



**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	90	-
2	B	1152	-
3	C	01	-
4	D	100	-
5	E	3904	-
<b>Total</b>		<b>5247</b>	<b>0</b>

# 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 RIT 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 Till Today	A	PAR 30	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

**Category – ‘A’ Birth and Death 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
31	03/09/2007 TO 29/12/2007	A	BDR 1	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer
32	29/12/2007 TO 10/05/2008	A	BDR 2	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer
33	11/05/2008 TO 16/12/2008	A	BDR 3	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer
34	17/12/2008 TO 22/07/2009	A	BDR 4	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer
35	24/07/2009 TO 09/03/2010	A	BDR 5	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer
36	09/03/2010 TO Till Today	A	BDR 6	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer

**Category – ‘A’ Indent Book**

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
37	27/08/2007 TO 05/06/2008	A	IDB- 1	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
38	20/06/2008 TO 15/09/2009	A	IDB- 2	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
39	14/07/2008 TO 10/09/2009	A	IDB -3	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer

40	07/10/2009 TO 26/05/2010	A	IDB -4	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
41	15/10/2009 TO 30/05/2010	A	IDB -5	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
42	24/05/2010 TO 30/05/2010	A	IDB- 6	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
43	23/12/2010 TO 02/05/2011	A	IDB -7	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
44	01/01/2011 TO Till Today	A	IDB- 8	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
<b>01-15 Indent Books Are Damedged</b>						
45	2004 TO 2006	A	IDB- 9	Indent Book (Lab)	Record Room cupboard 1 Shelf No 2	Record Officer
46	2006 TO 2009	A	IDB- 10	Indent Book (Lab)	Record Room cupboard 1 Shelf No 2	Record Officer
47	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
48	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
49	01/04/2011 TO Till Today	A	TRF 1	Tramsfer File	Record Room cupboard 1 Shelf No 2	Record Officer

**Category – ‘A’ Circulars (Suttolegala Adesha)**

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	01/04/2010 TO 31/03/2011	A	ADR 1	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 2	Record Officer
51	01/04/2011 TO Till Today	A	ADR 2	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 2	Record Officer

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

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
52	31/07/1980	A	SRR 1	Service Book (Dr.H.N.Gangalakshamma, Med.Suptd.)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
53	13/12/2002	A	SRR 2	Service Book (Dr.Mukthabai, Asst.Surg)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
54	12/10/1979	A	SRR 3	Service Book (L.P.Bharathi, S/N)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
55	24/06/1996	A	SRR4	Service Book (N.Kalaiarasi, S/N)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
56	10/11/1990	A	SRR 5	Service Book (Manjuladevi, Jr.HAF)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
57	13/12/2002	A	SRR 6	Service Book (B.Meenakshi, F.D.A)	Record Room cupboard 1 Shelf No 2	Record Officer Current File

58	21/10/1994	A	SRR 7	Service Book (R.Prasanna Kumar, F.D.A)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
59	10/09/1979	A	SRR 8	Service Book (Ramachandra, Driver)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
60	16/03/2000	A	SRR 9	Service Book (R.Harlece, Driver)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
61	20/08/1998	A	SRR 10	Service Book (Selvi, Ayah)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
62	15/07/1982	A	SRR 11	Service Book (Subramani, Night Watchman)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
63	16/10/1974	A	SRR 12	Service Book (Savithri, P.K.)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
64	10/06/1972	A	SRR 13	Service Book (Venkatamma, P.K..)	Record Room cupboard 1 Shelf No 2	Record Officer Current File
65	Old SR-1	A	SRR 14	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer Current File

**Category – ‘A’ Acutance Rolls & 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
66	May-1985 TO May-1988	A	AQR 1	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
67	May-1988 TO Jan-1991	A	AQR 2	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer

68	Feb-1991 TO Feb-1995	A	AQR 3	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
69	Mar-1995 TO Mar-1998	A	AQR 4	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
70	Mar-1998 TO Mar-2000	A	AQR 5	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
71	Mar-2000 TO May-2002	A	AQR 6	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
72	May-2002 TO Jun-2004	A	AQR 7	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
73	Jul-2004 TO Apri-2007	A	AQR 8	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
74	Apr-2007 TO Feb-2011	A	AQR 9	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
75	Feb-2011 TO Till Today	A	AQR 10	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	Record Officer
2	23/03/2009 TO Till Today	B	RMV 2	Repairs & Maintenance Vehicle Register	Record Room cupboard 1 Shelf No 2	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	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	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	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
6	01/07/2010 TO Till Today	B	FAR-1	Festival Advance Register	Record Room cupboard 1 Shelf No 2	Record Officer

**Category – ‘B’ Legal Files (Nyavaladha 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
7	2008 -2009 TO Till Today	B	AUR-1	Audit Report Followup Register	Record Room cupboard 1 Shelf No 2	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
8	2000 TO Till Today	B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	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
9	2000 TO Till Today	B	UCB 1	Total User Fee Register (Cash Book)- <u>7</u>	Record Room cupboard 1 Shelf No 3	Record Officer

**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
10	2000 TO Till Today	B	BPB 1	Total User Fees Register (Bank Pass Book)- <u>6</u>	Record Room cupboard 1 Shelf No 3	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
11	2000 TO Till Today	B	RCB 1	Total Receipt Books Counter Foils- <u>1119</u>	Record Room cupboard 1 Shelf No 4-5	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
12	1976 TO Till Today	B	STB 1	Total Stock Book- <u>11</u>	Record Room cupboard 1 Shelf No 3	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	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	Record Officer
2	15/04/2005 TO 07/10/2008	D	PRR 2	P.R. Register	Record Room cupboard 2 Shelf No 3	Record Officer
3	02/04/2009 TO 15/03/2011	D	PRR 3	P.R. Register	Record Room cupboard 2 Shelf No 3	Record Officer
4	16/04/2011 TO Till Today	D	PRR 4	P.R. Register	Record Room cupboard 2 Shelf No 3	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
5	11/02/2003 TO 26/02/2004	D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
6	25/05/2005 TO 06/11/2007	D	TPB 2	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
7	29/04/2008 TO Till Today	D	TPB 3	Tappal Book	Record Room cupboard 2 Shelf No 3	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
8	May-2007 TO Dec-2009	D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
9	Jan-2010 TO Dec-2010	D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
10	Jan-2011 TO Till Today	D	ATT 3	Attendance Register	Record Room cupboard 2 Shelf No 2	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
11	27/10/2009 TO Till Today	D	MRF-1	Medical Reimbursement files (Reg)	Record Room cupboard 2 Shelf No 2	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
12	Nov-2005 TO Till Today	D	DCB 1	D.C. Bill Book (K.E.B)	Record Room cupboard 2 Shelf No 2	Record Officer
13	Nov-2005 TO Till Today	D	DCB 2	D.C. Bill Book (B.W.S.S.B)	Record Room cupboard 2 Shelf No 2	Record Officer
14	Mar-2009 TO Till Today	D	DCB 3	D.C. Bill Book (B.S.N.L)	Record Room cupboard 2 Shelf No 2	Record Officer
15	Oct-2008 TO Till Today	D	DCB 4	D.C. Bill Book (B.S.N.L)	Record Room cupboard 2 Shelf No 2	Record Officer

