

AUSTINTOWN MATERNITY HOME
RTI ACT 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 RTI 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 PAGE NOS	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/4/89	CATA	PAR 1	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
2	22/11/89	CAT A	PAR 2	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
3	1/4/92	CAT A	PAR 3	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
4	1/4/94	CAT A	PAR 4	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
5	12/3/95	CAT A	PAR 5	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
6	1/4/96	CAT A	PAR 6	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
7	5/3/97	CAT A	PAR 7	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
8	1/4/98	CAT A	PAR 8	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
9	1/4/2000	CAT A	PAR 9	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
10	23/2/2001	CAT A	PAR 10	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
11	1/4/2002	CAT A	PAR 11	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
12	1/4/2003	CAT A	PAR 12	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
13	1/4/2005	CAT A	PAR 13	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
14	1/6/2007	CAT A	PAR 14	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
15	1/10/2008	CAT A	PAR 15	Parturition Record	Record Room Shelf No 1	Assistant Surgeon

16	1/4/2009	CAT A	PAR 16	Parturition Record	Record Room Shelf No 1	Assistant Surgeon
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Category – ‘A’ Circulars (Suttolegala Adesha)

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	1/4/2001	CAT A	CIR 1	Circular Record	Record Room Shelf No 1	Assistant Surgeon

Category – ‘A’ Acquittance Rolls & Pay and Other Allowances

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	29/8/85	CAT A	AQR 1	Acquittance Rols & Pay and Other Allowances	cupboard 1 Shelf No 2	Assistant Surgeon
2	1/12/88	CAT A	AQR 2	Acquittance Rols & Pay and Other Allowances	cupboard 1 Shelf No 2	Assistant Surgeon
3	3/5/93	CAT A	AQR 3	Acquittance Rols & Pay and Other Allowances	cupboard 1 Shelf No 2	Assistant Surgeon
4	1/6/2000	CAT A	AQR 4	Acquittance Rols & Pay and Other Allowances	cupboard 1 Shelf No 2	Assistant Surgeon
5	1/7/2004	CAT A	AQR 5	Acquittance Rols & Pay and Other Allowances	cupboard 1 Shelf No 2	Assistant Surgeon

Category – ‘B’ Audit Report Followup 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	12/4/2006	CAT B	1	AUDIT	cupboard 1 Shelf No 2	Assistant Surgeon

Category – ‘B’ User Fees Register (Challen Reg.)

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.	27/7/2000	CAT B	RCB-1	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
2.	1/8/2000	CAT B	RCB-2	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
3.	17/8/2000	CAT B	RCB-3	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
4.	25/8/2000	CAT B	RCB-4	Receipt Books Counter Foils	Record room No.2	Assistant Surgeon
5.	7/9/2000	CAT B	RCB-5	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
6.	15/9/2000	CAT B	RCB-6	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
7.	24/9/2000	CAT B	RCB-7	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
8.	4/11/2000	CAT B	RCB-8	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
9.	15/11/2000	CAT B	RCB-9	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
10.	8/1/2001	CAT B	RCB-10	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
11.	10/2/2001	CAT B	RCB-11	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon

12.	18/1/01	CAT B	RCB-12	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
13.	19/2/01	CAT B	RCB-13	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
14.	15/3/01	CAT B	RCB-14	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
15.	26/3/01	CAT B	RCB-15	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
16.	14/4/01	CAT B	RCB-16	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
17.	30/4/01	CAT B	RCB-17	Receipt Books Counter Foils	-do-	Assistant Surgeon
18.	19/5/01	CAT B	RCB-18	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
19.	24/5/01	CAT B	RCB-19	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
20.	2/6/01	CAT B	RCB-20	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
21.	15/6/01	CAT B	RCB-21	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
22.	2/7/01	CAT B	RCB-22	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
23.	12/7/01	CAT B	RCB-23	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
24.	21/7/01	CAT B	RCB-24	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon

