

COTTONPET MATERNITY 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

| 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 | 07/11/1983 | CAT A | PAR 1 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 2 | 04/03/1985 | CAT A | PAR 2 | Parturition Record (Incomplete) | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 3 | 12/11/1987 | CAT A | PAR 3 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 4 | 28/04/1989 | CAT A | PAR 4 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 5 | 17/10/1990 | CAT A | PAR 5 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 6 | 02/07/1992 | CAT A | PAR 6 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 7 | 31/03/1994 | CAT A | PAR 7 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 8 | 01/03/1997 | CAT A | PAR 8 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 9 | 01/05/1999 | CAT A | PAR 9 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 10 | 01/02/2001 | CAT A | PAR 10 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 11 | 01/04/2003 | CAT A | PAR 11 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 12 | 01/08/2005 | CAT A | PAR 12 | Parturition Record | Record Room cupboard 1 Shelf No 3 | 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 26/06/1988 | CAT A | IDB 1 | Indent Book | Record Roomcupboard 3Shelf No 1 | Record Officer |
| 2 | 03/11/1993 | CAT A | IDB 2 | Indent Book | Record Room cupboard 3 Shelf No 1 | Record Officer |
| 3 | 06/04/1996 | CAT A | IDB 3 | Indent Book | Record Room cupboard 3 Shelf No 1 | Record Officer |
| 4 | 27/11/1997 | CAT A | IDB 4 | Indent Book | Record Room cupboard 3 Shelf No 1 | Record Officer |
| 5 | 08/12/1999 | CAT A | IDB 5 | Indent Book | Record Room cupboard 3Shelf No 1 | Record Officer |
| 6 | 15/02/2003 | CAT A | IDB 6 | Indent Book | Record Room cupboard 3Shelf No 1 | Record Officer |
| 7 | 17/11/2004 | CAT A | IDB 7 | Indent Book | Record Room cupboard 3 Shelf No 1 | Record Officer |
| 8 | 27/07/2006 | CAT A | IDB 8 | Indent Book | Record Room cupboard 3Shelf No 1 | Record Officer |
| 9 | 06/05/2008 | CAT A | IDB 9 | Indent Book | Record Room cupboard 3Shelf No 1 | Record Officer |
| 10 | 05/09/2010 | CAT A | IDB 9 | Indent Book | Record Room cupboard 3Shelf No 1 | Record Officer |
| 11 | 06/12/2011 | CAT A | IDB 9 | Indent Book | Record Room cupboard 3Shelf No 1 | 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 |
|-------|---|---|---------|--------------------------------|--|--|
| 1 | 2002 aug | CAT A | ADR 1 | Circulars (Suttolegala Adesha) | Record Room cupboard 2Shelf 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 07/09/1968 | CAT A | SRR 1 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 2 | 08/05/1974 | CAT A | SRR 2 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 3 | 12/10/1974 | CAT A | SRR 3 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 4 | 10/08/1976 | CAT A | SRR4 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 5 | 06/02/1979 | CAT A | SRR 5 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 6 | 27/11/1979 | CAT A | SRR 6 | Service Book | Record Room cupboard 2Shelf No 2 | Record Officer |
| 7 | 18/02/1980 | CAT A | SRR 7 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 8 | 21/04/1980 | CAT A | SRR 8 | Service Book | Record Room cupboard 2Shelf No 2 | Record Officer |
| 9 | 23/04/1980 | CAT A | SRR 9 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |

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|----|------------|-------|--------|--------------|---|-------------------|
| 10 | 08/08/1984 | CAT A | SRR 10 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 11 | 12/03/1986 | CAT A | SRR 11 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 12 | 18/02/1988 | CAT A | SRR 12 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 13 | 20/06/1991 | CAT A | SRR 13 | Service Book | Record Room cupboard 2Shelf No 2 | Record Officer |
| 14 | 24/08/1994 | CAT A | SRR 14 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |

Category – ‘A’ Acutance 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 |
|-------|---|---|---------|--|--|--|
| 1 | May 1985 | CAT A | AQR 1 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2 Shelf No 3 | Record Officer |
| 2 | Nov 1987 | CAT A | AQR 2 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2 Shelf No 3 | Record Officer |
| 3 | Nov 1990 | CAT A | AQR 3 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2Shelf No 3 | Record Officer |
| 4 | Nov 1993 | CAT A | AQR 4 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2 Shelf No 3 | Record Officer |
| 5 | Aeg 1996 | CAT A | AQR 5 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2 Shelf No 3 | Record Officer |
| 6 | April 2000 | CAT A | AQR 7 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2Shelf No 3 | Record Officer |
| 7 | Nov 2001 | CAT A | AQR 6 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2Shelf No 3 | Record Officer |
| 8 | Mar 2004 | CAT A | AQR 8 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2 Shelf No 3 | Record Officer |

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| 9 | Sep 2007 | CAT A | AQR 9 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2 Shelf No 3 | Record Officer |
| 10 | Oct 2009 | CAT A | AQR 9 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2 Shelf No 3 | 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 0 | 0 | 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 0 | 0 | 0 | 0 | 0 | 0 |

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 |
|-------|---|---|---------|----------------------------------|--|--|
| 1 | 28/08/2000 | CAT B | CHL 1 | User Fee Register (Challen Reg.) | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 2 | 01/2/2008 | CAT B | CHL 2 | User Fee Register (Challen Reg.) | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 3 | 01/06/2009 | CAT B | CHL3 | User Fee Register (Challen Reg.) | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 4 | 01/07/2012 | CAT B | CHL3 | User Fee Register (Challen Reg.) | Record Room cupboard 2 | Record Officer |

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|--|--|--|--|--|------------|--|
| | | | | | Shelf No 2 | |
|--|--|--|--|--|------------|--|

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 |
|-------|---|---|---------|-------------------------------|--|--|
| 1 | 01/04/2005 | CAT B | UCB 1 | User Fee Register (Cash Book) | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 0 | <u>0</u> | 0 | 0 | 0 | 0 | 0 |

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 |
|-------|---|---|---------|-------------------------------------|--|--|
| 1 | 19/09/2001 | CAT B | BPB 1 | User Fees Register (Bank Pass Book) | Record Room cupboard 3 Shelf No 2 | Record Officer |
| 2 | 07/02/2002 | CAT B | BPB 2 | User Fees Register (Bank Pass Book) | Record Room cupboard 3 Shelf No 2 | Record Officer |
| 3 | 18/08/2004 | CAT B | BPB 3 | User Fees Register (Bank Pass Book) | Record Room cupboard 3 Shelf No 2 | Record Officer |
| 4 | 21/01/2008 | CAT B | BPB 4 | User Fees Register (Bank Pass Book) | Record Room cupboard 3 Shelf No 2 | Record Officer |
| 5 | 20/10/2009 | CAT B | BPB 5 | User Fees Register (Bank Pass Book) | Record Room cupboard 3 Shelf No 2 | 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 |
|-------|---|---|---------|-----------------------------|--|--|
| 1 | 28/02/2000 | CAT B | RCB 1 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 2 | Record Officer |

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|----|-------------|-------|--------|--------------------------------|---|-------------------|
| 2 | 22/09/2000 | CAT B | RCB 2 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 2 | Record Officer |
| 3 | 23/10/2000 | CAT B | RCB 3 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 4 | 27/11/2000 | CAT B | RCB 4 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 5 | 05/01/2001 | CAT B | RCB 5 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 6 | 11/01/2001 | CAT B | RCB6 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 7 | 03/01/2001 | CAT B | RCB7 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 8 | 06/02/2001 | CAT B | RCB 8 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 9 | 27/02/2001 | CAT B | RCB 9 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 10 | 16/03/2001 | CAT B | RCB 10 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 11 | 27/03/2001 | CAT B | RCB 11 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 12 | 20/04/2001 | CAT B | RCB 12 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 13 | 16/05/2001 | CAT B | RCB 13 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 14 | 22/06/20001 | CAT B | RCB 14 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 15 | 27/07/2001 | CAT B | RCB 15 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 16 | 24/08/2001 | CAT B | RCB 16 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 17 | 24/09/2001 | CAT B | RCB 17 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|----|------------|-------|--------|--------------------------------|---|-------------------|
| 18 | 29/10/2001 | CAT B | RCB 18 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 19 | 07/12/2001 | CAT B | RCB 19 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 20 | 25/01/2002 | CAT B | RCB 20 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 21 | 18/02/2002 | CAT B | RCB 21 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 22 | 05/04/2002 | CAT B | RCB 22 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 23 | 22/05/2002 | CAT B | RCB23 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 24 | 14/06/2002 | CAT B | RCB 24 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 25 | 12/07/2002 | CAT B | RCB 25 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 26 | 28/08/202 | CAT B | RCB 26 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 27 | 04/10/2002 | CAT B | RCB 27 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 28 | 20/10/2002 | CAT B | RCB 28 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 29 | 22/11/2002 | CAT B | RCB 29 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 30 | 27/12/02 | CAT B | RCB 30 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 31 | 24/01/03 | CAT B | RCB 31 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 32 | 14/02/03 | CAT B | RCB 32 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 33 | 19/03/03 | CAT B | RCB33 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|----|----------|-------|--------|--------------------------------|---|-------------------|
| 34 | 16/04/03 | CAT B | RCB 34 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 35 | 16/05/03 | CAT B | RCB 35 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 36 | 13/06/03 | CAT B | RCB 36 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 37 | 11/07/03 | CAT B | RCB 37 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 38 | 22/08/03 | CAT B | RCB 38 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 39 | 17/09/03 | CAT B | RCB 39 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 40 | 10/10/03 | CAT B | RCB 40 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 41 | 22/11/03 | CAT B | RCB 41 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 42 | 26/12/03 | CAT B | RCB 42 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 43 | 06/02/04 | CAT B | RCB 43 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 44 | 24/03/04 | CAT B | RCB 44 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 45 | 02/07/04 | CAT B | RCB 45 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 46 | 12/08/04 | CAT B | RCB 46 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 47 | 23/09/04 | CAT B | RCB 47 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 48 | 25/11/04 | CAT B | RCB 48 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 49 | 23/12/04 | CAT B | RCB 49 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|----|----------|-------|--------|--------------------------------|---|-------------------|
| 50 | 21/05/05 | CAT B | RCB 50 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 51 | 10/02/05 | CAT B | RCB 51 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 52 | 03/03/05 | CAT B | RCB 52 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 53 | 24/03/05 | CAT B | RCB 53 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 54 | 16/04/05 | CAT B | RCB 54 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 55 | 05/05/05 | CAT B | RCB 55 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 56 | 02/06/05 | CAT B | RCB 56 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 57 | 16/06/05 | CAT B | RCB 57 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 58 | 30/06/05 | CAT B | RCB 58 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 59 | 04/08/05 | CAT B | RCB 59 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 60 | 08/09/05 | CAT B | RCB 60 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 61 | 20/10/05 | CAT B | RCB 61 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 62 | 11/11/05 | CAT B | RCB 62 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 63 | 05/01/06 | CAT B | RCB 63 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 64 | 06/04/06 | CAT B | RCB 64 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 65 | 26/05/06 | CAT B | RCB 65 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|----|-----------|-------|--------|--------------------------------|---|-------------------|
| 66 | .14/07/06 | CAT B | RCB 66 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 67 | 18/08/06 | CAT B | RCB 67 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 68 | 15/09/06 | CAT B | RCB68 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 69 | 27/10/06 | CAT B | RCB 69 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 70 | 10/11/06 | CAT B | RCB 70 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 71 | 01/12/06 | CAT B | RCB 71 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 72 | 09/01/06 | CAT B | RCB 72 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 73 | 02/031/07 | CAT B | RCB 73 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 74 | 13/04/07 | CAT B | RCB 74 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 75 | 11/05/07 | CAT B | RCB 75 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 76 | 08/06/07 | CAT B | RCB 76 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 77 | 29/06/07 | CAT B | RCB 77 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 78 | 13/07/07 | CAT B | RCB 78 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 79 | 23/07/07 | CAT B | RCB 79 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 80 | 27/07/07 | CAT B | RCB 80 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 81 | 02/08/07 | CAT B | RCB 81 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|----|----------|-------|--------|--------------------------------|---|-------------------|
| 82 | 09/08/07 | CAT B | RCB 82 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 83 | 21/08/07 | CAT B | RCB 83 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 84 | 28/08/07 | CAT B | RCB 84 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 85 | 03/09/07 | CAT B | RCB 85 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 86 | 06/09/07 | CAT B | RCB 86 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 87 | 10/09/07 | CAT B | RCB 87 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 88 | 18/09/07 | CAT B | RCB 88 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 89 | 21/09/07 | CAT B | RCB 89 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 90 | 27/09/07 | CAT B | RCB 90 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 91 | 01/10/07 | CAT B | RCB 91 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 92 | 05/10/07 | CAT B | RCB 92 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 93 | 12/10/07 | CAT B | RCB 93 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 94 | 18/10/07 | CAT B | RCB 94 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 95 | 25/10/07 | CAT B | RCB 95 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 96 | 31/10/07 | CAT B | RCB 96 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 97 | 12/11/07 | CAT B | RCB97 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|-----|----------|-------|------------|--------------------------------|---|-------------------|
| 98 | 16/11/07 | CAT B | RCB 98 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 99 | 20/11/07 | CAT B | RCB99 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 100 | 24/11/07 | CAT B | RCB 100 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 101 | 28/11/07 | CAT B | RCB 101 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 102 | 03/12/07 | CAT B | RCB 102 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 103 | 07/12/07 | CAT B | RCB 103 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 104 | 17/12/07 | CAT B | RCB 104 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 105 | 24/12/07 | CAT B | RCB 105 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 106 | 28/12/07 | CAT B | RCB 106 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 107 | 01/01/08 | CAT B | RCB107 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 108 | 04/01/08 | CAT B | RCB 108 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 109 | 17/01/08 | CAT B | RCB 109 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 110 | 21/01/08 | CAT B | RCB 110 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 111 | 25/01/08 | CAT B | RCB 111 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 112 | 01/02/08 | CAT B | RCB 112 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 113 | 07/02/08 | CAT B | RCB 113 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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| 114 | 12/02/08 | CAT B | RCB 114 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 115 | 20/02/08 | CAT B | RCB 115 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 116 | 25/02/08 | CAT B | RCB 116 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 117 | 29/02/08 | CAT B | RCB 117 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 118 | 06/03/08 | CAT B | RCB 118 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 119 | 12/03/08 | CAT B | RCB 119 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 120 | 18/03/08 | CAT B | RCB 120 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 121 | 26/03/08 | CAT B | RCB 121 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 122 | 31/03/08 | CAT B | RCB 122 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 123 | 16/04/08 | CAT B | RCB 123 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 124 | 26/04/08 | CAT B | RCB 124 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 125 | 02/05/08 | CAT B | RCB 125 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 126 | 08/05/08 | CAT B | RCB 126 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 127 | 14/05/08 | CAT B | RCB 127 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 128 | 20/05/08 | CAT B | RCB 128 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 129 | 26/05/08 | CAT B | RCB 129 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|-----|-----------|-------|------------|--------------------------------|---|-------------------|
| 130 | 01/06/08 | CAT B | RCB 130 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 131 | 05/06/08 | CAT B | RCB 131 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 132 | 13/06/08 | CAT B | RCB 132 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 133 | 18/06/08 | CAT B | RCB 133 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 134 | 24/06/08 | CAT B | RCB 134 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 135 | 30/06/08 | CAT B | RCB 135 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 136 | 04/07/08 | CAT B | RCB 136 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 137 | 10/07/08 | CAT B | RCB 137 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 138 | 16/07/08 | CAT B | RCB 138 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 139 | 22/07/08 | CAT B | RCB 139 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 140 | 27/07/08 | CAT B | RCB 140 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 141 | 01/08/0/8 | CAT B | RCB 141 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 142 | 06/08/08 | CAT B | RCB 142 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 143 | 12/08/08 | CAT B | RCB 143 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 144 | 20/08/08 | CAT B | RCB 144 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 145 | 26/08/08 | CAT B | RCB 145 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|-----|----------|-------|------------|--------------------------------|---|-------------------|
| 146 | 30/08/08 | CAT B | RCB 146 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 147 | 10/09/08 | CAT B | RCB 147 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 148 | 19/09/08 | CAT B | RCB 148 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 149 | 22/09/08 | CAT B | RCB 149 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 150 | 26/09/08 | CAT B | RCB 150 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 151 | 11/10/08 | CAT B | RCB 151 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 152 | 17/10/08 | CAT B | RCB 152 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 153 | 23/10/08 | CAT B | RCB 153 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 154 | 31/10/08 | CAT B | RCB 154 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 155 | 06/11/08 | CAT B | RCB 155 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 156 | 17/11/08 | CAT B | RCB 156 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 157 | 21/11/08 | CAT B | RCB 157 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 158 | 27/1/08 | CAT B | RCB 158 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 159 | 04/12/08 | CAT B | RCB 159 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 160 | 12/12/08 | CAT B | RCB 160 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 161 | 25/12/08 | CAT B | RCB 161 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|-----|----------|-------|------------|--------------------------------|---|-------------------|
| 162 | 05/01/09 | CAT B | RCB 162 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 163 | 15/01/09 | CAT B | RCB 163 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 164 | 22/01/09 | CAT B | RCB 164 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 165 | 31/01/09 | CAT B | RCB 165 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 166 | 12/02/09 | CAT B | RCB 166 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 167 | 25/02/09 | CAT B | RCB 167 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 168 | 06/03/09 | CAT B | RCB 168 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 169 | 16/03/09 | CAT B | RCB 169 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 170 | 30/03/09 | CAT B | RCB 170 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 171 | 13/04/09 | CAT B | RCB 171 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 172 | 26/05/09 | CAT B | RCB 172 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 173 | 16/06/09 | CAT B | RCB 173 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 174 | 20/06/09 | CAT B | RCB 174 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 175 | 26/06/09 | CAT B | RCB 175 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 176 | 02/07/09 | CAT B | RCB 176 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 177 | 09/07/09 | CAT B | RCB 177 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|-----|----------|-------|------------|--------------------------------|---|-------------------|
| 178 | 16/07/09 | CAT B | RCB 178 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 179 | 20/07/09 | CAT B | RCB 179 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 180 | 24/07/09 | CAT B | RCB 180 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 181 | 29/07/09 | CAT B | RCB 181 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 182 | 03/08/09 | CAT B | RCB 182 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 183 | 10/08/09 | CAT B | RCB 183 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 184 | 13/08/09 | CAT B | RCB 184 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 185 | 17/08/09 | CAT B | RCB 185 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 186 | 19/08/09 | CAT B | RCB 186 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 187 | 21/08/09 | CAT B | RCB 187 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 188 | 26/08/09 | CAT B | RCB 188 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 189 | 30/08/09 | CAT B | RCB 189 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 190 | 03/09/09 | CAT B | RCB 190 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 191 | 08/09/09 | CAT B | RCB 191 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 192 | 11/09/09 | CAT B | RCB 192 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 193 | 16/09/09 | CAT B | RCB 193 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|-----|----------|-------|------------|--------------------------------|---|-------------------|
| 194 | 22/09/09 | CAT B | RCB 194 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 195 | 29/09/09 | CAT B | RCB 195 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 196 | 08/10/09 | CAT B | RCB 196 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 197 | 15/10/09 | CAT B | RCB 197 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 198 | 22/10/09 | CAT B | RCB 198 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 199 | 27/10/09 | CAT B | RCB 199 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 200 | 29/10/09 | CAT B | RCB 200 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 201 | 07/11/09 | CAT B | RCB 201 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 202 | 17/11/09 | CAT B | RCB 202 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 203 | 24/11/09 | CAT B | RCB 203 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 204 | 05/12/09 | CAT B | RCB 204 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 205 | 10/12/09 | CAT B | RCB 205 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 206 | 17/12/09 | CAT B | RCB 206 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 207 | 27/12/09 | CAT B | RCB 207 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 208 | 05/01/10 | CAT B | RCB 208 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 209 | 16/01/10 | CAT B | RCB 209 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|-----|-----------|-------|------------|--------------------------------|---|-------------------|
| 210 | 21/01/10 | CAT B | RCB 210 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 211 | 30/01/10 | CAT B | RCB 211 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 212 | 04/02/10 | CAT B | RCB 212 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 213 | 11/02/10 | CAT B | RCB 213 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 214 | 19/02/10 | CAT B | RCB 214 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 215 | 25/02/10 | CAT B | RCB 215 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 216 | 05/03/10 | CAT B | RCB 216 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 217 | 11/03/10 | CAT B | RCB 217 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 218 | 18/03/10 | CAT B | RCB 218 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 219 | 25/03/10 | CAT B | RCB 219 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 220 | 31/03/10 | CAT B | RCB 220 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 221 | 06/04/10 | CAT B | RCB 221 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 222 | .10/04/10 | CAT B | RCB 222 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 223 | 16/04/10 | CAT B | RCB 223 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 224 | 22/04/10 | CAT B | RCB 224 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 225 | 27/04/10 | CAT B | RCB 225 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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| 226 | 06/05/10 | CAT B | RCB 226 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 227 | 10/05/10 | CAT B | RCB 227 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 228 | 14/05/10 | CAT B | RCB 228 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 229 | 21/05/10 | CAT B | RCB 229 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 230 | 27/05/10 | CAT B | RCB 230 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 231 | 03/06/10 | CAT B | RCB 231 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 232 | 08/06/10 | CAT B | RCB 232 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 233 | 14/06/10 | CAT B | RCB 233 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 234 | 18/06/10 | CAT B | RCB 234 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 235 | 25/06/10 | CAT B | RCB 235 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 236 | 27/10/10 | CAT B | RCB 236 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 237 | 10/07/10 | CAT B | RCB 237 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 238 | 17/07/10 | CAT B | RCB 238 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 239 | 23/07/10 | CAT B | RCB 239 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 240 | 28/07/00 | CAT B | RCB 240 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 241 | 04/08/10 | CAT B | RCB 241 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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| 242 | 09/08/10 | CAT B | RCB 242 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 243 | 16/08/10 | CAT