

# MANVARTH PET MATERNITY HOME

## RTI 2005 SECTION 4 (1)(a)

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

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	01.03.1967	CAT A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
2	01.12.1973	CAT A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
3	02.03.1976	CAT A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
4	03.08.1979	CAT A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
5	25.08.1980	CAT A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
6	01.03.1983	CAT A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
7	27.07.1984	CAT A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
8	01.09.1986	CAT A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
9	13.11.1987	CAT A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
10	01.11.1988	CAT A	PAR 10	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
11	01.01.1990	CAT A	PAR 11	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
12	01.02.1991	CAT A	PAR 12	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
13	25.05.1992	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon

14	22.07.1993	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
15	26.10.1994	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
16	01.02.1996	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
17	31.08.1997	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
18	02.07.1999	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
19	01.07.1999	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
20	01.07.2001	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
21	28.02.2002	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
22	31.01.2006	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Assistant Surgeon

**Category – ‘A’ Birth and Death Register**

<b>Sl 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>
1	0	0	0	0	0	0

**Category – ‘A’ Indent Book**

<b>Sl 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>
1	10.06.1992	CAT A	IDB 1	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
2	26.03.1993	CAT A	IDB 2	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
3	16.12.1993	CAT A	IDB 3	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
4	06.03.1994	CAT A	IDB 4	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
5	28.11.1994	CAT A	IDB 5	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
6	21.11.1995	CAT A	IDB 6	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
7	17.04.1997	CAT A	IDB 7	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
8	16.05.1997	CAT A	IDB 8	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
9	05.01.1997	CAT A	IDB 9	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
10	05.01.1998	CAT A	IDB 10	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
11	10.08.1998	CAT A	IDB 11	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
12	06.08.1999	CAT A	IDB 12	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
13	05.01.1999	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon

14	15.07.2002	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
15	13.10.2003	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
16	17.07.2004	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
17	13.12.2005	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
18	18.06.2007	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
19	02.08.2008	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
20	20.10.2008	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Assistant Surgeon

**Category – ‘A’ Nivojana 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
1	0	0	0	0	0	0

**Category – ‘A’ Transfer 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
1	0	0	0	0	0	0

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

<b>Sl 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>
1	01.04.2001	CAT A	ADR 1	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
2	01.09.2009	CAT A	ADR 2	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 1	Assistant Surgeon

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

<b>Sl 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>
1	01.04.1966	CAT A	SRR 1	Service Book	Record Room cupboard 1 Shelf No 2	Assistant Surgeon
2	01.02.1957	CAT A	SRR 2	Service Book	Record Room cupboard 1 Shelf No 2	Assistant Surgeon
3	30.03.1960	CAT A	SRR 3	Service Book	Record Room cupboard 1 Shelf No 2	Assistant Surgeon

**Category – ‘A’ Acquittance Rols & Pay and Other Allowances**

<b>Sl 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>
1	01.11.1987	CAT A	AQR 1	Acquittance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistant Surgeon
2	01.07.1991	CAT A	AQR 2	Acquittance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistant Surgeon
3	01.01.1995	CAT A	AQR 3	Acquittance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistant Surgeon

4	01.11.1999	CAT A	AQR 4	Acquittance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistant Surgeon
5	01.12.2004	CAT A	AQR 5	Acquittance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistant Surgeon
6	01.03.2009	CAT A	AQR 6	Acquittance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistant Surgeon

**Category – ‘B’ Repairs and Maintenance Vehicle Register (Reading Record 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
1	0	0	0	0	0	0

**Category – ‘B’ Festival Advance 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	0	0	0	0	0	0

**Category – ‘B’ Legal Files (Nyavaladha Kadatagalu)**

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	0	0	0	0	0	0

**Category – ‘B’ Audit Report Followup Register**

<b>Sl 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>
1	2002-03	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistant Surgeon
2	2003-04	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistant Surgeon
3	2004-05	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistant Surgeon
4	2005-06	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistant Surgeon
5	2006-07	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistant Surgeon
6	2007-08	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistant Surgeon
7	2008-09	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistant Surgeon

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

<b>Sl 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>
1	03.09.2001	CAT B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 2	Assistant Surgeon
2	01.04.2008	CAT B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 2	Assistant Surgeon