25.	8/8/01	CAT B	RCB-25	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
26.	17/8/01	CAT B	RCB-26	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
27.	1/10/01	CAT B	RCB-27	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
28.	6/10/01	CAT B	RCB-28	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
29.	19/10/01	CAT B	RCB-29	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
30.	29/10/01	CAT B	RCB-30	Receipt Books Counter Foils	-do-	Assistant Surgeon
31.	15/11/01	CAT B	RCB-31	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
32.	7/11/01	CAT B	RCB-32	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
33.	30/11/01	CAT B	RCB-33	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
34.	10/12/01	CAT B	RCB-34	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
35.	26/12/01	CAT B	RCB-35	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
36.	14/1/02	CAT B	RCB-36	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
37.	23/2/02	CAT B	RCB-37	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon

38.	16/4/02	CAT B	RCB-38	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
39.	26/4/02	CAT B	RCB-39	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
40.	13/5/02	CAT B	RCB-40	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
41.	21/5/02	CAT B	RCB-41	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
42.	1/6/02	CAT B	RCB-42	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
43.	24/6/02	CAT B	RCB-43	Receipt Books Counter Foils	-do-	Assistant Surgeon
44.	12/7/02	CAT B	RCB-44	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
45.	26/7/02	CAT B	RCB-45	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
46.	17/8/02	CAT B	RCB-46	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
47.	30/8/02	CAT B	RCB-47	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
48.	24/9/02	CAT B	RCB-48	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
49.	4/10/02	CAT B	RCB-49	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
50.	22/10/02	CAT B	RCB-50	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon

51.	8/11/02	CAT B	RCB-51	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
51a.	19/11/02	CAT B	RCB-51A	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
52.	29/11/02	CAT B	RCB-52	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
53.	17/12/02	CAT B	RCB-53	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
54.	3/1/03	CAT B	RCB-54	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
55.	17/1/03	CAT B	RCB-55	Receipt Books Counter Foils	-do-	Assistant Surgeon
56.	25/01/03	CAT B	RCB-56	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
57.	15/2/03	CAT B	RCB-57	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
58.	4/3/03	CAT B	RCB-58	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
59.	18/3/03	CAT B	RCB-59	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
60.	1/4/03	CAT B	RCB-60	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
61.	15/4/03	CAT B	RCB-61	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
62.	24/4/03	CAT B	RCB-62	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon

63.	9/5/03	CAT B	RCB-63	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
64.	3/6/03	CAT B	RCB-64	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
65.	19/6/03	CAT B	RCB-65	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
66.	31/6/03	CAT B	RCB-66	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
67.	5/8/03	CAT B	RCB-67	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
68.	25/8/03	CAT B	RCB-68	Receipt Books Counter Foils	-do-	Assistant Surgeon
69.	15/9/03	CAT B	RCB-69	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
70.	28/9/03	CAT B	RCB-70	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
71.	8/10/03	CAT B	RCB-71	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
72.	19/10/03	CAT B	RCB-72	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
73.	31/10/03	CAT B	RCB-73	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
74.	10/11/03	CAT B	RCB-74	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
75.	24/11/03	CAT B	RCB-75	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon

76.	6/12/03	CAT B	RCB-76	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
77.	22/12/03	CAT B	RCB-77	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
78.	9/1/04	CAT B	RCB-78	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
79.	23/1/04	CAT B	RCB-79	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
80.	30/1/04	CAT B	RCB-80	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
81.	15/2/04	CAT B	RCB-81	Receipt Books Counter Foils	-do-	Assistant Surgeon
82.	20/02/04	CAT B	RCB-82	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
83.	6/3/04	CAT B	RCB-83	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
84.	16/3/04	CAT B	RCB-84	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
85.	22/3/04	CAT B	RCB-85	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
86.	5/4/04	CAT B	RCB-86	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
87.	15/4/04	CAT B	RCB-87	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
88.	25/4/04	CAT B	RCB-88	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon

88a	10/5/04	CAT B	RCB-88a	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
89.	16/5/04	CAT B	RCB-89	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
90.	31/5/04	CAT B	RCB-90	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
91.	2/6/04	CAT B	RCB-91	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
92.	14/6/04	CAT B	RCB-92	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
93.	21/6/04	CAT B	RCB-93	Receipt Books Counter Foils	-do-	Assistant Surgeon
94.	5/7/04	CAT B	RCB-94	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
95.	16/7/04	CAT B	RCB-95	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
96.	28/7/04	CAT B	RCB-96	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
97.	20/8/04	CAT B	RCB-97	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
98.	2/9/04	CAT B	RCB-98	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
99.	25/9/04	CAT B	RCB-99	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
100.	30/10/04	CAT B	RCB-100	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon

101.	15/11/04	CAT B	RCB-101	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
102.	30/11/04	CAT B	RCB-102	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
103.	5/12/04	CAT B	RCB-103	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
104.	21/12/04	CAT B	RCB-104	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
105.	10/1/05	CAT B	RCB-105	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
106.	21/1/05	CAT B	RCB-106	Receipt Books Counter Foils	-do-	Assistant Surgeon
107.	10/3/05	CAT B	RCB-107	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
108.	24/3/05	CAT B	RCB-108	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
109.	20/4/05	CAT B	RCB-109	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
110.	30/4/05	CAT B	RCB-110	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
111.	15/6/05	CAT B	RCB-111	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
112.	30/6/05	CAT B	RCB-112	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
113.	3/7/05	CAT B	RCB-113	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon

114.	8/7/05	CAT B	RCB-114	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
115.	21/8/05	CAT B	RCB-115	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
116.	3/9/05	CAT B	RCB-116	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
117.	21/9/05	CAT B	RCB-117	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
118.	10/10/05	CAT B	RCB-118	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
119.	16/10/05	CAT B	RCB-119	Receipt Books Counter Foils	-do-	Assistant Surgeon
120.	31/10/05	CAT B	RCB-120	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
121.	7/11/05	CAT B	RCB-121	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
122.	19/11/05	CAT B	RCB-122	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
123.	28/11/05	CAT B	RCB-123	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
124.	28.11.05	CAT B	RCB-124	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
125.	9/12/05	CAT B	RCB-125	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
126.	29/12/05	CAT B	RCB-126	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon

127.	4/1/06	CAT B	RCB-127	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
128.	11/1/06	CAT B	RCB-128	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
129.	29/1/06	CAT B	RCB-129	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
130.	11/2/06	CAT B	RCB-130	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
131.	28/2/06	CAT B	RCB-131	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
132.	14/3/06	CAT B	RCB-132	Receipt Books Counter Foils	-do-	Assistant Surgeon
133.	26/3/06	CAT B	RCB-133	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
134.	9/4/06	CAT B	RCB-134	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
135.	22/4/06	CAT B	RCB-135	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
136.	3/5/06	CAT B	RCB-136	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
137.	24/5/06	CAT B	RCB-137	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon

138.	13/6/06	CAT B	RCB-138	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
139	29/06/06	CAT B	RCB-139	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
140	7/7/06	CAT B	RCB-140	Receipt Books Counter Foils	Record Room	Assistant Surgeon

					Shelf No.2	
141	13/7/06	CAT B	RCB-141	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
142	19/7/06	CAT B	RCB-142	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
143	27/7/06	CAT B	RCB-143	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
144	3/8/06	CAT B	RCB-144	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
145	17/8/06	CAT B	RCB-145	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
146	21/8/06	CAT B	RCB-146	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
147	30/8/06	CAT B	RCB-147	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
148	4/9/2006	CAT B	RCB-148	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
149	10/9/06	CAT B	RCB-149	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
150	18/9/06	CAT B	RCB-150	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
151	25/9/06	CAT B	RCB-151	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
152	1/10/06	CAT B	RCB-152	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
153	8/10/06	CAT B	RCB-153	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
154	19/10/06	CAT B	RCB-154	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
155	26/10/06	CAT B	RCB-155	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
156	5/11/06	CAT B	RCB-156	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
157	12/11/06	CAT B	RCB-157	Receipt Books	Record Room	Assistant Surgeon

