



(As on 01/07/2013)

**Statement Showing the Records Duly Indexed &
Catalogued & Kept in Cupboards of the Record Room at
BANASHANKARI REFERRAL HOSPITAL**

Sl No	Category	No. of Files	Remarks
1	A	83	-
2	B	2864	-
3	C	02	-
4	D	185	-
5	E	5937	-
Total		9071	0

BANASHANKARI REFERRAL HOSPITAL

RTA 2005 SECTION 4 (1)(a)

41(a) Maintenance of all Records of this hospital duly catalogued and Indexed in a manner and form as per RTI Act.

Category – ‘A’ Parturition Register

SI No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	03/11/1976 TO 16/06/1981	A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
2	June-1981 TO Dec-1984	A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
3	01/01/1984 TO 25/02/1986	A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
4	Oct-1987 TO Mar-1989	A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
5	20/03/1989 TO 27/03/1990	A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
6	01/04/1990 TO 30/11/1991	A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
7	02/02/1991 TO 29/11/1991	A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
8	01/12/1991 TO 17/10/1992	A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
9	19/10/1992 TO 02/07/1993	A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
10	01/07/1993 TO 01/01/1997	A	PAR 10	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
11	01/01/1997 TO 28/02/1998	A	PAR 11	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
12	04/03/1998 TO 03/05/1999	A	PAR 12	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

13	01/05/1999 TO 31/05/2001	A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
14	01/02/2001 TO 21/10/2002	A	PAR 14	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
15	22/10/2002 TO 29/05/2003	A	PAR 15	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
16	30/05/2003 TO 20/01/2004	A	PAR 16	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
17	20/01/2004 TO 20/09/2004	A	PAR 17	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
18	20/09/2004 TO 31/03/2005	A	PAR 18	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
19	31/03/2005 TO 26/09/2005	A	PAR 19	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
20	26/09/2005 TO 06/04/2006	A	PAR 20	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
21	01/10/2006 TO 22/02/2007	A	PAR 21	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
22	23/02/2007 TO 08/07/2007	A	PAR 22	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
23	08/07/2007 TO 14/01/2008	A	PAR 23	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
24	14/01/2008 TO 31/07/2008	A	PAR 24	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
25	01/08/2008 TO 14/02/2009	A	PAR 25	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
26	14/02/2009 TO 30/06/2009	A	PAR 26	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
27	01/07/2009 TO 16/12/2009	A	PAR 27	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
28	21/07/2009 TO 20/12/2009	A	PAR 28	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

29	03/01/2011 TO 30/01/2011	A	PAR 29	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
30	01/01/2011 TO 02/02/2012	A	PAR 30	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
31	02/02/2012 TO 25/08/2012	A	PAR 31	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
32	25/08/2012 TO 25/02/2013	A	PAR 32	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
33	25/0/2013 TO 29/06/2013	A	PAR 33	Parturition Record Using	Record Room cupboard 1 Shelf No 1	Record Officer

Category – ‘A’ Birth and Death Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
34	03/09/2007 TO 29/12/2007	A	BDR 1	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer
35	29/12/2007 TO 10/05/2008	A	BDR 2	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer
36	11/05/2008 TO 16/12/2008	A	BDR 3	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer
37	17/12/2008 TO 22/07/2009	A	BDR 4	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer
38	24/07/2009 TO 09/03/2010	A	BDR 5	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer
39	09/03/2010 TO Till Today	A	BDR 6	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer
40	01/01/2012 TO 25/08/2012	A	BDR 7	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer
41	26/08/2012 TO Till Today	A	BDR 8	Birth and Death Register Using	-	Record Officer

Category – ‘A’ Indent Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
42	27/08/2007 TO 05/06/2008	A	IDB- 1	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
43	20/06/2008 TO 15/09/2009	A	IDB- 2	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
44	14/07/2008 TO 10/09/2009	A	IDB -3	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
45	07/10/2009 TO 26/05/2010	A	IDB -4	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
46	15/10/2009 TO 30/05/2010	A	IDB -5	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
47	24/05/2010 TO 30/05/2010	A	IDB- 6	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
48	23/12/2010 TO 02/05/2011	A	IDB -7	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
49	01/01/2011 TO 27/11/2011	A	IDB- 8	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
50	01/12/2012 TO 30/06/2012	A	IDB- 9	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
51	01/07/2012 TO 28/03/2013	A	IDB- 10	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
52	01/04/2012 TO 29/06/2013	A	IDB- 11	Using	-	Record Officer
53	01/01/2012 TO 29/06/2013	A	IDB- 8	Indent Book Lab Using	-	Record Officer

