

**PROPOSED REGISTERS
TO BE
MAINTAINED IN OUR INSTITUTIONS.**

1. Admission Register
2. Acquittance Register
3. Staff Attendance Register
4. Staff meeting Minutes
5. Stock Register (every Department)
6. P.F. Register
7. T.C. Register
8. Lesson Observation Register (For Schools)
9. To and From Register (incoming and out going mail)
10. Movement Register (Employees going out of premises during working hours.)
11. Memo Register (Staff)
12. Memo Register (Student)
13. Vistors' Register (Govt. Officials, or Someone important persons coming to the institutions)
14. File for each teacher (appointment letter, certificates, memo given, any other information, ect.)
15. Sports, Library, Lab, Audio visual Register.

CAPUCHIN EDUCATION BOARD
(A Unit of the Capuchin Friars Service Society)

Saccidananda,
Capuchin Provincialate, Dr. Rajkumar Road,
P. B. No. 1060, Rajajinagar, Ist Block
Bangalore 560 010

STAFF CARD



NAME: -----

DATE OF BIRTH: -----

RESIDENTIAL ADDRESS: -----

PERMANAT ADDRESS: -----

QUALIFICATION: -----

DATE OF JOINING: -----

WHETHER MARRIED: -----

NO OF CHILDREN: -----

DATE OF INCREMENT: -----

LANGUAGE KNOWN	
SPEAK:	
READ:	
WRITE:	

REFERENCE:

1.

2.

SIGNATURE OF THE PRINCIPAL / HEAD OF INSTITUTION

ANNUAL CONFIDENTIAL REPORT

EXIT INFORMATION					
RESIGNATION	TERMINATION	ABANDONMENT	DISMISSAL	DEATH	RETIREMENT

Disciplinary action taken / Remarks:
