Statement Showing the Records Duly Indexed & Catalogued & Kept in Cupboards of the Record Room at
JAYANAGARA MATERNITY HOSPITAL

Sl No	Category	No. of Files	Remarks
1	A	33	-
2	B	213	-
3	C	1	-
4	D	30	-
5	E	559	-
Total		**836**	**0**

JAYANAGARA MATERNITY HOSPITAL
RTA 2005 SECTION 4 (1)(a)
41(a) Maintainence 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	12/03/90 TO 06/07/1991	A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
2	01/10/97 TO 31/03/1998	A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
3	04/04/98 TO 02/01/1999	A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
4	01/01/99 TO 22/03/1999	A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
5	12/06/2002 TO 31/03/2001	A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
6	01/04/2001 TO 31/03/2002	A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
7	01/04/2002 TO 30/03/2003	A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
8	01/03/2005 TO 28/03/2006	A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
9	01/04/2006 TO 30/08/2007	A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
10	02/09/2007 TO 12/08/2008	A	PAR 10	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
11	18/02/2008 TO 28/08/2010	A	PAR 11	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
12	28/05/2010 TO 14/05/2011 Till TOday	A	PAR 12	Parturition Record	Record Room cupboard 1 Shelf No 1	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
13	16/06/2003 TO 06/01/2005	A	IDB-1	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
14	30/06/2001 TO 18/12/2006	A	IDB-2	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
15	08/02/2007 TO 14/09/2010	A	IDB-3	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
16	14/09/2010 TO Till Today	A	IDB-4	Indent Book	Record Room cupboard 1 Shelf 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
17	1/4/1997 TO Till Today	A	ADR-1	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
18	29/06/1988	A	SRR-1	Service Register (T.M.Gangamma, Jr.H.A)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
19	02/01/1984	A	SRR-2	Service Register (Padmabai.V., Jr.H.A)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
20	06/10/1994	A	SRR-3	Service Register (Sowbhagya, Aya)	Record Room cupboard 1 Shelf No 1	Record Officer Current File

21	01/01/1990	A	SRR-4	Service Register (Susheela, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
22	06/04/1989	A	SRR-5	Service Register (Srinivasa.R.S. Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
23	01/04/2008	A	SRR-6	Service Register (Naveen Kumar.N. Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
24	01/01/1990	A	SRR-7	Service Register (Ashwathamm,P.K)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
25	01/01/1990	A	SRR-8	Service Register (Shanthamma.P.K)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
26	12/12/1975	A	SRR-9	Service Register (Lakshmidevamma, P.K.)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
27	13/06/1975	A	SRR-10	Service Register (Jayamma, Aya)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
28	29/01/2011	A	SRR-11	Service Register (Mallamma ,Aya)	Record Room cupboard 1 Shelf No 1	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
29	Jan-1993 TO Feb-1997	A	AQR-1	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
30	Feb-1997 TO Feb-1999	A	AQR-2	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
31	Oct-2001 TO Jun-2005	A	AQR-3	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
32	June-2005 TO Dec-2010	A	AQR-4	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
33	Dec-2011 TO Till Today	A	AQR-5	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	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
01	AUG-1998 TO Till Today	B	FAR-1	Festival Advance Register	Record Room cupboard 1 Shelf No 1	T Record Officer

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
02	27/08/1992 TO Till Today	B	AUR-1	Audit Report Followup Register	Record Room cupboard 1 Shelf No 1	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
03	21/04/2003 TO 29/07/2008	B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
04	01/08/2008 TO Till Today	B	CHL 2	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
05	01/10/2002 TO 31/10/2006	B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
06	01/11/2006 TO 31/032009	B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer

| 07 | 01/04/2009 TO Till Today | B | UCB 3 | User Fee Register (Cash Book) | 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
08	01/09/2001 TO 16/04/2005	B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
09	08/01/2005 TO 04/09/2007	B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
10	01/09/2007 TO 16/08/2008	B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
11	18/08/2008 TO 10/11/2009	B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
12	13/11/2009 TO Till Today	B	BPB 5	User Fees Register (Bank Pass Book)	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
13	01/09/2001 TO Till Today	B	RCB-1	Total Receipt Books Counter Foils -**198**	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
14	07/06/1994 TO May-2001	B	STB 1	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer

15	26/02/1998 TO 18/074/2010	B	STB 2	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
16	15/06/2010 TO Till Today	B	STB 3	Stock Book	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
01	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
01	28/02/1992 TO Till Today	D	PRR 1	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
02	01/01/2002 TO 26/04/2011	D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
03	02/01/2009 TO 13/05/2011	D	TPB 2	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
04	18/06/2002 TO Jan-2006	D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
05	01/02/2006 TO May-2011 Till TOday	D	ATT 2	Attendance Register	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 can be destroyed/ custodian of file
06	Feb-1998 TO Jan-2005	D	DCB 1	D.C. Bill Book (K.E.B & B.S.N.L)	Record Room cupboard 2 Shelf No 2	Record Officer
07	Nov-2006 TO Sep-2009	D	DCB 2	D.C. Bill Book (K.E.B & B.S.N.L)	Record Room cupboard 2 Shelf No 2	Record Officer
08	Oct-2009 TO Till Today	D	DCB 2	D.C. Bill Book (K.E.B & B.S.N.L)	Record Room cupboard 2 Shelf No 2	Record Officer

Category – 'D' LPC Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which can be destroyed/ custodian of file
09	Oct-2000 TO Till Today	D	LPC-1	LPC Register	Record Room cupboard 2 Shelf No 2	Record Officer

Category – 'D' Out Patient Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
10	13/07/2007 TO 10/09/2009	D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
11	12/10/2009 TO May-2011 Till Today	D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer

Category – 'D' Admission Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
12	06/03/1965 TO 04/07/1971	D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
13	23/09/2000 TO 31/03/2001	D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
14	01/02/2002 TO 30/02/2002	D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
15	23/02/2002 TO 02/092002	D	ADR 4	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
16	01/032001 TO 26/02/2002	D	ADR 5	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
17	01/04/2003 TO 23/09/2003	D	ADR 6	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
18	24/09/2003 TO 31/03/2004	D	ADR 7	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
19	01/04/2004 TO 25/10/2004	D	ADR 8	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
20	26/10/2004 TO 28/02/2005	D	ADR 9	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer

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
21	01/03/2005 TO 07/11/2005	D	ADR 10	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
22	08/11/2005 TO 31/12/2006	D	ADR 11	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
23	05/01/2007 TO 26/02/2008	D	ADR 12	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
24	28/02/2008 TO 31/08/2009	D	ADR 13	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
25	02/09/2009 TO May-2011 Till Today	D	ADR 14	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer

Category – 'D' Antenatal Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
26	31/01/2005 TO 26/05/2008	D	ANC 1	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
27	02/06/2008 TO May-2011 Till Today	D	ANC 2	ANC Register	Record Room cupboard 2 Shelf No 3	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
28	18/07/1996 TO 09/05/2000	D	MIN 1	Total Minor O.T. Register -300	Record Room cupboard 2 Shelf No 3	Record Officer
29	10/05/2000 TO 01/05/2011	D	MIN 2	Total Minor O.T. Register -250	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
30	June-2007 TO May-2011	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
01	2005 TO Till Today	E	RTI-1	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
02	1/1/2000 TO Till Today	E	CLR 1	Casual Leave Register	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
03	Jan-2007 TO Till Today	E	MCS 1	Total Maternity Case Sheet-**550**	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
04	01/04/2008 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
05	AUG-2005 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
06	01/09/2001 TO Till Today	E	LAB -1	Lab 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
07	01/09/2001 TO Till Today	E	REF-1	Referral Book	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
08	01/09/2001 TO Till Today	E	CPF-1	Complaint Files	Record Room cupboard 2 Shelf No 4	Record Officer

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
09	27/06/2006 TO Till Today	E	CON-1	Condemned Register	Record Room cupboard 2 Shelf No 4	Record Officer

Category – 'E' Doctor's Call Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
10	Aug-2005 TO Till Today	E	DOC-1	Doctor's Call Book	Record Room cupboard 2 Shelf No 4	Record Officer