Statement Showing the Records Duly Indexed & Catalogued & Kept in Cupboards of the Record Room at
<u>YEDIYUR MATERNITY HOME</u>

Sl No	Category	No. of Files	Remarks
1	A	64	-
2	B	498	-
3	C	01	-
4	D	38	-
5	E	10660	-
Total		**11261**	**0**

YADIYURU MATERNITY HOSPITAL
RTA 2005 SECTION 4 (1)(a)
41(a) Maintainence of all Records of this hospital duly catalogued and Indexed in a manner and form as per RIT Act.

Category – 'A' Parturition 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	11/04/1981 TO 23/12/1982	A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
2	23/12/1982 TO 29/04/1984	A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
3	29/04/1984 TO 01/06/1984	A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
4	01/061985 TO 23/04/1986	A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
5	01/11/1987 TO 14/06/1988	A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
6	14/08/1988 TO 01/03/1989	A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
7	01/03/1989 TO 31/03/1989	A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
8	01/03/1989 TO 01/12/1989	A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
9	01/12/1989 TO 02/04/1990	A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
10	02/04/1990 TO 03/12/01990	A	PAR 10	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
11	03/12/1990 TO 21/07/1991	A	PAR 11	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
12	21/07/1991 TO 05/04/1992	A	PAR 12	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

13	05/04/1992 TO 05/12/1992	A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
14	05/12/1992 TO 01/08/1993	A	PAR 14	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
15	01/08/1993 TO 01/02/1994	A	PAR 15	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
16	01/02/1994 TO 31/08/1994	A	PAR 16	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
17	01/09/1994 TO 09/03/1995	A	PAR 17	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
18	09/03/1995 TO 12/08/1996	A	PAR 18	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
19	12/08/1996 TO 26/09/1997	A	PAR 19	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
20	26/09/1997 TO 02/07/1998	A	PAR 20	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
21	02/07/1998 TO 31/03/1999	A	PAR 21	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
22	31/03/1999 TO 30/11/1999	A	PAR 22	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
23	01/12/1999 TO 20/06/2000	A	PAR 23	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
24	20/06/2000 TO 22/05/2001	A	PAR 24	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
25	23/05/2001 TO 16/03/2002	A	PAR 25	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
26	16/03/2002 TO 01/01/2003	A	PAR 26	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
27	01/01/2003 TO 30/09/2003	A	PAR 27	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
28	01/10/2003 TO 28/07/2004	A	PAR 28	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

29	28/07/2004 TO 15/04/2005	A	PAR 29	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
30	15/04/2005 TO 31/12/2005	A	PAR 30	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
31	01/06/2006 TO 12/09/2006	A	PAR 31	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
32	12/09/2006 TO 30/04/2007	A	PAR 33	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
33	30/04/2007 TO 21/11/2007	A	PAR 34	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
35	22/11/2007 TO 13/07/2008	A	PAR 35	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
36	13/07/2008 TO 30/01/2009	A	PAR 36	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
37	30/01/2009 TO 18/08/2009	A	PAR 37	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
38	18/08/2009 TO 30/05/2010	A	PAR 38	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
39	30/05/2010 TO Till Today	A	PAR 39	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
40	18/02/2006 TO 19/02/2008	A	IDB-1	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
41	02/04/2008 TO 16/10/2009	A	IDB-2	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
42	16/10/2010 TO Till Today	A	IDB-3	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer

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
43	09/09/1996 TO Till TOday	A	IDB-4	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
44	04/04/1997 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
45	05/10/1995	A	SRR-1	Service Register (Baskar , S.D.C)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
46	01/01/1990	A	SRR-2	Service Register (Chandramma P.K.)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
47	13/12/2002	A	SRR-3	Service Register (Dr.Shobha, Asst Sur)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
48	07/11/1978	A	SRR-4	Service Register (Jayamm, Aya)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
49	13/12/2002	A	SRR-5	Service Register (Lalithamma, S/N)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
50	14/1/1978	A	SRR-6	Service Register (Lingamma, Aya)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
51	20/02/1980	A	SRR-7	Service Register (Rukminiyamma, P.K)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
52	13/07/1992	A	SRR-8	Service Register (Sheela, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
53	23/05/2009	A	SRR-9	Service Register (Shivakumar, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File

54	10/07/1978	A	SRR-10	Service Register (Srinivas.D., Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
55		A	SRR-11	Service Register	Record Room cupboard 1 56Shelf No 1	Record Officer Cu
56	3 OLD SRS	A	SRR-12	Service Register	Record Room cupboard 1 56Shelf No 1	Record Officer
57		A	SRR-13	Service Register	Record Room cupboard 1 56Shelf No 1	Record Officer

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
58	May-1985 TO Jan-1989	A	AQR-1	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
59	Jan-1989 TO May1993	A	AQR-2	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
60	Jun-1993 TO Aug-1997	A	AQR-3	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
61	Sep-1997 TO Nov-1999	A	AQR-4	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
62	Dec-1999 TO Mar-2003	A	AQR-5	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
63	Apr-2003 TO Feb-2006	A	AQR-6	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
64	Mar-2006 TO Till Today	A	AQR-7	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	AUG-1993 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	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	01/08/2000 TO 03/09/2001	B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
4	03/09/2001 TO 15/11/2002	B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
5	15/11/2002 TO 13/02/2004	B	CHL 3	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
6	13/02/2004 TO 12/05/2005	B	CHL 4	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
7	12/05/2005 TO 27/03/2006	B	CHL 5	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
8	28/03/2006 TO 26/12/2006	B	CHL 6	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer

