

## **LIST OF REGISTERS TO BE MAINTAINED BY ALL INSTITUTIONS OF HEALTH SERVICES DEPARTMENT**

### A. GENERAL

1. Attendance Register
2. Casual Leave Register
3. Distribution Register (Inward Register)
4. Personal Register
5. Despatch cum Stamp Account Register
6. Local Delivery Book
7. Movement Register
8. Register of trunk call and phonograms
9. Register of books and periodicals
10. Register of land and buildings
11. Register of rented buildings
12. Register of Trees

### B. ESTABLISHMENT

1. Cadre Register
2. Register of permanent establishment
3. Register of temporary establishment
4. Register of service books
5. Register of Last Pay Certificates
6. Register of declaration of probation
7. Increment register

### C. ACCOUNTS & STORES

1. Treasury Bill Book
2. Cash Book
3. Register of valuables
4. Pay Bill Register
5. Acquittance Roll
6. Abstract of Pay bill Register
7. Register for undisbursed pay (UDP)
8. Allotment Register
9. Advances Register

10. Contingent Register
11. Register for reconciliation of Expenditure
12. Cheque Issue Register
13. Register for Demand Drafts (DD)
14. Challan Register
15. Register for Audit Objections
16. Stock Register for TR-5
17. Stock Register for Receipt Books
18. Stock Register for Furniture
19. Stock Register for Stationery articles
20. Stock Register for Printed Forms & Registers