

## **Registers maintained in Department**

### **I. Accounts related Stock Register**

- a. Cash Book / Bank Book
- b. Contingent Expenditure
- c. Bill Book
- d. Receipt Book
- e. Last Pay Certificate Book
- f. Cheque Register
- g. Employees Advances Register

### **II. Service & Other Subjects Related Register**

- a. Attendance Register / Biometric
- b. Service Book
- c. Inward & Outward Register
- d. Personnel Files Register
- e. Vehicle Purchase & Other Repair Files Register
- f. Roster, Appointment Book
- g. Office Order Book