16	01/04/2004 TO 16/10/2008	D	DCB 5	D.C. Bill Book (Insentive Cash Book)	Record Room cupboard 2 Shelf No 2	Record Officer
17	17/10/2008 TO Till Today	D	DCB 6	D.C. Bill Book (Insentive Cash Book)	Record Room cupboard 2 Shelf No 2	Record Officer
18	July-2005 TO 30/05/2009	D	DCB 7	D.C. Bill Book (Insentive Register Book)	Record Room cupboard 2 Shelf No 2	Record Officer
19	01/06/2009 TO Till Today	D	DCB 8	D.C. Bill Book (Insentive Register Book)	Record Room cupboard 2 Shelf No 2	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
20	01/09/2000 TO 31/12/2001	D	LOG 1	Log Book (KA-01-7522)	Record Room cupboard 2 Shelf No 2	Record Officer
21	16/03/2002 TO 31/12/2002	D	LOG 2	Log Book (KA-01-7522)	Record Room cupboard 2 Shelf No 2	Record Officer
22	21/01/2003 TO 01/06/2005	D	LOG 3	Log Book (KA-01-7522)	Record Room cupboard 2 Shelf No 2	Record Officer
23	10/07/2007 TO 30/09/2008	D	LOG 4	Log Book (KA-01-7522)	Record Room cupboard 2 Shelf No 2	Record Officer
24	22/01/2011 TO Till Today	D	LOG 5	Log Book (KA-01-7522)	Record Room cupboard 2 Shelf No 2	Record Officer
25	Mar-2002 TO 30/06/2006	D	LOG 6	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	Record Officer
26	01/07/2002 TO 30/09/2003	D	LOG 7	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	Record Officer
27	01/10/2003 TO 22/07/2005	D	LOG 8	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	Record Officer
28	23/07/2005 TO 14/10/2006	D	LOG 9	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	Record Officer

29	02/11/2006 TO 26/06/2007	D	LOG 10	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	Record Officer
30	27/06/2007 TO 21/01/2008	D	LOG 11	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	Record Officer
31	22/01/2008 TO 19/09/2008	D	LOG 12	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	Record Officer
32	20/09/2008 TO 30/09/2009	D	LOG 13	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	Record Officer
33	01/10/2009 TO 31/10/2010	D	LOG 14	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	Record Officer
34	01/11/2010 TO Till Today	D	LOG 15	Log Book (KA-01-A-160)	Record Room cupboard 2 Shelf No 2	Record Officer
35	14/01/2008 TO 26/05/2008	D	LOG 16	Log Book (KA-01-B-8133)	Record Room cupboard 2 Shelf No 2	Record Officer
36	27/05/2008 TO 22/01/2009	D	LOG 17	Log Book (KA-01-B-8133)	Record Room cupboard 2 Shelf No 2	Record Officer
37	29/12/2010 TO Till Today	D	LOG 18	Log Book (KA-01-B-8133)	Record Room cupboard 2 Shelf No 2	Record Officer
38	23/09/2004 TO 01/07/2006	D	LOG 19	Log Book (KA-01-A-161)	Record Room cupboard 2 Shelf No 2	Record Officer
39	07/12/2007 TO 02/12/2008	D	LOG 20	Log Book (KA-01-A-161)	Record Room cupboard 2 Shelf No 2	Record Officer
40	03/12/2008 TO 29/06/2009	D	LOG 21	Log Book (KA-01-A-161)	Record Room cupboard 2 Shelf No 2	Record Officer
41	03/07/2009 TO 25/01/2010	D	LOG 22	Log Book (KA-01-A-161)	Record Room cupboard 2 Shelf No 2	Record Officer
42	26/01/2010 TO 03/03/2010	D	LOG 23	Log Book (KA-01-A-161)	Record Room cupboard 2 Shelf No 2	Record Officer

**Category – ‘D’ LPC 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
43	2009-2010 TO Till Today	D	LPC-1	LPC Register	Record Room cupboard 2 Shelf No 2	Record Officer

**Category – ‘D’ Out Patient 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
44	01/05/2007 TO 23/07/2009	D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
45	02/01/2006 TO 14/08/2009	D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
46	15/09/2009 TO 17/12/2009	D	OPD 3	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
47	24/07/2010 TO 21/04/2011	D	OPD 4	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
48	18/12/2010 TO 19/03/2011 TO Till Today	D	OPD 5	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
49	20/04/2008 TO 26/07/2010	D	OPD 6	Out Patient Register (Pediatriac )	Record Room cupboard 2 Shelf No 3	Record Officer
50	07/01/2001 TO 28/10/2009	D	OPD 7	Out Patient Register ( Pediatriac )	Record Room cupboard 2 Shelf No 3	Record Officer
51	21/10/2010 TO Till Today	D	OPD 8	Out Patient Register (Pediatriac )	Record Room cupboard 2 Shelf No 3	Record Officer