B | RCB 243 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 244 | 25/08/10 | CAT B | RCB 244 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 245 | 31/08/10 | CAT B | RCB 245 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 246 | 06/09/10 | CAT B | RCB 246 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 247 | 13/09/10 | CAT B | RCB 247 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 248 | 21/09/10 | CAT B | RCB 248 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 249 | 29/09/10 | CAT B | RCB 249 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 250 | 05/10/10 | CAT B | RCB 250 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 251 | 14/10/10 | CAT B | RCB 251 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 252 | 25/10/10 | CAT B | RCB 252 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 253 | 03/11/10 | CAT B | RCB 253 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 254 | 15/11/10 | CAT B | RCB 254 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 255 | 23/11/10 | CAT B | RCB 255 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 256 | 27/11/10 | CAT B | RCB 256 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 257 | 04/12/10 | CAT B | RCB 257 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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| 258 | 10/12/10 | CAT B | RCB 258 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 259 | 20/12/10 | CAT B | RCB 259 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 260 | 24/12/10 | CAT B | RCB 260 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 261 | 04/01/11 | CAT B | RCB 261 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 262 | 07/01/11 | CAT B | RCB 262 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 263 | 13/01/11 | CAT B | RCB 263 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 264 | 20/01/11 | CAT B | RCB 264 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 265 | 29/01/11 | CAT B | RCB 265 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 266 | 03/02/11 | CAT B | RCB 266 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 267 | 10/02/11 | CAT B | RCB 267 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 268 | 18/02/11 | Record Officer | RCB 268 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 269 | 24/02/11 | Record Officer | RCB 269 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 270 | 05/03/2011 | Record Officer | RCB 270 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 271 | 25/03/2011 | Record Officer | RCB 271 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 272 | 10/04/2011 | Record Officer | RCB 272 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 273 | 30/04/2011 | Record Officer | RCB 273 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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| 274 | 20/05/2011 | Record Officer | RCB 274 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 275 | 05/06/2011 | Record Officer | RCB 275 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 276 | 01/07/2011 | Record Officer | RCB 276 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 277 | 01/08/2011 | Record Officer | RCB 277 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 278 | 02/09/2011 | Record Officer | RCB 278 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 279 | 03/10/2011 | Record Officer | RCB 279 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 280 | 10/11/2011 | Record Officer | RCB 280 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 281 | 20/12/2011 | Record Officer | RCB 281 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 282 | 01/02/2012 | Record Officer | RCB 282 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 283 | 01/03/2012 | Record Officer | RCB 283 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 284 | 04/04/2012 | Record Officer | RCB 284 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 285 | 05/05/2012 | Record Officer | RCB 285 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 286 | 06/06/2012 | Record Officer | RCB 286 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 287 | 02/07/2012 | Record Officer | RCB 287 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 288 | 02/08/2012 | Record Officer | RCB 288 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 289 | 10/09/2012 | Record Officer | RCB 289 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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| 290 | 10/10/2012 | Record Officer | RCB 290 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 291 | 11/12/2012 | Record Officer | RCB 290 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 292 | 01/02/2013 | Record Officer | RCB 290 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 293 | 01/04/2013 | Record Officer | RCB 290 | Receipt Books Counter Foils | 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 |
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| 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Category – ‘C’ 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 |
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Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 03/10/201 | CAT D | TPB 1 | Tappal Book | Record Room cupboard 2 Shelf No 4 | Record Officer |
| 2 | . 03/03/04 | CAT D | TPB 2 | Tappal Book | Record Room cupboard 2 Shelf No 4 | Record Officer |
| 3 | 29/11/06 | CAT D | TPB 3 | Tappal Book | Record Room cupboard 2 Shelf No 4 | Record Officer |
| 4 | 01/02/2011 | CAT D | TPB 3 | Tappal Book | Record Room cupboard 2 Shelf No 4 | Record Officer |

