

SANJAYNAGARA DISPENSARY

RTA 2005 section 4 (1) (A)

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

Category – ‘A’ (50 yrs)

Sl.No.	Particulars	Code	Total
1.	Indent Book	IDB	2

Category – ‘B’ (30 yrs)

Sl.No.	Particulars	Code	Total
1.	Users Fees Registration <ul style="list-style-type: none">• Challen Reg• Cash Book• Bank Pass Book• Receipt Book Counter Files	CHL CBU BPB RCB	1 1 2 30
2.	Stock Book	STB	1
			35

Category – ‘C’ (10 yrs)

Sl.No.	Particulars	Code	Total
0		0	0

Category – ‘D’ (5 yrs) April 2004 to March 2009

Sl.No.	Particulars	Code	Total
1.	Tappal Book	TPB	1
2.	Attendance Reg	ATT	1
3.	OPD Register	OPD	3
4.	Immunization	IMM	1
			6

Category – ‘E’ (1 yrs)

Sl.No.	Particulars	Code	Total
1.	RTI Reg file	RTI	1
2.	Casual leave Reg	CLR	1
3.	Dog bite Reg	DOG	2