01-15 Indent Books Are Damedged

54	2004 TO 2006	A	IDB- 9	Indent Book (Lab)	Record Room cupboard 1 Shelf No 2	Record Officer
55	2006 TO 2009	A	IDB- 10	Indent Book (Lab)	Record Room cupboard 1 Shelf No 2	Record Officer
56	2009 TO Till Today	A	IDB- 11	Indent Book (Lab)	Record Room cupboard 1 Shelf No 2	Record Officer

Category – ‘A’ Niyojana File

SI No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
57	01/04/2011 TO Till Today	A	DPF-1	Niyojana File	Record Room cupboard 1 Shelf No 2	Record Officer

Category – ‘A’ Transfer Flie

SI No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
58	01/04/2011 TO Till Today	A	TRF 1	Transfers File	Record Room cupboard 1 Shelf No 2	Record Officer
	01/07/2013	A	TRF 2	Transfers File	Record Room cupboard 1 Shelf No 2	Record Officer

Category – ‘A’ Circulars (Suttolegala Adesha)

SI No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
59	01/04/2010 TO 31/03/2011	A	ADR 1	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 2	Record Officer
60	01/04/2011 TO	A	ADR 2	Circulars (Suttolegala	Record Room cupboard 1	Record Officer

	Till Today			Adesha)	Shelf No 2	
61	01/04/2012 TO 31/03/2013	A	ADR 3	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 2	Record Officer
62	01/04/2013 TO 01/07/2013	A	ADR 3	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 2	Record Officer

Category – ‘A’ Service Book (Old + New)

SI No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
63	13/12/2002	A	SRR 1	Service Book (Dr.Mukthabai, Asst.Surg)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
64	12/10/1979	A	SRR 2	Service Book (L.P.Bharathi, S/N)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
65	10/11/1990	A	SRR 3	Service Book (Manjuladevi, Jr.HAF)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
66	13/12/2002	A	SRR 4	Service Book (B.Meenakshi, F.D.A)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
67	21/10/1994	A	SRR 5	Service Book (R.Prasanna Kumar, F.D.A)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
68	20/08/1998	A	SRR 6	Service Book (Selvi, Ayah)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
69	15/07/1982	A	SRR 7	Service Book (Subramani, Night Watchman)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
70	10/06/1972	A	SRR 8	Service Book (Venkatamma, P.K..)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
71	2012	A	SRR 9	Service Book (Narasimhaiah)	Record Room cupboard 1 Shelf No 2	Record Officer Current File

72	Old SR-1	A	SRR 10	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer Current File
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Category – ‘A’ Acquittance Rols & Pay and Other Allowances

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
73	May-1985 TO May-1988	A	AQR 1	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
74	May-1988 TO Jan-1991	A	AQR 2	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
75	Feb-1991 TO Feb-1995	A	AQR 3	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
76	Mar-1995 TO Mar-1998	A	AQR 4	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
77	Mar-1998 TO Mar-2000	A	AQR 5	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
78	Mar-2000 TO May-2002	A	AQR 6	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
79	May-2002 TO Jun-2004	A	AQR 7	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
80	Jul-2004 TO Apri-2007	A	AQR 8	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
81	Apr-2007 TO Feb-2011	A	AQR 9	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
82	Feb-2011 TO Till Today	A	AQR 10	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
83	2013	A	AQR 11	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer

Category – ‘B’ Repairs and Maintenance Vehicle Register (Reading Record Book)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	25/07/2003 TO 15/12/2008	B	RMV 1	Repairs & Maintenance Vehicle Register	Record Room cupboard 1 Shelf No 2	2033 Record Officer
2	23/03/2009 TO Till Today	B	RMV 2	Repairs & Maintenance Vehicle Register	Record Room cupboard 1 Shelf No 2	2039 Record Officer
3	16/06/2003 TO 14/12/2007	B	RMV 3	Maintenance of Vehicle Register (Diesel Book)	Record Room cupboard 1 Shelf No 2	2033 Record Officer
4	25/01/2008 TO 15/04/2010	B	RMV 4	Maintenance of Vehicle Register (Diesel Book)	Record Room cupboard 1 Shelf No 2	2038 Record Officer
5	13/05/2010 TO Till Today	B	RMV 5	Maintenance of Vehicle Register (Diesel Book)	Record Room cupboard 1 Shelf No 2	2040 Record Officer
6	2012	B	RMV 6	Maintenance of Vehicle Register (Diesel Book)	Record Room cupboard 1 Shelf No 2	2040 Record Officer

Category – ‘B’ Festival Advance Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
7	01/07/2010 TO Till Today	B	FAR-1	Festival Advance Register	Record Room cupboard 1 Shelf No 2	2040 Record Officer

Category – ‘B’ Legal Files (Nyavalada Kadatagalu)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
0	0	B	0	0	0	0

Category – ‘B’ Audit Report Followup Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
8	2008 -2009 TO Till Today	B	AUR-1	Audit Report Followup Register	Record Room cupboard 1 Shelf No 2	2038 Record Officer

Category – ‘B’ User Fees Register (Challen Reg.)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
9	2000 TO 01/01/2011	B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	2030 Record Officer
10	01/01/2011 TO 15/11/2011	B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	2030 Record Officer
11	16/11/2011 TO 18/12/2012	B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	2030 Record Officer
12	18/12/2012 TO 26/06/2013	B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	2030 Record Officer
	Total No. of Books 4					
13	Total No. of Computer Challens	Date – 17/08/2012 TO 29/06/2013	CHL 1	User Fee Register - 116	Record Room cupboard 1 Shelf No 3	2030 Record Officer

Category – ‘B’ User Fees Register (UF Cash Book)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
14	2000 TO 01/01/2011	B	UCB 1	Total User Fee Register (Cash Book)- <u>7</u>	Record Room cupboard 1 Shelf No 3	2030 Record Officer

15	01/01/2011 TO 24/05/2011	B	UCB 1	Total User Fee Register (Cash Book)-8	Record Room cupboard 1 Shelf No 3	2030 Record Officer
16	24/05/2011 TO 29/06/2013	B	UCB 1	Total User Fee Register (Cash Book)-9	Record Room cupboard 1 Shelf No 3	2030 Record Officer
17	Total No. of Cash Book 9					

Category – ‘B’ User Fees Register (Bank Pass Book)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
18	2000 TO 01/01/2011	B	BPB 1	Total User Fees Register (Bank Pass Book)- <u>6</u>	Record Room cupboard 1 Shelf No 3	2030 Record Officer
19	01/01/2011 TO 13/07/2011	B	BPB 1	Total User Fees Register (Bank Pass Book)-7	Record Room cupboard 1 Shelf No 3	2030 Record Officer
20	13/07/2011 TO 10/02/2012	B	BPB 1	Total User Fees Register (Bank Pass Book)-8	Record Room cupboard 1 Shelf No 3	2030 Record Officer
21	11/02/2012 TO 9/11/2012	B	BPB 1	Total User Fees Register (Bank Pass Book)-9	Record Room cupboard 1 Shelf No 3	2030 Record Officer
22	10/11/2012 TO 26/06/2013	B	BPB 1	Total User Fees Register (Bank Pass Book)-10	Record Room cupboard 1 Shelf No 3	2030 Record Officer
23	26/06/2013 TO 29/06/2013	B	BPB 1	Total User Fees Register (Bank Pass Book)-11	Using	2030 Record Officer

Category – ‘B’ User Fees Register (Receipt Books Counter Foils)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
24	2000 TO 01/01/2011	B	RCB 1	Total Receipt Books Counter Foils- <u>1119</u>	Record Room cupboard 1 Shelf No 4-5	2030 Record Officer
25	01/01/2011 TO 16/08/2012	B	RCB 1	Total Receipt Books Counter Foils-225	Record Room cupboard 1 Shelf No 4-5	2030 Record Officer
26	Total No. of Receipt Books 01/01/2011			Total Receipt Books Counter Foils-1344	Record Room cupboard 1 Shelf No 4-5	2030 Record Officer

Category – ‘B’ Stock Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
28	1976 TO Till Today	B	STB 1	Total Stock Book- <u>11</u>	Record Room cupboard 1 Shelf No 3	2006 Record Officer
29	01/01/2011 TO 01/01/2012	B	STB 1	Total Stock Book- 12	Record Room cupboard 1 Shelf No 3	2006 Record Officer
30	01/01/2012 TO 29/06/2013	B	STB 1	Total Stock Book- 13 Using	-	2006 Record Officer

Category – ‘C’ Scale Register of Establishment

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	01/05/2005 TO Till Today	C	SRE-1	Scale Register of Establishment	Record Room cupboard 1 Shelf No 3	2015 Record Officer
2	01/04/2011	C	SRE-2	Scale Register of Establishment	Using	2015 Record Officer

Category – ‘D’ P.R. Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	01/12/1999 TO 31/03/2005	D	PRR 1	P.R. Register	Record Room cupboard 2 Shelf No 3	2004 Record Officer
2	15/04/2005 TO 07/10/2008	D	PRR 2	P.R. Register	Record Room cupboard 2 Shelf No 3	2010 Record Officer
3	02/04/2009 TO 15/03/2011	D	PRR 3	P.R. Register	Record Room cupboard 2 Shelf No 3	2014 Record Officer
4	16/04/2011 TO Till Today	D	PRR 4	P.R. Register	Record Room cupboard 2 Shelf No 3	2016 Record Officer
5	01/04/2013 TO Till Today	D	PRR 5	P.R. Register	Using	2016 Record Officer

Category – ‘D’ Tappal Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
6	11/02/2003 TO 26/02/2004	D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	2008 Record Officer
7	25/05/2005 TO 06/11/2007	D	TPB 2	Tappal Book	Record Room cupboard 2 Shelf No 3	2010 Record Officer
8	29/04/2008 TO Till Today	D	TPB 3	Tappal Book	Record Room cupboard 2 Shelf No 3	2013 Record Officer
9	01/04/2013 TO Till Today	D	TPB 4	Tappal Book	Using	2013 Record Officer

Category – ‘D’ Attendance Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
10	May-2007 TO Dec-2009	D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	2012 Record Officer
11	Jan-2010 TO Dec-2010	D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	2015 Record Officer
12	Jan-2011 TO Till Today	D	ATT 3	Attendance Register	Record Room cupboard 2 Shelf No 2	2016 Record Officer
13	2012	D	ATT 4	Attendance Register	Record Room cupboard 2 Shelf No 2	2016 Record Officer
14	2013 TO Till Today	D	ATT 5	Attendance Register	Using	2016 Record Officer

Category – ‘D’ Medical Reimbursement files (Reg)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
15	27/10/2009 TO Till Today	D	MRF-1	Medical Reimbursement files (Reg)	Record Room cupboard 2 Shelf No 2	2014 Record Officer

Category – ‘D’ D.C. Bill Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
16	Nov-2005 TO Till Today	D	DCB 1	D.C. Bill Book (K.E.B)	Record Room cupboard 2 Shelf No 2	2010 Record Officer
17	Nov-2005 TO Till Today	D	DCB 2	D.C. Bill Book (B.W.S.S.B)	Record Room cupboard 2 Shelf No 2	2010 Record Officer

18	Mar-2009 TO Till Today	D	DCB 3	D.C. Bill Book (B.S.N.L)	Record Room cupboard 2 Shelf No 2	2014 Record Officer
19	Oct-2008 TO Till Today	D	DCB 4	D.C. Bill Book (B.S.N.L)	Record Room cupboard 2 Shelf No 2	2013 Record Officer
20	01/04/2004 TO 16/10/2008	D	DCB 5	D.C. Bill Book (Insentive Cash Book)	Record Room cupboard 2 Shelf No 2	2009 Record Officer
21	17/10/2008 TO Till Today	D	DCB 6	D.C. Bill Book (Insentive Cash Book)	Record Room cupboard 2 Shelf No 2	2013 Record Officer
22	July-2005 TO 30/05/2009	D	DCB 7	D.C. Bill Book (Insentive Register Book)	Record Room cupboard 2 Shelf No 2	2010 Record Officer
23	01/06/2009 TO Till Today	D	DCB 8	D.C. Bill Book (Insentive Register Book)	Record Room cupboard 2 Shelf No 2	2014 Record Officer
24	2012 TO Till Today	D	DCB 9	D.C. Bill Book (Insentive Register Book)	Record Room cupboard 2 Shelf No 2	2014 Record Officer

