

MANAVARTHPET MATERNITY HOME
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’ (Permanent)

Sl. No.	Particulars	Code	Total
1	Parturition Register	PAR	22
2	Incentive Payment Register	IPR	5
3	Service Book	SRR	17
4	Circulars	ADR	2
5	Acquaintance Rolls for pay and other allowances	AQR	8
6	Indent Book	IDB	18
			72

Category – ‘B’ (30 Years)

Sl. No.	Particulars	Code	Total
1	Classified Register for Receipts / Payment (User Fee)	CRR	1
2	Bank Pass Book	BPB	1
3	Stock Books	STB	6
4	Counter foils of User fee Cheque Book	CUC	42
5	Audit Reports	AUR	4
6	UF Cash Book	UCB	1
			55

Category – ‘C’ (10 Years)

Sl. No.	Particulars	Code	Total
1	0	0	0

Category – ‘D’ (5 Years)

Sl. No.	Particulars	Code	Total
1	OPD Register	OPD	6
2	Admission Register	ADR	3
3	Antenatal Register (UFWC)	ANC	7
4	Sterilization Register	STR	1
5	E.C. Register	ECR	3 Bones
6	Immunization Register	IMR	2
7	Voucher's (Incentive)	VOI	1 Bone
8	Tappal Book	TPB	4
9	P.R. Register	PRR	1
10	Attendance Register Maternity Home	ATT	1
			29

Category – ‘E’ (1 Year)

Sl. No.	Particulars	Code	Total
1	Causal Leave Application	CLR	1 file
3	Condemn Register	CON	1
4	Antenatal / Maternal Case Sheets	MCS	1 Box
5	Antenatal Cards	ACC	1 Box
6	M.T.P Register	MTP	1
7	IUCD Register	CUT	1
8	Immunization Card Foils	ICF	1 Box
9	Lab Register	LAB	1
10	Referral Book	RFF	1
11	Doctor's Call Book	DOC	1
12	Dog bite Register	DOG	2
			12