

**VI. Records to be maintained**

**(i) At school level :**

1. Visitors Book
2. Minutes of Meetings
3. Bank Account Passbooks
4. Cashbooks
5. Bio data of CPOs, ACPOs, and SPC Cadets
6. Particulars of School Advisory Committee
7. Details of Drill Inspectors
8. Outdoor Registers
9. Indoor Registers
10. Field Visit Registers
11. Journal for CPO, ACPO, and Cadets
12. Monthly Assessment Register
13. Performance Register

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