				Counter Foils	Shelf No.2	
158	20/11/06	CAT B	RCB-158	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
159	30/11/06	CAT B	RCB-159	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
160	4/12/06	CAT B	RCB-160	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
161	10/11/06	CAT B	RCB-161	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
162	14/12/06	CAT B	RCB-162	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
163	17/12/06	CAT B	RCB-163	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
164	28/12/06	CAT B	RCB-164	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
165	31/12/06	CAT B	RCB-165	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
166	4/1/07	CAT B	RCB-166	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
167	21/1/07	CAT B	RCB-167	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
168	8/2/07	CAT B	RCB-168	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
169	21/3/07	CAT B	RCB-169	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
170	3/4/2007	CAT B	RCB-170	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
171	25/5/07	CAT B	RCB-171	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
172	27/6/07	CAT B	RCB-172	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
173	13/09/07	CAT B	RCB-173	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
174	17/09/07	CAT B	RCB-174	Receipt Books	Record Room	Assistant Surgeon

				Counter Foils	Shelf No.2	
175	2/7/07	CAT B	RCB-175	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
176	16/7/07	CAT B	RCB-176	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
177	8/8/07	CAT B	RCB-177	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
178	19/8/07	CAT B	RCB-178	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
179	2/9/07	CAT B	RCB-179	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
180	24/9/07	CAT B	RCB-180	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
181	9/10/07	CAT B	RCB-181	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
182	23/10/07	CAT B	RCB-182	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
183	7/11/07	CAT B	RCB-183	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
184	29/11/07	CAT B	RCB-184	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
185	17/12/07	CAT B	RCB-185	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
186	29/12/07	CAT B	RCB-186	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
187	5/1/08	CAT B	RCB-187	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
188	24/1/08	CAT B	RCB-188	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
189	18/2/08	CAT B	RCB-189	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
190	21/2/08	CAT B	RCB-190	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
191	19/3/08	CAT B	RCB-191	Receipt Books	Record Room	Assistant Surgeon

				Counter Foils	Shelf No.2	
192	29/3/08	CAT B	RCB-192	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
193	7/4/08	CAT B	RCB-193	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
194	21/4/08	CAT B	RCB-194	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
195	6/5/08	CAT B	RCB-195	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
196	11/5/08	CAT B	RCB-196	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
197	16/5/08	CAT B	RCB-197	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
198	20/5/08	CAT B	RCB-198	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
199	26/5/08	CAT B	RCB-199	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
200	2/6/08	CAT B	RCB-200	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
201	11/6/08	CAT B	RCB-201	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
202	15/6/08	CAT B	RCB-202	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
203	18/6/08	CAT B	RCB-203	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
204	27/6/08	CAT B	RCB-204	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
205	4/7/08	CAT B	RCB-205	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
206	19/7/08	CAT B	RCB-206	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
207	22/7/08	CAT B	RCB-207	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
208	30/7/08	CAT B	RCB-208	Receipt Books	Record Room	Assistant Surgeon

