

AUSTIN TOWN MATERNITY HOME

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.

Sl. No.	Particulars	Code	Total
1	Parturition Register	PAR	12
2	Birth and Death Register	BDR	6
3	Indent Book	IDB	6
4	Niyojana File	DPF	0
5	Transfer File	TRF	0
6	Circulars (Suttolegala Adesha)	ADR	1
7	Service Book (Old + New)	SRR	8
8	Acutance Rolls & Pay and Other Allowances	AQR	3

Category – ‘B’

Sl. No.	Particulars	Code	Total
1	Repairs and Maintenance Vehicle Register. <ul style="list-style-type: none"> • Petrol Bill Book } D.C. Bill • Diesel Bill Book } • Repair Bill Book – D.C. Bill • Reading Record Book • KGD Insurance Book 	RMV	1 0 1 1 1 0 0
2	Festival Advance Register	FAR	3
3	Legal Files (Nyayaladha Kadatagalu)	LGF	2
4	Audit Report Follow up Register	AUR	2
5	User Fees Register <ul style="list-style-type: none"> • Challen Reg. • UF Cash Book • Bank Pass Book • Receipt Books counter foils 	CHL UCB BPB RCB	3 3 11
6	Stock Book	STB	3

Category – ‘C’

Sl. No.	Particulars	Code	Total
1	Scale Register of Establishment	SRE	1
			1

Category – ‘D’

Sl. No.	Particulars	Code	Total
1	P.R. Register	PRR	1
2	Tappal Book	TPB	2
3	Attendance Register	ATT	2
4	Medical Reimbursement files (Reg.)	MRF	0
5	D.C. Bill Book	DCB	4
6	Log Books	LOG	1
7	LPC Register	LPC	0
8	Out Patient Register	OPD	4
9	Admission Register	ADR	4
10	Antenatal Register	ANC	2
11	Major O.T. Register	MAJ	0
12	Minor O.T. Register	MIN	0
13	Infant Death Register	IFD	0

Category – ‘E’

Sl. No.	Particulars	Code	Total
1	R.T.I Register	RTI	1
2	Casual Leave Register	CLR	1
3	Dog Bite Register	DOG	2
4	Maternity Case Sheet (Delivery + Major case sheet) Sterilization Case Sheets	MCS SCS	0
5	M.T.P Register	MTP	1
6	IUCD Register	CUT	2
7	Lab Register	LAB	19
8	Referral Book	RFF	1
9	Complaint Files	CPF	2
10	Condemned Register	CON	1
11	Scanning Register	SCN	0
12	Doctor’s call Book	DOC	1