Category – ‘D’ Log Books

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
25	01/09/2000 TO 31/12/2001	D	LOG 1	Log Book (KA-01-7522)	Record Room cupboard 2 Shelf No 2	2005 Record Officer
26	16/03/2002 TO 31/12/2002	D	LOG 2	Log Book (KA-01-7522)	Record Room cupboard 2 Shelf No 2	2007 Record Officer
27	21/01/2003 TO 01/06/2005	D	LOG 3	Log Book (KA-01-7522)	Record Room cupboard 2 Shelf No 2	2008 Record Officer
28	10/07/2007 TO 30/09/2008	D	LOG 4	Log Book (KA-01-7522)	Record Room cupboard 2 Shelf No 2	2012 Record Officer
29	22/01/2011 TO Till Today	D	LOG 5	Log Book (KA-01-7522)	Record Room cupboard 2 Shelf No 2	2016 Record Officer
30	Mar-2002 TO 30/06/2006	D	LOG 6	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	2007 Record Officer

31	01/07/2002 TO 30/09/2003	D	LOG 7	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	2007 Record Officer
32	01/10/2003 TO 22/07/2005	D	LOG 8	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	2008 Record Officer
33	23/07/2005 TO 14/10/2006	D	LOG 9	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	2010 Record Officer
34	02/11/2006 TO 26/06/2007	D	LOG 10	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	2011 Record Officer
35	27/06/2007 TO 21/01/2008	D	LOG 11	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	2012 Record Officer
36	22/01/2008 TO 19/09/2008	D	LOG 12	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	2013 Record Officer
37	20/09/2008 TO 30/09/2009	D	LOG 13	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	2013 Record Officer
38	01/10/2009 TO 31/10/2010	D	LOG 14	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	2014 Record Officer
39	01/11/2010 TO Till Today	D	LOG 15	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	2015 Record Officer
40	14/01/2008 TO 26/05/2008	D	LOG 16	Log Book (KA-01-B-8132)	Record Room cupboard 2 Shelf No 2	2013 Record Officer
41	27/05/2008 TO 22/01/2009	D	LOG 17	Log Book (KA-01-B-8132)	Record Room cupboard 2 Shelf No 2	2013 Record Officer
42	29/12/2010 TO Till Today	D	LOG 18	Log Book (KA-01-B-8132)	Record Room cupboard 2 Shelf No 2	2015 Record Officer
43	23/09/2004 TO 01/07/2006	D	LOG 19	Log Book (KA-01-A-161)	Record Room cupboard 2 Shelf No 2	2009 Record Officer
44	07/12/2007 TO 02/12/2008	D	LOG 20	Log Book (KA-01-A-161)	Record Room cupboard 2 Shelf No 2	2012 Record Officer
45	03/12/2008 TO 29/06/2009	D	LOG 21	Log Book (KA-01-A-161)	Record Room cupboard 2 Shelf No 2	2013 Record Officer
46	03/07/2009 TO 25/01/2010	D	LOG 22	Log Book (KA-01-A-161)	Record Room cupboard 2 Shelf No 2	2014 Record Officer

47	26/01/2010 TO 03/03/2010	D	LOG 23	Log Book (KA-01-A-161)	Record Room cupboard 2 Shelf No 2	2015 Record Officer
48	2011 TO Till Today	D	LOG 24	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	2015 Record Officer
49	01/04/2013 TO Till Today	D	LOG 25	Log Book (KA-01-B-8132)	Record Room cupboard 2 Shelf No 2	2015 Record Officer

Category – ‘D’ LPC Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
50	2009-2010 TO Till Today	D	LPC-1	LPC Register	Record Room cupboard 2 Shelf No 2	2015 Record Officer

Category – ‘D’ Out Patient Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
51	01/05/2007 TO 23/07/2009	D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	20112 Record Officer
52	02/01/2006 TO 14/08/2009	D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	2011 Record Officer
53	15/09/2009 TO 17/12/2009	D	OPD 3	Out Patient Register	Record Room cupboard 2 Shelf No 3	2014 Record Officer
54	24/07/2010 TO 21/04/2011	D	OPD 4	Out Patient Register	Record Room cupboard 2 Shelf No 3	2015 Record Officer
55	18/12/2010 TO 19/03/2011 TO Till Today	D	OPD 5	Out Patient Register	Record Room cupboard 2 Shelf No 3	2015 Record Officer
56	20/04/2008 TO 26/07/2010	D	OPD 6	Out Patient Register (Peadiatric)	Record Room cupboard 2 Shelf No 3	2013 Record Officer
57	07/01/2001	D	OPD 7	Out Patient	Record Room	2006