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

<b>Sl 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>
1	03.06.1985	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Assistant Surgeon

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

<b>Sl 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>
1	20.04.2002	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Assistant Surgeon
2	16.07.2007	CAT B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Assistant Surgeon
3	31.07.2008	CAT B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Assistant Surgeon
4	22.07.2009	CAT B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Assistant Surgeon
5	09.04.2010	CAT B	BPB 5	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Assistant Surgeon
6	21.04.2008	CAT B	BPB 6	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Assistant Surgeon
7	06.02.2009	CAT B	BPB 7	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Assistant Surgeon

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

<b>Sl 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>
1	19.09.2001	CAT B	RCB 1	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
2	03.10.2001	CAT B	RCB 2	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
3	02.01.2002	CAT B	RCB 3	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
4	25.02.2002	CAT B	RCB 4	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
5	06.04.2002	CAT B	RCB 5	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
6	06.05.2002	CAT B	RCB6	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
7	29.05.2002	CAT B	RCB7	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
8	01.07.2002	CAT B	RCB 8	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
9	29.07.2002	CAT B	RCB 9	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
10	26.08.2002	CAT B	RCB 10	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
11	23.09.2002	CAT B	RCB 11	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
12	19.10.2002	CAT B	RCB 12	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
13	04.11.2002	CAT B	RCB 13	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
14	21.11.2002	CAT B	RCB 14	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon

15	23.12.2002	CAT B	RCB 15	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
16	20.01.2003	CAT B	RCB 16	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
17	17.02.2003	CAT B	RCB 17	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
18	10.03.2003	CAT B	RCB 18	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
19	21.04.2003	CAT B	RCB 19	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
20	19.05.2003	CAT B	RCB 20	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
21	07.07.2003	CAT B	RCB 21	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
22	15.09.2003	CAT B	RCB 22	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
23	20.10.2003	CAT B	RCB23	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
24	24.11.2003	CAT B	RCB 24	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
25	12.01.2004	CAT B	RCB 25	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
26	27.03.2004	CAT B	RCB 26	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
27	05.06.2004	CAT B	RCB 27	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
28	31.07.2004	CAT B	RCB 28	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
29	30.10.2004	CAT B	RCB 29	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
30	01.01.2005	CAT B	RCB 30	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
31	29.01.2005	CAT B	RCB 31	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon

32	26.02.2005	CAT B	RCB 32	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
33	26.03.2005	CAT B	RCB33	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
34	16.04.2005	CAT B	RCB 34	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
35	16.07.2005	CAT B	RCB 35	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
36	23.07.2005	CAT B	RCB 36	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
37	10.08.2005	CAT B	RCB 37	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
38	30.08.2005	CAT B	RCB 38	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
39	20.09.2005	CAT B	RCB 39	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
40	06.12.2005	CAT B	RCB 40	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
41	25.12.2005	CAT B	RCB 41	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
42	03.01.2006	CAT B	RCB 42	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
43	06.03.2006	CAT B	RCB 43	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
44	28.03.2006	CAT B	RCB 44	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
45	18.04.2006	CAT B	RCB 45	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
46	29.05.2006	CAT B	RCB 46	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
47	13.06.2006	CAT B	RCB 47	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
48	27.06.2006	CAT B	RCB 48	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon

49	18.07.2006	CAT B	RCB 49	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
50	03.08.2006	CAT B	RCB 50	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
51	21.08.2006	CAT B	RCB 51	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
52	07.09.2006	CAT B	RCB 52	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
53	25.09.2006	CAT B	RCB 53	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
54	19.10.2006	CAT B	RCB 54	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
55	07.11.2006	CAT B	RCB 55	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
56	22.11.2006	CAT B	RCB 56	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
57	14.12.2006	CAT B	RCB 57	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
58	03.01.2007	CAT B	RCB 58	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
59	29.01.2007	CAT B	RCB 59	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
60	19.02.2007	CAT B	RCB 60	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
61	06.03.2007	CAT B	RCB 61	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
62	26.03.2007	CAT B	RCB 62	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
63	17.04.2007	CAT B	RCB 63	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
64	30.04.2007	CAT B	RCB 64	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
65	28.05.2007	CAT B	RCB 65	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon

66	12.06.2007	CAT B	RCB 66	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
67	28.06.2007	CAT B	RCB 67	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
68	11.07.2007	CAT B	RCB68	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
69	16.07.2007	CAT B	RCB 69	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
70	23.07.2007	CAT B	RCB 70	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
71	19.07.2007	CAT B	RCB 71	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
72	25.07.2007	CAT B	RCB 72	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
73	28.07.2007	CAT B	RCB 73	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
74	31.07.2007	CAT B	RCB 74	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
75	06.08.2007	CAT B	RCB 75	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
76	09.08.2007	CAT B	RCB 76	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
77	14.08.2007	CAT B	RCB 77	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
78	21.08.2007	CAT B	RCB 78	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
79	26.08.2007	CAT B	RCB 79	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
80	31.08.2007	CAT B	RCB 80	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
81	05.09.2007	CAT B	RCB 81	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
82	21.09.2007	CAT B	RCB 82	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
83	18.09.2007	CAT B	RCB 83	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon

84	24.09.2007	CAT B	RCB 84	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
85	27.09.2007	CAT B	RCB 85	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
86	05.10.2007	CAT B	RCB 86	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
87	12.10.2007	CAT B	RCB 87	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
88	17.10.2007	CAT B	RCB 88	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
89	23.10.2007	CAT B	RCB 89	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
90	29.10.2007	CAT B	RCB 90	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
91	05.11.2007	CAT B	RCB 91	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
92	28.12.2007	CAT B	RCB 92	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
93	24.12.2007	CAT B	RCB 93	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
94	17.12.2007	CAT B	RCB 94	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
95	08.12.2007	CAT B	RCB 95	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
96	01.12.2007	CAT B	RCB 96	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
97	27.11.2007	CAT B	RCB97	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
98	22.11.2007	CAT B	RCB 98	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
99	19.11.2007	CAT B	RCB99	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
100	15.11.2007	CAT B	RCB 100	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon

101	12.11.2007	CAT B	RCB 101	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
102	07.01.2008	CAT B	RCB 102	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
103	17.01.2008	CAT B	RCB 103	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
104	22.01.2008	CAT B	RCB 104	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
105	27.01.2008	CAT B	RCB 105	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
106	01.02.2008	CAT B	RCB 106	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
107	05.02.2008	CAT B	RCB107	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
108	07.02.2008	CAT B	RCB 108	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
109	16.02.2008	CAT B	RCB 109	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
110	20.02.2008	CAT B	RCB 110	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
111	25.02.2008	CAT B	RCB 111	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
112	28.02.2008	CAT B	RCB 112	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
113	03.03.2008	CAT B	RCB 113	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
114	06.03.2008	CAT B	RCB 114	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
115	11.03.2008	CAT B	RCB 115	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
116	13.03.2008	CAT B	RCB 116	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
117	19.03.2008	CAT B	RCB 117	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon

118	27.03.2008	CAT B	RCB 118	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
119	31.03.2008	CAT B	RCB 119	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
120	05.04.2008	CAT B	RCB 120	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
121	15.04.2008	CAT B	RCB 121	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
122	17.04.2008	CAT B	RCB 122	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
123	22.04.2008	CAT B	RCB 123	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
124	26.04.2008	CAT B	RCB 124	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
125	29.04.2008	CAT B	RCB 125	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
126	05.05.2008	CAT B	RCB 126	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
127	12.05.2008	CAT B	RCB 127	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
128	16.05.2008	CAT B	RCB 128	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
129	20.05.2008	CAT B	RCB 129	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
130	24.05.2008	CAT B	RCB 130	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
131	29.05.2008	CAT B	RCB 131	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
132	03.06.2008	CAT B	RCB 132	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
133	09.06.2008	CAT B	RCB 133	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
134	12.06.2008	CAT B	RCB 134	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon

135	20.06.2008	CAT B	RCB 135	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
136	24.06.2008	CAT B	RCB 136	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
137	30.06.2008	CAT B	RCB 137	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
138	03.07.2008	CAT B	RCB 138	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
139	08.07.2008	CAT B	RCB 139	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
140	12.07.2008	CAT B	RCB 140	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
141	15.07.2008	CAT B	RCB 141	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
142	21.07.2008	CAT B	RCB 142	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
143	24.07.2008	CAT B	RCB 143	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
144	30.07.2008	CAT B	RCB 144	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
145	02.08.2008	CAT B	RCB 145	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
146	07.08.2008	CAT B	RCB 146	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
147	12.08.2008	CAT B	RCB 147	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
148	16.08.2008	CAT B	RCB 148	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
149	23.08.2008	CAT B	RCB 149	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
150	28.08.2008	CAT B	RCB 150	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
151	01.09.2008	CAT B	RCB 151	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon

152	05.09.2008	CAT B	RCB 152	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
153	09.09.2008	CAT B	RCB 153	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
154	15.09.2008	CAT B	RCB 154	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
155	18.09.2008	CAT B	RCB 155	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
156	23.09.2008	CAT B	RCB 156	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
157	30.09.2008	CAT B	RCB 157	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
158	11.10.2008	CAT B	RCB 158	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
159	16.10.2008	CAT B	RCB 159	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
160	21.10.2008	CAT B	RCB 160	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
161	28.10.2008	CAT B	RCB 161	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
162	24.11.2008	CAT B	RCB 162	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
163	07.11.2008	CAT B	RCB 163	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
164	13.11.2008	CAT B	RCB 164	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
165	18.11.2008	CAT B	RCB 165	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
166	22.11.2008	CAT B	RCB 166	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
167	29.11.2008	CAT B	RCB 167	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
168	04.12.2008	CAT B	RCB 168	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon

169	11.12.2008	CAT B	RCB 169	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
170	18.12.2008	CAT B	RCB 170	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
171	29.12.2008	CAT B	RCB 171	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
172	02.01.2009	CAT B	RCB 172	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
173	09.01.2009	CAT B	RCB 173	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
174	19.01.2009	CAT B	RCB 174	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
175	27.01.2009	CAT B	RCB 175	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
176	30.01.2009	CAT B	RCB 176	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
177	03.02.2009	CAT B	RCB 177	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
178	12.02.2009	CAT B	RCB 178	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
179	28.02.2009	CAT B	RCB 179	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
180	05.02.2009	CAT B	RCB 180	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
181	12.03.2009	CAT B	RCB 181	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
182	17.03.2009	CAT B	RCB 182	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
183	23.03.2009	CAT B	RCB 183	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon
184	29.03.2009	CAT B	RCB 184	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Assistant Surgeon

**Category – ‘B’ Stock Book**

<b>Sl 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>
1	06.12.1980	CAT B	STB 1	Stock Book	Record Room cupboard 1 Shelf No 3	Assistant Surgeon
2	01.04.1989	CAT B	STB 2	Stock Book	Record Room cupboard 1 Shelf No 3	Assistant Surgeon
3	02.05.1996	CAT B	STB 3	Stock Book	Record Room cupboard 1 Shelf No 3	Assistant Surgeon
4	11.05.2001	CAT B	STB 4	Stock Book	Record Room cupboard 1 Shelf No 3	Assistant Surgeon
5	12.04.2001	CAT B	STB 5	Stock Book	Record Room cupboard 1 Shelf No 3	Assistant Surgeon

**Category – ‘C’ Scale Register of Establishment**

<b>Sl 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>
1	0	0	0	0	0	0

**Category – ‘D’ P.R. Register**

<b>Sl 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>
1	01.04.2004	CAT D	PRR 1	P.R. Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
2	05.07.2010	CAT D	PRR 2	P.R. Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon

**Category – ‘D’ Tappal Book**

<b>Sl 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>
1	01.04.1999	CAT D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
2	01.06.2003	CAT D	TPB 2	Tappal Book	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
3	01.07.2007	CAT D	TPB 3	Tappal Book	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
4	31.06.2010	CAT D	TPB 4	Tappal Book	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
5	25.03.2011	CAT D	TPB 5	Tappal Book	Record Room cupboard 2 Shelf No 3	Assistant Surgeon

