Statement Showing the Records Duly Indexed & Catalogued & Kept in Cupboards of the Record Room at
<u>Wilsongarden Maternity Hospital</u>

Sl No	Category	No. of Files	Remarks
1	A	65	-
2	B	19	-
3	C	01	-
4	D	52	-
5	E	6323	-
Total		6460	0

WILSONGARDEN 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	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

Sl No	Date on which opened	Category	File No	Subject of file	Location of file	Date on which file can be destroyed/custodian of file
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 30/092007	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 30/06/2011	A	PAR 34	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
35	30/06/2011 TO 31/12/2012	A	PAR 35	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
36	01/01/2013 TO 30/06/2013	A	PAR 36	Parturition Record (Using)	-	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
37	09/081988 TO 07/06/1989	A	IDB-1	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
38	12/08/1993 TO 25/05/1995	A	IDB-2	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
39	11/09/1995 TO 03/11/1998	A	IDB-3	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
40	25/11/1996 TO 13/08/1999	A	IDB-4	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
41	05/08/1999 TO 06/02/2001	A	IDB-5	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer

412	25/11/1996 TO 13/08/2001	A	IDB-6	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
43	07/08/1998 TO 14/02/2001	A	IDB-7	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
44	29/05/2001 TO 03/04/2003	A	IDB-8	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
45	03/04/2003 TO 03/11/2004	A	IDB-9	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
46	03/12/2004 TO 22/03/2006	A	IDB-10	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
47	11/02/2008 TO 20/01/2010	A	IDB-11	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
48	15/02/2010 TO 7-10-2011	A	IDB-12	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
49	08/10/2011 TO 06/06/2013	A	IDB-13	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
50	07/06/2013 TO 30/06/2013	A	IDB-13	Indent Book (Using)	-	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
51	19-9-1998 TO 30-6-2013	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
52	30/10/2004	A	SRR-3	Service Register (Amuda, Ayah)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
53	12/07/1982	A	SRR-5	Service Register (G.Mohan, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
54	26/06/1996	A	SRR-6	Service Register (R.Suresh, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
55	27/09/1995	A	SRR-7	Service Register (M.Selvakumar, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
56	20/12/2007	A	SRR-8	Service Register (D.Sugundan, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
57	18/01/2010	A	SRR-9	Service Register (N.Subramani, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
Old S.R.-6		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
58	01/05/1985 TO 01/11/1988	A	AQR-1	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
59	30/11/1988 TO 01/10/1991	A	AQR-2	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
60	01/11/1991 TO 01/05/1995	A	AQR-3	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
61	01/06/1998 TO 01/05/1999	A	AQR-4	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
62	18/05/1999	A	AQR-5	Aquittance Rolls	Record Room	Record

	TO 01/09/2002				cupboard 1 Shelf No 1	Officer
63	05/09/2002 TO 01/12/2005	A	AQR-6	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
64	10/01/2006 TO 25/04/2011	A	AQR-7	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
65	01/05/2011 TO 30/06/2013	A	AQR-8	Aquittance Rolls (Using)	-	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 30/06/2013	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 30/06/2013	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 31/03/2012	B	UCB 3	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
7	01/04/2012 TO 30/06/2013	B	UCB 4	User Fee Register (Cash Book) (Using)	-	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
8	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
9	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
10	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
11	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
12	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
13	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
14	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

| 15 | 25/03/2011 TO 28/10/2011 | B | BPB 8 | User Fees Register (Bank Pass Book) | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 16 | 29/10/2011 TO 30/06/2013 | B | BPB 9 | User Fees Register (Bank Pass Book) | - | 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
17	02/08/2000 TO 30/06/2013	B	RCB-1	Total Receipt Books Counter Foils -**1006**	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
18	Apri-1969 TO 31/10/2012	B	STB 1	Total Stock Book-**30**	Record Room cupboard 1 Shelf No 3	Record Officer
19	01/11/2012 TO 30/06/2013	B	STB 2	Total Stock Book-**31 (Using)**	-	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	D	PRR 1	P.R. Register	Record Room cupboard 2 Shelf No 3	Record Officer
2	10/04/2012 TO 30/06/2013	D	PRR 2	P.R. Register (Using)	-	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	02/09/1995 TO 12/08/2003	D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
4	11/01/2005 TO 05/01/2006	D	TPB 2	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
5	01/04/2006 TO 29/02/2008	D	TPB 3	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
6	11/04/2008 TO 05/01/2009	D	TPB 4	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
7	05/04/2009 TO 27/04/2011	D	TPB 5	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
8	11/01/2011 TO 05/03/2011	D	TPB 6	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
9	27/04/2011 TO 03/06/2013	D	TPB 7	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
10	04/06/2013 TO 30/06/2013	D	TPB 8	Tappal Book (Using)	-	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
11	01/11/2003 TO 31/12/2006	D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
12	01/01/2007 TO 31/12/2008	D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
13	01/01/2009 TO 31/03/2010	D	ATT 3	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
14	01/04/2010 TO 30/06/2013	D	ATT 4	Attendance Register (Using)	-	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
15	10/01/1990 TO 10/032007	D	DCB 1	D.C. Bill Book (K.E.B & B.S.N.L)	Record Room cupboard 2 Shelf No 2	Record Officer
16	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
17	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
18	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
19	14/09/2009 TO	D	DCB 5	D.C. Bill Book (Teliphone)	Record Room cupboard 2 Shelf No 2	Record Officer
20	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
21	06/06/2007 TO	D	DCB 7	D.C. Bill Book	-	Record