Category – ‘C’ 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 |
|-------|---|---|---------|---------------------|--|--|
| 1 | 01/08/04 | CAT D | ATT 1 | Attendance Register | Record Room cupboard 3 Shelf No 1 | Record Officer |
| 2 | 01/01/07 | CAT D | ATT 2 | Attendance Register | Record Room cupboard 3 Shelf No 1 | Record Officer |
| 3 | 01/02/08 | CAT D | ATT 3 | Attendance Register | Record Room cupboard 3 Shelf No 1 | Record Officer |
| 4 | 01/10/2011 | CAT D | ATT 3 | Attendance Register | Record Room cupboard 3 Shelf No 1 | Record Officer |

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 0 | 0 | 0 | 0 | 0 | 0 |

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
|-------|---|---|---------|-----------------|--|--|

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 0 | 0 | 0 | 0 | 0 | 0 |

Category – ‘C’ 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 |
|-------|---|---|---------|----------------------|--|--|
| 1 | 03/06/04 | CAT D | OPD 1 | Out Patient Register | Record Room cupboard 1 Shelf No 4 | Record Officer |
| 2 | 10/01/06 | CAT D | OPD 2 | Out Patient Register | Record Room cupboard 1 Shelf No 4 | Record Officer |
| 3 | 03/03/07 | CAT D | OPD 3 | Out Patient Register | Record Room cupboard 1 Shelf No 4 | Record Officer |
| 4 | 12/02/09 | CAT D | OPD 4 | Out Patient Register | Record Room cupboard 1 Shelf No 4 | Record Officer |

Category – ‘C’ 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 |
|-------|---|---|---------|--------------------|--|--|
| 1 | 09/09/03 | CAT D | ADR 1 | Admission Register | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 2 | 09/02/06 | CAT D | ADR 2 | Admission Register | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 3 | 01/05/2011 | CAT D | ADR 2 | Admission Register | Record Room cupboard 1 Shelf No 3 | Record Officer |

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 12/04/04 | CAT D | ANC 1 | ANC Register | Record Room cupboard 1 Shelf No 4 | Record Officer |

| | | | | | | |
|---|-----------|-------|-------|--------------|---|-------------------|
| 2 | 2/06/2011 | CAT D | ANC 1 | ANC Register | Record Room cupboard 1 Shelf No 4 | Record Officer |
|---|-----------|-------|-------|--------------|---|-------------------|

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 0 | 0 | 0 | 0 | 0 | 0 |

Category – ‘C’ 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 | 0 | 0 | 0 | 0 | 0 | 0 |

Category – ‘C’ 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 |
|-------|---|---|---------|-------------------|--|--|
| 1 | 01/07/2011 | CATE | DOG-1 | Dog Bite Register | Record Room | Record Officer |

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
|-------|---|---|---------|-----------------|--|--|

| | | | | | | |
|---|-------------------------|-------|--------|----------------------|---|----------------|
| 1 | APL 2009 TO MARCH 10 | CAT E | MCS 61 | Maternity Case Sheet | Record Room cupboard 1 Shelf No 1 | Record Officer |
|---|-------------------------|-------|--------|----------------------|---|----------------|

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | <u>02/05/2012</u> | CAT -E | File-1 | M.T.P. Register | Record Room cupboard 1 Shelf No 1 | Record Officer |

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 01/04/2012 | CATE | CUT 1 | IUCD Register | Record Room cupboard 2 Shelf No 3 | Record Officer |

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 01/01/03 | CATE | LAB 4 | Lab Register | Record Room cupboard 1 Shelf No 2 | Record Officer |

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 25/07/2011 | CAT -E | REF-4 | Referral Book | Record Room cupboard 1 Shelf No 2 | Record Officer |

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 0 | 0 | 0 | 0 | 0 | 0 |

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 0 | 0 | 0 | 0 | 0 | 0 |

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 0 | 0 | 0 | 0 | 0 | 0 |

Category – ‘C’ 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 |
|-------|---|---|---------|-----------------|--|--|
| 1 | 2000 | CAT E | CLR 1 | Casual Leave | Record Room | Record |

| | | | | | | |
|---|------|-------|-------|--------------------------|---|-------------------|
| | | | | Register | cupboard 2 Shelf No 4 | Officer |
| 2 | 2011 | CAT E | CLR 1 | Casual Leave Register | Record Room cupboard 2 Shelf No 4 | Record Officer |
| 3 | 2012 | CAT E | CLR 1 | Casual Leave Register | Record Room cupboard 2 Shelf No 4 | Record Officer |