

10. Proper maintenance of official Records (Cash Books/ Stock registers, Fund registers, Leave records, Fine Fund etc.)

Yes, Proper maintenance of official records such as **Cash Books, Stock Registers, Fund Registers, Leave Records, Fine Fund** and other key records is vital for organizational accountability, legal compliance, and operational efficiency.

Cash books (for tracking financial transactions).

Stock registers (for managing inventory).

Fund registers (for tracking different funds such as fine fund, development fund, etc.).

Leave records (for tracking employee leave balances).

Assigned Responsibility:

The **accounts department** handles cash books and fund registers in RGM Govt College Joginder nagar.