



**Statement Showing the Records Duly Indexed &  
Catalogued & Kept in Cupboards of the Record Room at  
Wilsonsgarden Maternity Hospital**

Sl No	Category	No. of Files	Remarks
1	A	69	-
2	B	496	-
3	C	01	-
4	D	41	-
5	E	5175	-
<b>Total</b>		<b>5782</b>	<b>0</b>

# WILSONGARDEN 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	12/08/1969 TO 30/09/1971	A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
2	01/10/1971 TO 17/11/1972	A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
3	31/10/1974 TO 29/09/1975	A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
4	06/10/1975 TO 22/10/1976	A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
5	07/01/1979 TO 03/11/1979	A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
6	29/0/1981 TO 29/11/1982	A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
7	12/07/1982 TO 06/02/1983	A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
8	01/03/1983 TO 31/10/1983	A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
9	03/08/1984 TO 23/03./1985	A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
10	23/04/1985 TO 05/11/1985	A	PAR 10	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
11	06/12/1985 TO 28/08/1986	A	PAR 11	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
12	03/05/1987 TO 04/02/1988	A	PAR 12	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

13	06/02/1988 TO 03/12/1988	A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
14	20/03/1989 TO 01/03/1990	A	PAR 14	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
15	01/03/1990 TO 14/03/1991	A	PAR 15	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
16	15/03/1991 TO 31/03/1992	A	PAR 16	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
17	12/05/1992 TO 31/12/1992	A	PAR 17	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
18	01/01/1994 TO 01/01/1995	A	PAR 18	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
19	01/01/1995 TO 01/10/1996	A	PAR 19	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
20	01/11/1996 TO 10/09/1997	A	PAR 20	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
21	01/10/1998 TO 31/03/1999	A	PAR 21	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
22	01/04/1999 TO 31/12/1999	A	PAR 22	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
23	01/01/2000 TO 31/08/2000	A	PAR 23	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
24	01/09/2000 TO 21/10/2001	A	PAR 24	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
25	02/10/2001 TO 01/10/2002	A	PAR 25	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
26	01/10/2002 TO 14/10/2003	A	PAR 26	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
27	16/10/2003 TO 31/10/2004	A	PAR 27	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
28	01/11/2004 TO 30/10/2005	A	PAR 28	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

29	01/11/2005 TO 29/10/2006	A	PAR 29	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
30	29/10/2006 TO 30/09/2007	A	PAR 30	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
31	01/10/2007 TO 22/10/2008	A	PAR 31	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
32	22/10/2008 TO 02/10/2009	A	PAR 32	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
33	01/10/2009 TO 31/12/2010	A	PAR 33	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
34	01/01/2011 TO Till Today	A	PAR 34	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
35	09/08/1988 TO 07/06/1989	A	IDB-1	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
36	12/08/1993 TO 25/05/1995	A	IDB-2	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
37	11/09/1995 TO 03/11/1998	A	IDB-3	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
38	25/11/1996 TO 13/08/1999	A	IDB-4	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
39	05/08/1999 TO 06/02/2001	A	IDB-5	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
40	25/11/1996 TO 13/08/2001	A	IDB-6	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
41	07/08/1998 TO 14/02/2001	A	IDB-7	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer

42	29/05/2001 TO 03/04/2003	A	IDB-8	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
43	03/04/2003 TO 03/11/2004	A	IDB-9	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
44	03/12/2004 TO 22/03/2006	A	IDB-10	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
45	11/02/2008 TO 20/01/2010	A	IDB-11	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
46	15/02/2010 TO Till Today	A	IDB-12	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
47	1998 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
48	22/07/2002	A	SRR-1	Service Register (Amarajyothi, S.D.C)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
49	07/12/1990	A	SRR-2	Service Register (B.T.Bojabai, A.N.M.)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
50	30/10/2004	A	SRR-3	Service Register (Amuda, Ayah)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
51	08/02/1988	A	SRR-4	Service Register (Siddamm, Ayah)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
52	12/07/1982	A	SRR-5	Service Register (G.Mohan, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File

53	26/06/1996	A	SRR-6	Service Register (R.Suresh, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
54	27/09/1995	A	SRR-7	Service Register (M.Selvakumar, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
55	20/12/2007	A	SRR-8	Service Register (D.Sugundan, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
56	18/01/2010	A	SRR-9	Service Register (N.Subramani, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
<b>Old S.R.-5</b>		A	SRR-10	SRR-1	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
57	01/05/1985 TO 01/11/1988	A	AQR-1	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
58	30/11/1988 TO 01/10/1991	A	AQR-2	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
59	01/11/1991 TO 01/05/1995	A	AQR-3	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
60	01/06/1998 TO 01/05/1999	A	AQR-4	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
61	18/05/1999 TO 01/09/2002	A	AQR-5	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
62	05/09/2002 TO 01/12/2005	A	AQR-6	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
63	10/01/2006 TO 25/04/2011	A	AQR-7	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
64	01/05/2011 TO Till Today	A	AQR-8	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	01/08/1990 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	01/10/1997 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
3	02/08/2000 TO Till Today	B	CHL 1	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
4	01/02/2003 TO 31/05/2005	B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
5	01/06/2006 TO 30/05/2009	B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
6	01/06/2009 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
7	01/02/2003 TO 31/08/2003	B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
8	01/09/2003 TO 14/10/2005	B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
9	17/10/2005 TO 31/05/2007	B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
10	01/06/2007 TO 14/01/2008	B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
11	16/01/2008 TO 01/01/2009	B	BPB 5	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
12	02/01/2009 TO 21/01/2010	B	BPB 6	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
13	21/01/2010 TO 24/03/2011	B	BPB 7	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
14	25/03/2011 TO Till Today	B	BPB 8	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
15	02/08/2000 TO Till Today	B	RCB-1	Total Receipt Books Counter Foils - <b>452</b>	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
16	Apri-1969 TO Till Today	B	STB 1	Total Stock Book- <b><u>30</u></b>	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
1	18/07/2005 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
1	02/04/1997 TO 25/02/2011 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
2	02/09/1995 TO 12/08/2005	D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
3	11/01/2003 TO 05/01/2006	D	TPB 2	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
4	01/04/2006 TO 29/02/2008	D	TPB 3	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer

5	02/01/2009 TO 30/01/1999	D	TPB 4	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
6	15/09/2005 TO 27/04/2011	D	TPB 5	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
7	11/01/2003 TO 05/01/2006	D	TPB 6	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
8	01/11/2003 TO 31/12/2006	D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
9	01/01/2007 TO 31/12/2008	D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
10	01/01/2009 TO 31/03/2010	D	ATT 3	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
11	01/04/2010 TO 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
12	10/01/1990 TO 10/03/2007	D	DCB 1	D.C. Bill Book (K.E.B & B.S.N.L)	Record Room cupboard 2 Shelf No 2	Record Officer
13	01/04/2007 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
14	26/02/1992 TO 12/03/2007	D	DCB 3	D.C. Bill Book (B.W.S.S.B.)	Record Room cupboard 2 Shelf No 2	Record Officer

15	10/04/2007 TO Till Today	D	DCB 4	D.C. Bill Book (B.W.S.S.B.)	Record Room cupboard 2 Shelf No 2	Record Officer
16	14/09/2009 TO Till Today	D	DCB 5	D.C. Bill Book (Telephone)	Record Room cupboard 2 Shelf No 2	Record Officer
17	27/01/1993 TO 25/04/2007	D	DCB 6	D.C. Bill Book (N.D.C.Bill) (Insentive Bill)	Record Room cupboard 2 Shelf No 2	Record Officer
18	06/06/2007 TO Till Today	D	DCB 7	D.C. Bill Book (N.D.C.Bill) (Insentive Bill)	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 file can be destroyed/ custodian of file
19	04/04/1997 TO 03/12/2001	D	LPC-1	LPC Register	Record Room cupboard 2 Shelf No 2	Record Officer
20	31/08/2001 TO Till Today	D	LPC-2	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
21	05/11/2003 TO 14/05/2009	D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
22	15/05/2009 TO 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
23	01/11/2005 TO 03/05/2006	D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
24	11/05/2006 TO 28/12/2006	D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
25	01/01/2007 TO 15/08/2007	D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
26	16/08/2007 TO 30/04/2008	D	ADR 4	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
27	03/05/2008 TO 31/12/2008	D	ADR 5	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
28	01/01/2009 TO 21/09/2009	D	ADR 6	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
29	21/09/2009 TO 24/08/2010	D	ADR 7	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
30	26/08/2010 TO Till Today	D	ADR 8	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	11/09/2004 TO 27/06/2005	D	ANC 1	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
32	01/07/2005 TO 23/03/2007	D	ANC 2	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
33	26/03/2007 TO 08/02/2008	D	ANC 3	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer

34	11/02/2008 TO 02/01/2009	D	ANC 4	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
35	05/01/2009 TO 12/10/2009	D	ANC 5	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
36	16/10/2009 TO 23/082010	D	ANC 6	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
37	27/08/2010 TO Till Today	D	ANC 7	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	38Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
38	01/04/2003 TO 20/07/2005	D	MIN 1	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
39	02/08/2005 TO 28/03/2007	D	MIN 2	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
40	01/04/2007 TO Till Today	D	MIN 3	Minor O.T. 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
41	01/06/2006 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	19/05/2007 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	Aug-2002 TO Till Today	E	DOG 1	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
3	01/01/2007 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
4	01/04/2006 TO 31/03/2011	E	MCS 1	Total Maternity Case Sheet- <b><u>5160</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
5	018/01/2004 TO 31/12/2005	E	MTP 1	M.T.P. Register	Record Room cupboard 2 Shelf No 4	Record Officer
6	01/01/2006 TO Till Today	E	MTP 2	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	01/01/1998 TO 24/12/2010	E	CUT 1	IUCD Register	Record Room cupboard 2 Shelf No 4	Record Officer
8	01/01/2011 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	01/04/2006 TO 03/07/2007	E	LAB -1	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
10	19/10/2007 TO 21/06/2008	E	LAB -2	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
11	23/06/2008 TO Till Today	E	LAB -3	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
12	16/04/2000 TO 20/04/2007	E	REF-1	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer
13	20/04/2007 TO Till Today	E	REF-2	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
14	30/04/2006 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
15	28/03/1998 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
16	14/04/2000 TO Till Today	E	DOC-1	Doctor’s Call Book	Record Room cupboard 2 Shelf No 4	Record Officer