	TO 28/10/2009			Register (Peadiatric)	cupboard 2 Shelf No 3	Record Officer
58	21/10/2010 TO Till Today	D	OPD 8	Out Patient Register (Peadiatric)	Record Room cupboard 2 Shelf No 3	2015 Record Officer
59	2011 TO Till Today	D	OPD 9	Out Patient Register (Peadiatric)	Record Room cupboard 2 Shelf No 3	2015 Record Officer
60	2012 TO Till Today	D	OPD 10	Out Patient Register (Peadiatric)	Record Room cupboard 2 Shelf No 3	2015 Record Officer
61	2013 TO Till Today	D	OPD 11	Out Patient Register (Peadiatric) Using	Record Room cupboard 2 Shelf No 3	2015 Record Officer

Category – ‘D’ Admission Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
62	14/04/1982 TO 01/01/2011	D	ADR 1	Total Admission Register- <u>32</u>	Record Room cupboard 1 Shelf No 1	1987 Record Officer
63	02/01/2011 TO 26/10/2012	D	ADR 1	Total Admission Register-33	Record Room cupboard 1 Shelf No 1	1987 Record Officer
64	26/10/2012 TO 23/02/2013	D	ADR 1	Total Admission Register-34	Record Room cupboard 1 Shelf No 1	1987 Record Officer
65	23/02/2013 TO 29/06/2013	D	ADR 1	Total Admission Register-35 Using	-	1987 Record Officer

Category – ‘D’ Antenatal Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
66	01/04/1998 TO Till Today	D	ANC 1	Total ANC Register- <u>15</u> Using 1	Record Room cupboard 2 Shelf No 3	2003 Record Officer

Category – ‘D’ Major O.T. Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
67	06/06/2001 TO 31/05/2005	D	MAJ 1	Major O.T. Register	Record Room cupboard 2 Shelf No 2	2006 Record Officer
68	01/06/2005 TO 09/10/2007	D	MAJ 2	Major O.T. Register	Record Room cupboard 2 Shelf No 2	2010 Record Officer
69	Nov-2007 TO Maar-2010	D	MAJ 3	Major O.T. Register	Record Room cupboard 2 Shelf No 2	2012 Record Officer
70	01/04/2010 TO Till Today	D	MAJ 4	Major O.T. Register	Record Room cupboard 2 Shelf No 2	2015 Record Officer
71	2012	D	MAJ 5	Major O.T. Register	Record Room cupboard 2 Shelf No 2	2015 Record Officer
72	2013	D	MAJ 6	Major O.T. Register Using	-	2015 Record Officer

Category – ‘D’ Minor O.T. Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
72	06/02/2001 TO 2003	D	MIN 1	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	2006 Record Officer
73	May-2009 TO Till Today	D	MIN 2	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	2014 Record Officer
74	2012-2013	D	MIN 3	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	2014 Record Officer

Category – ‘D’ Infant Death Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
75	2006 TO Till Today	D	IFD-1	Infant Death Register	Record Room cupboard 2 Shelf No 3	2011 Record Officer

Category – ‘E’ R.T.I. Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	19/04/2007 TO 11/02/2010	E	RTI-1	R.T.I. Register	Record Room cupboard 2 Shelf No 3	2008 Record Officer
2	06/04/2010 TO Till Today	E	RTI-2	R.T.I. Register	Record Room cupboard 2 Shelf No 3	2011 Record Officer
3	2013	E	RTI-3	R.T.I. Register Using	-	2011 Record Officer

Category – ‘E’ Casual Leave Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
4	01/04/2010 TO 31/03/2011	E	CLR 1	Casual Leave Register	Record Room cupboard 2 Shelf No 4	2011 Record Officer
5	01/04/2011 TO Till Today	E	CLR 2	Casual Leave Register	Record Room cupboard 2 Shelf No 4	2012 Record Officer

Category – ‘E’ Dog Bite Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
6	12/11/1998 TO Till Today	E	DOG 1	Total Dog Bite Register - <u>12</u>	Record Room cupboard 2 Shelf No 4	1999 Record Officer

