tendance Re Old : Fro	-) =	
				Year		
				real tal:		
		B) Student's At				
		- ,		cademic Year :		
			Class Fron	n To	(T/ M or U / I	M) Total =
			Class Fron	n To	(E/M)	Total =
			Grand Tot	al:		
.2	Class Marks Regist	ers:				
		Present Academ				
				n To	•	=
					(E/M)	Total =
		Old		al:		/ Total No. Of -
		Old:	rioiii yeal	10 Y	tai	. (Total No. Of =)
		(This Form prepa	red by and aw	ailable at www.Gu	uruvu.In)	

Full Signature Of the Taken Over Headmaster

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

Full Signature Of the Hand Over Headmaster Date: / 201 ...

					(1	ick on Your Option)	<u> Page No : 4</u>
Name	Of The School :	7DHS / MDHS / MI	DLIDS /	MDDS /			
Mand	or the school.	ZF113 / WIF113 / WIF	-			AP / TS. PIN :	
al:			2.50.			7 7	
No:						Dated :	/ / 201
14	L.P.C Registers:						
		Present:	From		To	•••••	
		Old:	From	•••••	To		
15	Vidya Volunteers Re	gisters :					
		A) Attendance Re	egisters	s:			
		Present:	From		То	•••••	
		Old:	From		То		
		B) Honorarium cu	-	_	ters:		
				•••••	То	•••••	
			From	•••••	То		
16	Village Education Re						
		Total =					
		Details If Any:					
17	Student's Scholorshi	n Registers:					
17	<u>Student's Scholorshi</u>	Present:	From	•••••	То		
		Old:			To		
18	Casual Leave Registe						
		Present:	From	•••••	To	•••••	
		Old:	From		To		
19	SSC:						
		Present Academic	: Year :				
			A) SSC	Office Copy	of Mark	s Registers(): from_	to
			B) SSC	Nominal Roll	s Regist	er(File): From :	To :
			C) SSC	Xerox Copies	of OMI	Rs : from: To	0:
		Previous Years:					
			-			s Registers(): from_	
			-		_		To :
20	Andia Manal Fanisan	and Bardatana	C) SSC	Xerox Copies	of OMI	Rs : from: To	0:
20	Audio-Visual Equipm	T.V.:					
		Video Player:					
		Radio / Tapereco	rder:				
		Projector:					
		Public Audio Syste	em:				
21	Out Box Registers:	•					
22	Inbox Registers:						
23	Stock Register:	No . Registers are	=				
		Last Entry Date:					
24	Library Books Issue F			ntry Date:			
		(This Form prepare	d by an	d available at	www.Gu	ruvu.In)	

Full Signature Of the Taken Over Headmaster

Full Signature Of the Hand Over Headmaster Date: / / 201 ... Date: / / 201 ...

				(Tick on Your Opt	ion)	Page No: 5
Name	Of The School :	ZPHS / MPHS / M					
Mand			Dist:		AP / TS.	PIN :	••••••
al:	•••••						
<u>No :</u>					<u>Dated :</u>	•	/ / 201
25	Games Register:	No . Registers are	e =				
		Last Entry Date:					
26	Mid Day Meals Re			1	T	1	
			er Name	No.Of	From	То	Remarks
		A) Day Wise Rice Iss					
	I	B) Day Wise Eggs Iss	sue Reg				
	(C) Day Wise Taste Re	g				
	[D) Day Wise Bill Reg					
		E) Month Wise Acq	uitance Reg				
		F) Month Wise Rice	Reg				
	(G) Month Wise Bill F	Reg				
	H	H) Month Wise Eggs	s Reg				
27	Income Tax Files S	tock Register:					
		No . Registers are	e =				
		Last Entry Date:					
28	P.R.C Files Stock R	Register:					
		No . Registers are	e =				
		Last Entry Date:					
29	Child Info Files Sto	ock Register:					
		No . Registers ar	e =				
		Last Entry Date:					
30	Student's Profile F	iles Stock Register:					
		No . Registers ar	e =				
		Last Entry Date:	_				
31	Casual Leave Appli						
32	U DISE Booklets	No . Booklets are	- =	From		To	
-	O DIOL DOORICES	Last Booklet:			•••••	.0	•••••
33	Micro Plan Bookle						
33	WHEFO T IGHT BOOKIE	No . Booklets are	5 =	From		To	
		Last Booklet:	-	110	••••••	.0	
34	Census Registers:	Last Bookiet.					
35	Computer log Regi	store:					
36	Programmes Regis						
37	Donation Register:	<u>.</u>					
38	-	=					
30	CCE Grading Conso		ic Voor				
		Present Academi		To	/ T / N / ^	/ N.// \	Total =
			Class From			/ IVI)	
			Class From				Total =
		Old.	Grand Total :			/ T - 2	INC Of
		Old:				(Tota	l No. Of =)
		(This Form prepar	ed by and available	at www.Gu	iruvu.ln)		

Full Signature Of the Taken Over Headmaster

Date: / / 201 ...

