



**Statement Showing the Records Duly Indexed &  
Catalogued & Kept in Cupboards of the Record Room at  
POBBATHI MATERNITY HOME**

Sl No	Category	No. of Files	Remarks
1	A	81	-
2	B	215	-
3	C	01	-
4	D	48	-
5	E	706	-
<b>Total</b>		<b>1036</b>	<b>0</b>

# POBBATHI 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

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	18/09/1951 TO 24/12/1953	A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
2	02/01/1954 TO 17/10/1956	A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
3	03/11/1956 TO 27/09/1958	A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
4	08/06/1963 TO 16/10/1965	A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
5	16/10/1965 TO 16/11/1967	A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
6	01/06/1970 TO 14/01/1973	A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
7	27/07/1979 TO 29/08/1980	A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
8	12/12/1982 TO 24/03/1984	A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
9	13/04/1984 TO 18/07/1985	A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
10	27/07/1985 TO 14/06/1986	A	PAR 10	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
11	21/08/1986 TO 26/10/1986	A	PAR 11	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
12	27/10/1986 TO 30/09/1987	A	PAR 12	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

13	01/10/1987 TO 30/11/1988	A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
14	01/12/1988 TO 31/12/1989	A	PAR 14	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
15	01/01/1990 TO 30/06/1991	A	PAR 15	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
16	01/07/1991 TO 29/03/1993	A	PAR 16	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
17	01/04/1993 TO 20/01/1995	A	PAR 17	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
18	21/01/1995 TO 31/08/1996	A	PAR 18	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
19	11/09/1996 TO 30/10/1998	A	PAR 19	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
20	29/10/1998 TO 31/12/1999	A	PAR 20	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
21	01/01/2000 TO 31/12/2000	A	PAR 21	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
22	01/01/2001 TO 28/10/2002	A	PAR 22	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
23	04/07/2006 TO 07/08/2010 Till Today	A	PAR 23	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
24	07/11/1995 TO 05/09/1996	A	IDB-1	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
25	07/10/1996 TO 05/02/1997	A	IDB-2	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer

26	09/01/1998 TO 29/08/1998	A	IDB-3	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
27	26/02/2001 TO 23/02/2003	A	IDB-4	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
28	23/07/2002 TO 19/02/2004	A	IDB-5	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
29	16/06/2001 TO 24/06/2002	A	IDB-6	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
30	23/07/2002 TO 25/05/2009	A	IDB-7	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
31	16/06/2006 TO 27/07/2009	A	IDB-8	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
32	02/11/2010 TO 25/03/2011	A	IDB-9	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
33	26/02/2001 TO 19/02/2004	A	IDB-10	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
34	23/07/2002 TO 01/03/2011	A	IDB-11	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
35	Apr-2006 TO 31/03/2010	A	ADR-1	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 2	Record Officer
36	01/04/2010 TO Till Today	A	ADR-2	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 2	Record Officer

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

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
37	23/07/2008	A	SRR-1	Service Register (A.M.Rathnamma, A.N.M)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
38	05/01/1984	A	SRR-2	Service Register (B.K.Girija, A.N.M)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
39	01/01/1978	A	SRR-3	Service Register (Jagadeeswari, A.N.M)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
40	17/01/1977	A	SRR-4	Service Register (Ashotha.M., L.H.V.)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
41	26/05/1991	A	SRR-5	Service Register (Ramesh, S.D.A)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
42	02/11/2009	A	SRR-6	Service Register (R.Lokesh., S.D.A)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
43	14/08/1984	A	SRR-7	Service Register (Puttamma, Ayah)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
44	21/02/1980	A	SRR-8	Service Register (Rangamma, Ayah)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
45	14/11/1989	A	SRR-9	Service Register (Kempamma, Ayah)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
46	23/01/1995	A	SRR-10	Service Register (Kuppammal, Ayah)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
47	09/06/1983	A	SRR-11	Service Register (Tarasingh, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
48	03/07/1979	A	SRR-12	Service Register (Dakshayani, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
49	12/08/21994	A	SRR-13	Service Register (M.Chandra, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File