9	29/12/2006 TO 20/04/2007	B	CHL 7	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
10	22/04/2007 TO 29/04/2008	B	CHL 8	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
11	03/05/2008 TO 19/06/2009	B	CHL 9	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
12	22/06/2009 TO Till Today	B	CHL 10	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
13	01/06/2002 TO 15/01/2006	B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
14	16/01/2006 TO 30/12/2007	B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
15	01/01/2008 TO 30/11/2009	B	UCB 3	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
16	01/12/2009 TO Till Today	B	UCB 4	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
17	04/092001 TO 13/05/2006	B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
18	13/05/2006 TO 07/09/2007	B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
19	08/09/2007 TO 31/07/2008	B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer

20	31/07/2008 TO 30/05/2008	B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
21	01/06/2008 TO 02/03/2010	B	BPB 5	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
22	04/03/2010 TO Till Today	B	BPB 6	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
23	01/08/2000 TO Till Today	B	RCB-1	Total Receipt Books Counter Foils -**465**	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
24	1982 TO Till Today	B	STB 1	Total Stock Book-**11**	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
01	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
01	02/04/2007 TO 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
02	12/08/1998 TO 26/11/2001	D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
03	27/11/2001 TO Till Today	D	TPB 2	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
04	Jan-2000 TO Feb-2006	D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
05	01/03/2008 TO Till Today	D	ATT 2	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
06	May-2007 TO Till Today	D	DCB 1	D.C. Bill Book (K.E.B)	Record Room cupboard 2 Shelf No 2	Record Officer

| 07 | Apr-2007 TO Till Today | D | DCB 2 | D.C. Bill Book (B.W.S.S.B.) | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 08 | Jan-2007 TO Till Today | D | DCB 3 | D.C. Bill Book (Teliphone) | 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
09	31/07/1997 TO Till Today	D	LPC-1	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
10	30/08/2001 TO 26/02/2006	D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
11	01/03/2006 TO 30/11/2010	D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
12	01/12/2010 TO Till Today	D	OPD 3	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
13	04/11/2001 TO 17/11/2001	D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
14	17//11/2001 TO 2/06/2002	D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer

15	12/06/2002 TO 01/01/2003	D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
16	02/01/2003 TO 27/07/2003	D	ADR 4	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
17	27/07/2003 TO 29/02/2004	D	ADR 5	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
18	29/02/2004 TO 20/10/2004	D	ADR 6	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
19	17/05/2005 TO 24/11/2005	D	ADR 7	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
20	24/11/2005 TO 03/06/2006	D	ADR 8	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
21	03/062006 TO 30/11/2006	D	ADR 9	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
22	30/11/2006 TO 05/06/2007	D	ADR 10	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
23	05/06/2007 TO 01/12/2007	D	ADR 11	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
24	01/12/2007 TO 21/06/2008	D	ADR 12	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
25	21/06/2008 TO 19/01/2009	D	ADR 13	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
26	19/01/2009 TO 17/08/2009	D	ADR 14	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
27	17/08/2009 TO 27/04/2010	D	ADR 15	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
28	27/04/2010 TO 18/02/2011 Till Today	D	ADR 16	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
29	01/04/2002 TO 28/06/2004	D	ANC 1	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
30	02/072004 TO 14/08/2006	D	ANC 2	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
31	18/08/2006 TO 19/09/2008	D	ANC 3	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
32	19/09/2008 TO 29/04/2011	D	ANC 4	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
33	01/05/2011 TO Till Today	D	ANC 5	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	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
34	03/09/1997 TO 20/03/2002	D	MIN 1	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
35	03/04/2002 TO 26/10/2005	D	MIN 2	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
36	05/11/2005 TO 31/03/2010	D	MIN 3	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
37	01/04/2010 TO Till Today	D	MIN 4	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
38	Apr-2000 TO Till day	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	2005	E	RTI-1	R.T.I. Register	Record Room cupboard 2 Shelf No 3	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
2	01/04/2000 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
3	Jan-2007	E	MCS 1	Total Maternity Case Sheet-**10647**	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
4	25/02/2005 TO 06/12/2010	E	MTP 1	M.T.P. Register	Record Room cupboard 2 Shelf No 4	Record Officer
5	06/12/2010 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
6	22/05/2002 TO Till Today	E	CUT 1	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
7	01/06/2005 TO 30/06/2006	E	LAB -1	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
8	12/09/2006 TO 28/05/2010	E	LAB -2	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
9	15/02/2008 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
10	12/04/2002 TO 27/06/2008	E	REF-1	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer
11	13/072008 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
12	10/07/2009 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
13	01/04/2000 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
14	21/04/1999 TO Till Today	E	DOC-1	Doctor's Call Book	Record Room cupboard 2 Shelf No 4	Record Officer