Full Signature Of the Hand Over Headmaster
Date: / 201 ...

			CH.	<u>arge i</u>	<u>LIST</u>			
					 (Tic	k on Your Opt	ion)	Page No: 6
Namo	Of The School:	7DUC / NADUC / NAI	DLIDC / N	ADDC /				
		ZPHS / MPHS / MI						
Mand			DIST:			AP / TS.	PIN :	••••••
al:								
, <u>No :</u>						<u>Dated :</u>		/ / 201
!								
		(This Form prepare	d by and	l available a	at www.Guru	ıvu.ln)		
S.No	Name Of The Item	Short Discription	No.Of	Rate	Total Value	Purchased On	Status	Remarks
39	Visitor's Registers:							
40	Academic Guidence	Register:						
41	School Devolepment	-						
42	Minoity Students Re	_						
43	P.H.C Students Regis	-						
44	S C Students Registe							
45	S.T Students Registe							
46	B.C Students Registe							
47	Movement Register:							
48	Teacher's Meeting R							
49	Parent's Meeting Re	-						
4 9	Text Books Issue / A	~						
J 51	Uniforms Issue / Acc	•	•					
		•	CNa	Class	NA a divisa	No.Of	Damarla	
52	Students Progress Ca	arus:	S.No	Class	Medium	NO.UI	Remarks	
			1					
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
_			10					
			TOTAL					
53	School Grants Bills,	Vouchers:	From Y	ear :	To Ye	ar :	(Total	No. Of =)
54	Out Of School Childr	en Register:						
55	Student's Health Car	rds	S.No	Class	Medium	No.Of	Remarks	
			1					
			2					
			3					
			4					
			5					
			6					
			7					
			8					
I			9					
			10					
			TOTAL					

Full Signature Of the Taken Over Headmaster

Full Signature Of the Hand Over Headmaster Date:...../..../201... Date: / / 201 ...

		(Tick on Your Option)	Page No: 7
Name Of The School:	ZPHS / MPHS / MPUPS / MPPS /	:	
Mand	Dist:	AP / TS. PIN	l :
al:			
<u>No:</u>		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	Tables:	Plastic						
		Iron						
58	Students Desks:	Plastic						
		Iron						
59	<u>Benches</u>	Wood						
		Iron						
60	Water Tanks:	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 Por	traits:						
73	National Flag, Rope	:						
74	Lab Equipment Regis	ter :						
		Maths:						
		Phy.Sci:						
		Bio.Sci:						
		Social:						
		TOTAL:						
75	Locks :							
76	Trunk Boxes :							
77	Beeruvas / Almarahs	: Wooden						
		Iron						
78	Shelfs / Racks :	Wooden						
		Iron						

Full Signature Of the Taken Over Headmaster

Full Signature Of the Hand Over Headmaster

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

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			CH.	<u>arge i</u>	<u>LIST</u>			
					(Ti	ck on Your Opti	on)	Page No :
Name Mand	Of The School :		PUPS / N	MPPS /	::	AP / TS.	DIN •	
al:			Dist:			AP / 13.	PIN :	••••••
						<u>Dated :</u>		/ / 201
								- <i></i>
S.No	Name Of The Item	Short Discription	No.Of	Rate	Total Value	Purchased On	Status	Remarks
		_						
		1	I					

Full Signature Of the Taken Over Headmaster Date:...../..../201...

Full Signature Of the Hand Over Headmaster

Date: / / 201 ...

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		(Tick on Your Option)	<u>Page No :</u>
Name Of The School:	ZPHS / MPHS / MPUPS / MPPS /		
Mand	Dist:	AP / TS. PIN : .	
al:			
<u>No:</u>		<u>Dated :</u>	/ / 201
ı	(This Form prepared by and available at w	ww.Guruvu.In)	

Full Signature Of the Taken Over Headmaster Date: / / 201 ...

Full Signature Of the Hand Over Headmaster Date: / 201 ...