**Category – ‘D’ Attendance Register**

<b>Sl 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>
1	01.01.2002	CAT D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Assistant Surgeon
2	01.04.2005	CAT D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	Assistant Surgeon
3	01.02.2010	CAT D	ATT 3	Attendance Register	Record Room cupboard 2 Shelf No 2	Assistant Surgeon

**Category – ‘D’ Medical Reimbursement files (Reg)**

<b>Sl 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>
1	0	0	0	0	0	0

**Category – ‘D’ D.C. Bill Book**

<b>Sl 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>
1	0	0	0	0	0	0

**Category – ‘D’ Log Books**

<b>Sl 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>
1	0	0	0	0	0	0

**Category – ‘D’ LPC Register**

<b>Sl 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>
1	0	0	0	0	0	0

**Category – ‘D’ Out Patient Register**

<b>Sl 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>
1	15.01.2004	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
2	03.01.2006	CAT D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
3	31.10.2006	CAT D	OPD 3	Out Patient Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
4	05.09.2006	CAT D	OPD 4	Out Patient Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
5	30.06.2008	CAT D	OPD 5	Out Patient Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
6	17.04.2009	CAT D	OPD 6	Out Patient Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
	28.01.2010	CAT D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon

**Category – ‘D’ Admission Register**

<b>Sl 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>
1	05.04.2004	CAT D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
2	01.09.2001	CAT D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 1	Assistant Surgeon
3	02.02.2008	CAT D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 1	Assistant Surgeon

**Category – ‘D’ Antenatal Register**

<b>Sl 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>
1	06.05.1998	CAT D	ANC 1	ANC Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
2	01.04.2007	CAT D	ANC 2	ANC Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
3	01.04.2008	CAT D	ANC 3	ANC Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
4	26.10.2009	CAT D	ANC 4	ANC Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon
5	13.11.2009	CAT D	ANC 5	ANC Register	Record Room cupboard 2 Shelf No 3	Assistant Surgeon

**Category – ‘D’ Major O.T. Register**

<b>Sl 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>
1	0	0	0	0	0	0

**Category – ‘D’ Minor O.T. Register**

<b>Sl 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>
1	0	0	0	0	0	0

**Category – ‘D’ Infant Death Register**

<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>
1	0	0	0	0	0	0

**Category – ‘E’ R.T.I. Register**

<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>
1	0	0	0	0	0	0

**Category – ‘E’ Casual Leave Register**

<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>
1	1/1/2000	CATE	CLR 1	Casual Leave Register	Record Room cupboard 2 Shelf No 4	Assistant Surgeon r

**Category – ‘E’ Dog Bite Register**

<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>
1	01.02.2008	CATE	DOG 1	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Assistant Surgeon
2	01.07.2010	CATE	DOG 2	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Assistant Surgeon

**Category – ‘E’ Maternity Case Sheet**

<b>Sl 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>
1	01.04.2010	CAT E	MCS 1	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Assistant Surgeon
2	31.03.2011	CAT E	MCS 2	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Assistant Surgeon

**Category – ‘E’ M.T.P Register**

<b>Sl 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>
1	0	0	0	0	0	0

**Category – ‘E’ IUCD Register**

<b>Sl 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>
1	01.06.2008	CAT E	CUT 1	IUCD Register	Record Room cupboard 2 Shelf No 4	Assistant Surgeon

**Category – ‘E’ Lab Register**

<b>Sl 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>
1	02.01.2007	CAT E	LAB 4	Lab Register	Record Room cupboard 2 Shelf No 4	Assistant Surgeon

**Category – ‘E’ Referral Book**

<b>Sl 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>
1	10.04.2010	CAT E	REF	Referral book	Record Room cupboard 2 Shelf No 4	Assistant Surgeon

**Category – ‘E’ Complaint Files**

<b>Sl 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>
1	0	0	0	0	0	0

**Category – ‘E’ Condemned Register**

<b>Sl 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>
1	0	0	0	0	0	0

**Category – ‘E’ Scanning Register**

<b>Sl 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>
1	0	0	0	0	0	0

**Category – ‘E’ Doctor’s Call Book**

<b>Sl 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>
1	01.12.2009	CAT E	DOC	Doctor’s Call book	Record Room cupboard 2 Shelf No 4	Assistant Surgeon