				Counter Foils	Shelf No.2	
209	4/8/08	CAT B	RCB-209	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
210	18/8/08	CAT B	RCB-210	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
211	22/8/08	CAT B	RCB-211	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
212	25/8/08	CAT B	RCB-212	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
213	29/8/08	CAT B	RCB-213	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
214	12/9/08	CAT B	RCB-214	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
215	16/9/08	CAT B	RCB-215	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
216	26/9/08	CAT B	RCB-216	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
217	2/10/08	CAT B	RCB-217	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
218	6/10/08	CAT B	RCB-218	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
219	13/10/08	CAT B	RCB-219	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
220	16/10/08	CAT B	RCB-220	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
221	20/10/08	CAT B	RCB-221	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
222	24/10/08	CAT B	RCB-222	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
223	28/10/08	CAT B	RCB-223	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
224	3/11/08	CAT B	RCB-224	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
225	5/11/08	CAT B	RCB-225	Receipt Books	Record Room	Assistant Surgeon

				Counter Foils	Shelf No.2	
226	10/11/08	CAT B	RCB-226	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
227	17/11/08	CAT B	RCB-227	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
228	18/11/08	CAT B	RCB-228	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
229	19/11/08	CAT B	RCB-229	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
230	24/11/08	CAT B	RCB-230	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
231	1/12/08	CAT B	RCB-231	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
232	5/12/08	CAT B	RCB-232	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
233	8/12/08	CAT B	RCB-233	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
234	15/12/08	CAT B	RCB-234	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
235	18/12/08	CAT B	RCB-235	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
236	26/12/08	CAT B	RCB-236	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
237	29/12/08	CAT B	RCB-237	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
238	19/1/09	CAT B	RCB-238	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
239	12/1/2009	CAT B	RCB-239	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
240	22/1/09	CAT B	RCB-240	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
241	25/1/09	CAT B	RCB-241	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
242	30/1/09	CAT B	RCB-242	Receipt Books	Record Room	Assistant Surgeon

				Counter Foils	Shelf No.2	
243	7/2/09	CAT B	RCB-243	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
244	9/2/09	CAT B	RCB-244	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
245	13/2/09	CAT B	RCB-245	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
246	20/2/09	CAT B	RCB-246	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
247	26/2/09	CAT B	RCB-247	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
248	27/2/09	CAT B	RCB-248	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
249	4/3/09	CAT B	RCB-249	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
250	6/3/09	CAT B	RCB-250	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
251	12/03/09	CAT B	RCB-251	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
252	20/3/09	CAT B	RCB-252	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
253	23/3/09	CAT B	RCB-253	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon
254	30/3/09	CAT B	RCB-254	Receipt Books Counter Foils	Record Room Shelf No.2	Assistant Surgeon

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
1	1/3/05	CAT B	UCB 1	User Fee Register (Cash Book)	cupboard 1 Shelf No 3	Assistant Surgeon
2	8/1/02	CAT B	UCB 2	User Fee Register (Cash Book)	cupboard 1 Shelf No 3	Assistant Surgeon
3	1/8/07	CAT B	UCB 3	User Fee Register (Cash Book)	cupboard 1 Shelf No 3	Assistant Surgeon

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
1	18/1/2002	CAT B	BPB 1	User Fees Register (Bank Pass Book)	cupboard 1 Shelf No 3	Assistant Surgeon
2	6/7/2004	CAT B	BPB 2	User Fees Register (Bank Pass Book)	cupboard 1 Shelf No 3	Assistant Surgeon
3	3/4/2006	CAT B	BPB 3	User Fees Register (Bank Pass Book)	cupboard 1 Shelf No 3	Assistant Surgeon

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
1	27/4/2004	CAT D	TPB 1	Tappal Book	Record Room Shelf No 2	Assistant Surgeon

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
1	1/2/88	CAT D	ATT 1	Attendance Register	Record Room Shelf No 2	Assistant Surgeon
2	1/9/94	CAT D	ATT 2	Attendance Register	Record Room Shelf No 2	Assistant Surgeon
3	1/8/98	CAT D	ATT 3	Attendance Register	Record Room Shelf No 2	Assistant Surgeon
4	1/6/01	CAT D	ATT 4	Attendance Register	Record Room Shelf No 2	Assistant Surgeon
5	1/4/04	CAT D	ATT 5	Attendance Register	Record Room Shelf No 2	Assistant Surgeon
6	1/5/05	CAT D	ATT 6	Attendance Register	Record Room Shelf No 2	Assistant Surgeon
7	1/2/06	CAT D	ATT 7	Attendance Register	Record Room Shelf No 2	Assistant Surgeon