**Category – ‘D’ Admission 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
52	14/04/1982 TO Till Today	D	ADR 1	Total Admission Register- <b><u>32</u></b>	Record Room cupboard 1 Shelf No 1	Record Officer

**Category – ‘D’ Antenatal 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
53	01/04/1998 TO Till Today	D	ANC 1	Total ANC Register- <b><u>13</u></b>	Record Room cupboard 2 Shelf No 3	Record Officer

**Category – ‘D’ Major O.T. 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
54	06/06/2001 TO 31/05/2005	D	MAJ 1	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Record Officer
55	01/06/2005 TO 09/10/2007	D	MAJ 2	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Record Officer
56	Nov-2007 TO Maar-2010	D	MAJ 3	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Record Officer
57	01/04/2010 TO Till Today	D	MAJ 4	Major O.T. Register	Record Room cupboard 2 Shelf No 2	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
58	06/02/2001 TO 2003	D	MIN 1	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
59	May-2009 TO Till Today	D	MIN 2	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	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
60	2006 TO Till Today	D	IFD-1	Infant Death Register	Record Room cupboard 2 Shelf No 3	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	Record Officer
2	06/04/2010 TO Till Today	E	RTI-2	R.T.I. Register	Record Room cupboard 2 Shelf No 3	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
3	01/04/2010 TO 31/03/2011	E	CLR 1	Casual Leave Register	Record Room cupboard 2 Shelf No 4	Record Officer
4	01/04/2011 TO Till Today	E	CLR 2	Casual Leave Register	Record Room cupboard 2 Shelf No 4	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
5	12/11/1998 TO Till Today	E	DOG 1	Total Dog Bite Register - <b><u>12</u></b>	Record Room cupboard 2 Shelf No 4	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
6	06/02/2001 TO Till Today	E	MCS 1	Total Maternity Case Sheet- <b><u>3874</u></b>	Record Room cupboard 2 Shelf No 5	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
7	05/04/2005 TO Till Today	E	MTP 1	M.T.P. Register	Record Room cupboard 2 Shelf No 4	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
8	12/01/2001 TO Till Today	E	CUT 1	IUCD Register	Record Room cupboard 2 Shelf No 4	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
9	2006 TO 2009	E	LAB -1	Lab Register (Routine Register)	Record Room cupboard 2 Shelf No 4	Record Officer

10	2009 TO Till Today	E	LAB -2	Lab Register (Routine Register)	Record Room cupboard 2 Shelf No 4	Record Officer
11	2009 TO 2011 Till Today	E	LAB -3	Lab Register (T.B.Register)	Record Room cupboard 2 Shelf No 4	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
12	1999 TO Till Today	E	RFF-1	Total Referral Book- <u>3</u>	Record Room cupboard 2 Shelf No 4	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
13	26/06/2004 TO Till Today	E	CON-1	Condemned Register	Record Room cupboard 2 Shelf No 4	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
14	01/01/2008 TO Till Today	E	SCN- 1	Total Scanning Register- <u>4</u>	Record Room cupboard 2 Shelf No 4	Record Officer

**Category – ‘E’ Doctor’s Call Book**

<b>SI No</b>	<b>Date on which opened (Files to be listed chronologically)</b>	<b>Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)</b>	<b>File No</b>	<b>Subject of file</b>	<b>Location of file: Room/ cupboard/ shelf number</b>	<b>Date on which file can be destroyed/ custodian of file</b>
15	2006 TO Till Today	E	DOC-1	Doctor’s Call Book	Record Room cupboard 2 Shelf No 4	Record Officer