7	01/07/2011 TO 29/02/2012	E	DOG 1	Total Dog Bite Register -13	Record Room cupboard 2 Shelf No 4	1999 Record Officer
8	01/03/2012 TO 17/11/2012	E	DOG 1	Total Dog Bite Register -14	Record Room cupboard 2 Shelf No 4	1999 Record Officer
9	18/11/2012 TO 01/07/2013	E	DOG 1	Total Dog Bite Register -15	Record Room cupboard 2 Shelf No 4	1999 Record Officer
10	01/02/2012 TO Till Today	E	DOG 1	Total Dog Bite Register -16 Using	-	1999 Record Officer

Category – ‘E’ Maternity Case Sheet

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
7	06/02/2001 TO Till Today	E	MCS 1	Total Maternity Case Sheet- <u>5874</u>	Record Room cupboard 2 Shelf No 5	2002 Record Officer

Category – ‘E’ M.T.P Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
8	05/04/2005 TO Till Today	E	MTP 1	M.T.P. Register	Record Room cupboard 2 Shelf No 4	2006 Record Officer
9	2008	E	MTP 2	M.T.P. Register	Record Room cupboard 2 Shelf No 4	2006 Record Officer
10	2011	E	MTP 3	M.T.P. Register	Record Room cupboard 2 Shelf No 4	2006 Record Officer
11	2013 TO Till Today	E	MTP 4	M.T.P. Register Using	-	2006 Record Officer

Category – ‘E’ IUCD Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
12	12/01/2001 TO Till Today	E	CUT 1	IUCD Register	Record Room cupboard 2 Shelf No 4	2002 Record Officer
13	12/01/2001 TO Till Today	E	CUT 2	IUCD Register	Record Room cupboard 2 Shelf No 4	2002 Record Officer
14	2005	E	CUT 3	IUCD Register	Record Room cupboard 2 Shelf No 4	2002 Record Officer
15	2010	E	CUT 4	IUCD Register	Record Room cupboard 2 Shelf No 4	2002 Record Officer
16	2013	E	CUT 5	IUCD Register Using	-	2002 Record Officer

Category – ‘E’ Lab Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
17	2006 TO 2009	E	LAB -1	Lab Register (Routine Register)	Record Room cupboard 2 Shelf No 4	2007 Record Officer
18	2009 TO Till Today	E	LAB -2	Lab Register (Routine Register)	Record Room cupboard 2 Shelf No 4	2010 Record Officer
19	2009 TO 2011 Till Today	E	LAB -3	Lab Register (T.B.Register)	Record Room cupboard 2 Shelf No 4	2010 Record Officer
20	2011 TO 28/02/2013	E	LAB -4	Lab Register (T.B.Register)	Record Room cupboard 2 Shelf No 4	2010 Record Officer
21	01/03/2013 TO 29/06/2013	E	LAB -5	Using)	-	2010 Record Officer

Category – ‘E’ Referral Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
22	1999 TO Till Today	E	RFF-1	Total Referral Book- <u>3</u>	Record Room cupboard 2 Shelf No 4	2000 Record Officer
23	2002	E	RFF-2	Total Referral Book-4	Record Room cupboard 2 Shelf No 4	2000 Record Officer
24	2010	E	RFF-3	Total Referral Book-5	Record Room cupboard 2 Shelf No 4	2000 Record Officer

Category – ‘E’ Complaint Files

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
0	0	0	0	0	0	0

Category – ‘E’ Condemned Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
25	26/06/2004 TO Till Today	E	CON-1	Condemned Register	Record Room cupboard 2 Shelf No 4	2005 Record Officer
26	2010	E	CON-2	Condemned Register	Record Room cupboard 2 Shelf No 4	2005 Record Officer

Category – ‘E’ Scanning Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
27	01/01/2008 TO	E	SCN- 1	Total Scanning Register- <u>4</u>	Record Room cupboard 2	2009 Record

	Till Today				Shelf No 4	Officer
28	2012	E	SCN- 2	Total Scanning Register-5	Record Room cupboard 2 Shelf No 4	2009 Record Officer

Category – ‘E’ Doctor’s Call Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
29	2006 TO Till Today	E	DOC-1	Doctor’s Call Book	Record Room cupboard 2 Shelf No 4	2007 Record Officer