	30-6-2013			(N.D.C.Bill) (Insentive Bill) (Using)		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
22	04/04/1997 TO 03/12/2001	D	LPC-1	LPC Register	Record Room cupboard 2 Shelf No 2	Record Officer
23	31/08/2001 TO 30-6-2013	D	LPC-2	LPC Register (Usning)	-	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
24	05/11/2003 TO 14/05/2009	D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
25	15/05/2009 TO 20/05/2011	D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
26	21/05/2011 TO 3/06/2013	D	OPD 3	Out Patient Register (Using)	-	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
27	01/11/2005 TO 03/05/2006	D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
28	11/05/2006 TO 28/12/2006	D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer

Sl No	Date on which opened	Category	File No	Subject of file	Location of file	Custodian
29	01/01/2007 TO 15/08/2007	D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
30	16/08/2007 TO 30/04/2008	D	ADR 4	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
31	03/05/2008 TO 31/12/2008	D	ADR 5	Admission Register	Record Room cupboard 1 27Shelf No 1	Record Officer
32	01/01/2009 TO 21/09/2009	D	ADR 6	Admission Register	Re28cord Roo29m cupboa30rd 1 Shelf No 1	Record Officer
33	21/092009 TO 24/082010	D	ADR 7	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
34	26/08/2010 TO 13/06/2011	D	ADR 8	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
35	13/06/2011 TO 17/12/2012	D	ADR 9	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
36	18/12/2012 TO 30/06/2013	D	ADR 10	Admission Register (Using)	-	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
37	11/09/2004 TO 27/06/2005	D	ANC 1	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
38	01/07/2005 TO 23/03/2007	D	ANC 2	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
39	26/03/2007 TO 08/02/2008	D	ANC 3	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
40	11/02/2008 TO 02/01/2009	D	ANC 4	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
41	05/01/2009 TO 12/10/2009	D	ANC 5	ANC Register	Record Room cupboard 2 Shelf No 3	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	38Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
42	16/10/2009 TO 23/082010	D	ANC 6	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
43	27/08/2010 TO 30/06/2011	D	ANC 7	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
44	30/06/2011 TO 24/08/2012	D	ANC 8	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
45	27/08/2012 TO 02/06/2013	D	ANC 9	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
46	03/06/2013 TO 30/06/2013	D	ANC 10	ANC Register (Using)	-	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
47	01/04/2003 TO 20/07/2005	D	MIN 1	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
48	02/08/2005 TO 28/03/2007	D	MIN 2	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
49	01/04/2007 TO 31/03/2012	D	MIN 3	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
50	01/04/2012 TO 30/06/2013	D	MIN 4	Minor O.T. Register (Using)	-	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
51	01/06/2006 TO 07/01/2012	D	IFD-1	Infant Death Register	Record Room cupboard 2 Shelf No 3	Record Officer
52	08/01/2012 TO 30/06/2013	D	IFD-2	Infant Death Register (Using)	-	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 30/06/2013	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 30/06/2013	E	DOG 1	Dog Bite Register (Using)	-	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 30/06/2013	E	CLR 1	Casual Leave Register (Using)	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 30/06/2013	E	MCS 1	Total Maternity Case Sheet-**6303**	-	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 31/07/2011	E	MTP 2	M.T.P. Register	Record Room cupboard 2 Shelf No 4	Record Officer
7	01/08/2011 TO 30/06/2013	E	MTP 3	M.T.P. Register (Using)	-	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
8	01/01/1998 TO 24/12/2010	E	CUT 1	IUCD Register	Record Room cupboard 2 Shelf No 4	Record Officer
9	01/01/2011 TO 30/06/2013	E	CUT 2	IUCD Register (Using)	-	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
10	01/04/2006 TO 03/07/2007	E	LAB -1	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
11	19/10/2007 TO 21/06/2008	E	LAB -2	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
12	23/06/2008 TO 30/05/2011	E	LAB -3	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
13	03/06/2011 TO 30/06/2013	E	LAB -4	Lab Register (Using)	-	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
14	16/04/2000 TO 20/04/2007	E	REF-1	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer
15	20/04/2007 TO 31/05/2011	E	REF-2	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer
16	01/06/2011 TO 30/06/2013	E	REF-3	Referral Book (Using)	-	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
17	30/04/2006 TO 18/11/2011	E	CPF-1	Complaint Files	Record Room cupboard 2 Shelf No 4	Record Officer
18	19/11/2011 TO 30/06/2013	E	CPF-2	Complaint Files (Using)	-	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
19	28/03/1998 TO 30/06/2009	E	CON-1	Condemned Register	Record Room cupboard 2 Shelf No 4	Record Officer
20	01/07/2009 TO 30/06/2013	E	CON-2	Condemned Register (Using)	-	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
21	14/04/2000 TO 30/06/2013	E	DOC-1	Doctor's Call Book (Using)	-	Record Officer