50	01/01/1990	A	SRR-14	Service Register (Vimalamma, P.K.)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
51	01/01/1990	A	SRR-15	Service Register (Puttamma, P.K)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
52	31/03/1991	A	SRR-16	Service Register (Yellamma, P.K)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
53	Old Retired-15	A	SRR-17	Service Register	Record Room cupboard 1 Shelf No 1	Record Officer Current File
54	Old Death-2	A	SRR-18	Service Register	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
55	May-1985 TO Jun-1987	A	AQR-1	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
56	Jul-1987 TO Jan-1990	A	AQR-2	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
57	Jan-1990 TO Jul-1992	A	AQR-3	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
58	Jul-1992 TO Jun- 1994	A	AQR-4	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
59	Jun-1994 TO May-1996	A	AQR-5	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
60	Jun-1996 TO Nov-1998	A	AQR-6	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
61	Nov-1998 TO Jan-2001	A	AQR-7	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
62	Jan-2001 TO Mar-2003	A	AQR-8	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer

63	Mar-2003 TO Jul-2005	A	AQR-9	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
64	Aug-2005 TO Apr-2008	A	AQR-10	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
65	May-2008 TO Mar-2011	A	AQR-11	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
66	Apr-2011 TO Till Today	A	AQR-12	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
1	01/01/1990 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
2	1987 TO 2009 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
3	04-092002 TO 01/03/2002	B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
4	01/07/2002 TO 31/07/2004	B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer

5	01/03/2003 TO 31/07/2003	B	CHL 3	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
6	02/08/2006 TO 20/5/2008	B	CHL 4	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
7	21/05/2008 TO 30/10/2010	B	CHL 5	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
8	01/11/2010 TO Till Today	B	CHL 6	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer

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

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
9	01/04/2002 TO 16/06/2004	B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
10	04/11/2002 TO 10/06/2010	B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
11	01/06/2010 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
12	31/08/2001 TO 09/08/2007	B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
13	17/07/2007 TO 11/04/2008	B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
14	11/04/2008 TO 14/11/2008	B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
15	17/11/2008 TO 05/10/2009	B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
16	06/10/2009 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 )**

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
17	04/092000 TO Till Today	B	RCB-1	Total Receipt Books Counter Foils - <b>173</b>	Record Room cupboard 1 Shelf No 4-5	Record Officer

**Category – ‘B’ Stock 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
18	13/081975 TO 20/04/2010 Till Today	B	STB 1	Total Stock Book- <b>26</b>	Record Room cupboard 1 Shelf No 3	Record Officer

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

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	Apr-2005	C	SRE-1	Scale Register of Establishment	Record Room cupboard 1 Shelf No 3	Record Officer

**Category – ‘D’ P.R. 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	10/05/1991 TO 09/02/1990	D	PRR 1	P.R. Register	Record Room cupboard 2 Shelf No 3	Record Officer
2	Apr-1999 TO Till Today	D	PRR 2	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
3	01/02/1987 TO Till Today	D	TPB 1	Total Tapal Book- <b><u>11</u></b>	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
4	01/05/1997 TO 30/05/2000	D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
5	01/06/2000 TO 31/05/2005	D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
6	01/06/2000 TO 30/11/2006	D	ATT 3	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
7	01/06/2005 TO 17/06/2011 Till Today	D	ATT 4	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 file can be destroyed/ custodian of file
8	Jun-1990 TO Mar-2010 Till Today	D	DCB 1	D.C. Bill Book (BESCOM) Total- <b><u>3</u></b>	Record Room cupboard 2 Shelf No 2	Record Officer
9	Jan-1992 TO Apr-2010 Till Today	D	DCB 2	D.C. Bill Book (B.W.S.S.B.) Total- <b><u>3</u></b>	Record Room cupboard 2 Shelf No 2	Record Officer
10	Apr-2002 TO Till Today	D	DCB 3	D.C. Bill Book (Telephone) Total- <b><u>2</u></b>	Record Room cupboard 2 Shelf No 2	Record Officer