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	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/
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		according to category)				custodian of file
1	1/7/03	CAT D	OPD 1	Out Patient Register	Record Room Shelf No2	Assistant Surgeon
2	9/6/03	CAT D	OPD 2	Out Patient Register	Record Room Shelf No 2	Assistant Surgeon
3	9/11/07	CAT D	OPD 3	Out Patient Register	Record Room Shelf No 2	Assistant Surgeon
4	3/11/08	CAT D	OPD 4	Out Patient Register	Record Room Shelf No 2	Assistant Surgeon
5	3/8/09	CAT D	OPD 5	Out Patient Register	Record Room Shelf No 2	Assistant Surgeon
6	27/4/10	CAT D	OPD 6	Out Patient Register	Record Room Shelf No 2	Assistant Surgeon

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
1	28/7/95	CAT D	ADR 1	Admission Register	Record Room Shelf No 3	Assistant Surgeon
2	23/8/96	CAT D	ADR 2	Admission Register	Record Room Shelf No.3	Assistant Surgeon
3	4/9/99	CAT D	ADR 3	Admission Register	Record Room Shelf No 3	Assistant Surgeon
4	1/1/02	CAT D	ADR 4	Admission Register	Record Room Shelf No 3	Assistant Surgeon
5	1/6/04	CAT D	ADR 5	Admission Register	Record Room Shelf No 3	Assistant Surgeon
6	4/10/05	CAT D	ADR6	Admission Register	Record Room Shelf No 3	Assistant Surgeon
7	1/4/07	CAT D	ADR 7	Admission Register	Record Room Shelf No 3	Assistant Surgeon
8	24/9/08	CAT D	ADR 8	Admission Register	Record Room Shelf No 3	Assistant Surgeon
9	29/1/10	CAT D	ADR 9	Admission Register	Record Room Shelf No 3	Assistant Surgeon

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
1	8/6/00	CAT D	ANC 1	ANC Register	Record Room Shelf No 3	Assistant Surgeon

2	27/1/06	CAT D	ANC 2	ANC Register	Record Room Shelf No 3	Assistant Surgeon
3	12/1/07	CAT D	ANC 3	ANC Register	Record Room Shelf No 3	Assistant Surgeon
4	28/2/08	CAT D	ANC 4	ANC Register	Record Room Shelf No 3	Assistant Surgeon
5	4/1/09	CAT D	ANC 5	ANC Register	Record Room Shelf No 3	Assistant Surgeon
6	17/3/08	CAT D	ANC 6	ANC Register	Record Room Shelf No 3	Assistant Surgeon
7	4/1/09	CAT D	ANC 7	ANC Register	Record Room Shelf No 3	Assistant Surgeon
8	29/1/10	CAT D	ANC 8	ANC Register	Record Room Shelf No 3	Assistant Surgeon
9	22/3/10	CAT D	ANC 9	ANC Register	Record Room Shelf No 3	Assistant Surgeon
10	1/10/10	CAT D	ANC 10	ANC Register	Record Room Shelf No 3	Assistant Surgeon

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
1	4/4/2001	CAT D	MIN 1	Minor O.T. Register	Record Room Shelf No 4	Assistant Surgeon

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
1	0	0	0	0	0	0

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
1	7/8/04	CAT E	DOG 1	Dog Bite Register	Record Room Shelf No 4	Assistant Surgeon
2	1/7/06	CAT E	DOG 2	Dog Bite Register	Record Room Shelf No 4	Assistant Surgeon
3	1/8/09	CAT E	DOG 3	Dog Bite Register	Record Room Shelf No 4	Assistant Surgeon