**Category – ‘D’ LPC Register**

SI No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
11	12/07/1993 TO Till Today	D	LPC-1	LPC Register	Record Room cupboard 2 Shelf No 2	Record Officer

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

SI No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
12	17/04/2002 TO 22/12/2004	D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
13	25/09/2005 TO 30/10/2007	D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
14	02/01/2007 TO 02/07/2009	D	OPD 3	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
15	03/07/2009 TO 31/12/2010	D	OPD 4	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
16	01/01/2011 TO Till Today	D	OPD 5	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer

**Category – ‘D’ Admission Register**

SI No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
17	04/05/1969 TO 20/02/1970	D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
18	22/02/1971 TO 2/12/1973	D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
19	07/02/1971 TO 16/12/1974	D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer

20	02/07/1978 TO 11/07/1979	D	ADR 4	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
21	07/07/1982 TO 20/07/1983	D	ADR 5	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
22	07/01/1992 TO 20/02/1993	D	ADR 6	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
23	01/03/1993 TO 02/03/1994	D	ADR 7	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
24	05/09/1994 TO 01/04/1995	D	ADR 8	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
25	01/09/1996 TO 30/12/1997	D	ADR 9	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
26	01/01/1998 TO 14/05/1999	D	ADR 10	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
27	14/05/1999 TO 10/03/2000	D	ADR 11	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
28	11/03/2000 TO 20/03/2001	D	ADR 12	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
29	21/01/2001 TO 03/07/2007	D	ADR 13	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
30	04/07/2006 TO 07/08/2010 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
31	10/12/2001 TO 29/03/2010	D	ANC 1	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
32	12/04/2010 TO Till Today	D	ANC 2	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer

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

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
33	10/05/2006 TO Till Today	D	IFD-1	Infant Death Register	Record Room cupboard 2 Shelf No 3	Record Officer

**Category – ‘E’ R.T.I. Register**

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	28/07/2007 TO Till Today	E	RTI-1	R.T.I. Register	Record Room cupboard 2 Shelf No 3	Record Officer

**Category – ‘E’ Dog Bite Register**

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
2	03/01/2001 TO 21/12/2002	E	DOG 1	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record Officer
3	01/01/2003 TO Till Today	E	DOG 2	Dog Bite Register	Record Room cupboard 2 Shelf No 4	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
4	Apr-2006 TO Till Today	E	CLR 1	Casual Leave Register	Record Room cupboard 2 Shelf No 4	Record Officer

**Category – ‘E’ Maternity Case Sheet (Delivery)**

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
5	11/09/1997 TO Till Today	E	MCS 1	Total Maternity Case Sheet- <b><u>693</u></b>	Record Room cupboard 2 Shelf No 5	Record Officer

**Category – ‘E’ M.T.P Register**

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
6	06/05/2002 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
7	01/04/1997 TO 02/04/2008	E	CUT 1	IUCD Register	Record Room cupboard 2 Shelf No 4	Record Officer
8	03/04/2008 TO Till Today	E	CUT 2	IUCD Register	Record Room cupboard 2 Shelf No 4	Record Officer

**Category – ‘E’ Lab Register**

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
9	Jan-2002 TO Till Today	E	LAB -1	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer

### Category – ‘E’ Referral 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
10	20/03/2002 TO Till Today	E	REF-1	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer

### Category – ‘E’ Complaint Files

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
11	15/06/2006 TO Till Today	E	CPF-1	Complaint Files	Record Room cupboard 2 Shelf No 4	Record Officer

### Category – ‘E’ Condemned 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
12	26/06/2006 TO Till Today	E	CON-1	Condemned Register	Record Room cupboard 2 Shelf No 4	Record Officer

### Category – ‘E’ Doctor’s Call Book

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
13	25/10/1996 TO 27/05/2002	E	DOC-1	Doctor’s Call Book	Record Room cupboard 2 Shelf No 4	Record Officer
14	04/02/2001 TO Till Today	E	DOC-2	Doctor’s Call Book	Record Room cupboard 2 Shelf No 4	Record Officer