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
1	01/04/010	CAT E	MCS 61	Maternity Case Sheet	Record Room Shelf No 5	Assistant Surgeon
2	01/05/10	CAT E	MCS 56	Maternity Case Sheet	Record Room Shelf No 5	Assistant Surgeon
3	01/06/10	CAT E	MCS 67	Maternity Case Sheet	Record Room Shelf No 5	Assistant Surgeon
4	01/07/10	CAT E	MCS 66	Maternity Case Sheet	Record Room Shelf No 5	Assistant Surgeon
5	01/08/10	CAT E	MCS 63	Maternity Case Sheet	Record Room Shelf No 5	Assistant Surgeon
6	01/09/10	CAT E	MCS 65	Maternity Case Sheet	Record Room Shelf No 5	Assistant Surgeon
7	01/10/10	CAT E	MCS 64	Maternity Case Sheet	Record Room Shelf No 5	Assistant Surgeon
8	01/11/10	CAT E	MCS 71	Maternity Case Sheet	Record Room Shelf No 5	Assistant Surgeon
9	01/12/10	CAT E	MCS 67	Maternity Case Sheet	Record Room Shelf No 5	Assistant Surgeon
10	01/01/11	CAT E	MCS 56	Maternity Case Sheet	Record Room Shelf No 5	Assistant Surgeon
11	02/02/11	CAT E	MCS 49	Maternity Case Sheet	Record Room Shelf No 5	Assistant Surgeon
12	01/03/11	CAT E	MCS 45	Maternity Case Sheet	Record Room Shelf No 5	Assistant Surgeon

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
1	17/8/97	CAT E	MTP 1	M.T.P. Register	Record Room Shelf No 4	Assistant Surgeon
2	17/8/00	CAT E	MTP 2	M.T.P. Register	Record Room Shelf No 4	Assistant Surgeon

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
1	9/5/01	CAT E	CUT 1	IUCD Register	Record Room Shelf No 4	Assistant Surgeon

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
1	7/8/96	CAT E	LAB 1	Lab Register	Record Room Shelf No 3	Assistant Surgeon
2	6/12/96	CATE	LAB 2	Lab Register	Record Room Shelf No 3	Assistant Surgeon
3	3/5/97	CATE	LAB 3	Lab Register	Record Room Shelf No 3	Assistant Surgeon
4	7/11/97	CATE	LAB 4	Lab Register	Record Room Shelf No 3	Assistant Surgeon
5	2/5/98	CATE	LAB 5	Lab Register	Record Room Shelf No 3	Assistant Surgeon
6	13/11/98	CATE	LAB 6	Lab Register	Record Room Shelf No 3	Assistant Surgeon
7	13/7/99	CATE	LAB 7	Lab Register	Record Room Shelf No 3	Assistant Surgeon
8	17/12/99	CATE	LAB 8	Lab Register	Record Room Shelf No 3	Assistant Surgeon
9	21/8/2000	CATE	LAB 9	Lab Register	Record Room Shelf No 3	Assistant Surgeon

10	21/5/01	CATE	LAB 10	Lab Register	Record Room Shelf No 3	Assistant Surgeon
11	9/5/03	CATE	LAB 11	Lab Register	Record Room Shelf No 3	Assistant Surgeon
12	10/12/04	CATE	LAB 12	Lab Register	Record Room Shelf No 3	Assistant Surgeon
13	27/1/06	CATE	LAB 13	Lab Register	Record Room Shelf No 3	Assistant Surgeon
14	25/4/07	CATE	LAB 14	Lab Register	Record Room Shelf No 3	Assistant Surgeon

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
1	13/12/2005	E	RFB-01	REFERAL BOOK	Record Room Shelf No 4	Assistant Surgeon

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
1	0	0	0	0	0	0

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
1	0	0	0	0	0	0