# **HOSAHALLI REFERRAL 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	14/6/1977	CAT A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
2	24/9/1979	CAT A	PAR 2	Parturition Record Room cupboard Record 1 Shelf No 1		Dr. Thriveni.C.N Senior Specialist
3	6/1/1981	CAT A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
4	24/9/1982	CAT A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
5	9/8/1983	CAT A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
6	3/1/1987	CAT A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
7	18/7/1987	CAT A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
8	17/4/88	CAT A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
9	17/7/88	CAT A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
10	24/1/1989	CAT A	PAR 10	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
11	23/4/1990	CAT A	PAR 11	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
12	17/11/1990	CAT A	PAR 12	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
13	23/6/1991	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
14	16/2/1992	CAT A	PAR 14	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
15	26/10/1992	CAT A	PAR 15	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
16	1/7/1993	CAT A	PAR 16	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
17	3/9/1994	CAT A	PAR 17	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
18	31/8/1994	CAT A	PAR 18	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
19	8/7/1995	CAT A	PAR 19	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
20	1/3/1996	CAT A	PAR 20	Parturition Record	Parturition Record Room cupboard	
21	30/11/1996	CAT A	PAR 21	Parturition	Record Room cupboard	Dr. Thriveni.C.N

				Record	1 Shelf No 1	Senior Specialist
22	21/9/1996	CAT A	PAR 22	Parturition	Record Room cupboard	Dr. Thriveni.C.N
22	21/9/1990	CALA	PAR 22	Record	1 Shelf No 1	Senior Specialist
23	28/4/1997	CAT A	PAR 23	Parturition	Record Room cupboard	Dr. Thriveni.C.N
23	20/4/1991	CALA	1 AK 23	Record	1 Shelf No 1	Senior Specialist
24	9/10/1997	CAT A	PAR 24	Parturition	Record Room cupboard	Dr. Thriveni.C.N
27	7/10/1777	CATA	1 AK 24	Record	1 Shelf No 1	Senior Specialist
25	17/7/1998	CAT A	PAR 25	Parturition	Record Room cupboard	Dr. Thriveni.C.N
	17/7/1990	C111 11	17110 23	Record	1 Shelf No 1	Senior Specialist
26	29/4/1999	CAT A	PAR 26	Parturition	Record Room cupboard	Dr. Thriveni.C.N
				Record	1 Shelf No 1	Senior Specialist
27	30/4/1999	CAT A	PAR 27	Parturition	Record Room cupboard	Dr. Thriveni.C.N
		_		Record	1 Shelf No 1	Senior Specialist
28	1/10/1999	CAT A	PAR 28	Parturition	Record Room cupboard	Dr. Thriveni.C.N
				Record	1 Shelf No 1	Senior Specialist
29	31/1/2000	CAT A	PAR 29	Parturition	Record Room cupboard	Dr. Thriveni.C.N
				Record	1 Shelf No 1	Senior Specialist
30	25/2/2000	CAT A	PAR 30	Parturition	Record Room cupboard	Dr. Thriveni.C.N
				Record Parturition	1 Shelf No 1	Senior Specialist Dr. Thriveni.C.N
31	1/9/2000	CAT A	PAR 31		Record Room cupboard 1 Shelf No 1	Senior Specialist
				Record Parturition	Record Room cupboard	Dr. Thriveni.C.N
32	25/12/2000	CAT A	PAR 32	Record	1 Shelf No 1	Senior Specialist
				Parturition	Record Room cupboard	Dr. Thriveni.C.N
33	3/1/2000	CAT A	PAR 33	Record	1 Shelf No 1	Senior Specialist
				Parturition	Record Room cupboard	Dr. Thriveni.C.N
34	3/9/2001	CAT A	PAR 34	Record	1 Shelf No 1	Senior Specialist
				Parturition	Record Room cupboard	Dr. Thriveni.C.N
35	1/5/2001	CAT A	PAR 35	Record	1 Shelf No 1	Senior Specialist
	0.44.45.0.05			Parturition	Record Room cupboard	Dr. Thriveni.C.N
36	8/1/2002	CAT A	PAR 36	Record	1 Shelf No 1	Senior Specialist
27	2/5/2002	CAT. A	DAD 27	Parturition	Record Room cupboard	Dr. Thriveni.C.N
37	3/5/2002	CAT A	PAR 37	Record	1 Shelf No 1	Senior Specialist
20	17/9/2002	CATA	DAD 20	Parturition	Record Room cupboard	Dr. Thriveni.C.N
38	17/8/2002	CAT A	PAR 38	Record	1 Shelf No 1	Senior Specialist
39	16/12/2002	CAT A	PAR 39	Parturition	Record Room cupboard	Dr. Thriveni.C.N
39	10/12/2002	CALA	1 AK 39	Record	1 Shelf No 1	Senior Specialist
40	31/3/2003	CAT A	PAR 40	Parturition	Record Room cupboard	Dr. Thriveni.C.N
70	31/3/2003	CATA	1 AIC 40	Record	1 Shelf No 1	Senior Specialist
41	2/7/2003	CAT A	PAR 41	Parturition	Record Room cupboard	Dr. Thriveni.C.N
'1	2/1/2005		17110 11	Record	1 Shelf No 1	Senior Specialist
42	1/10/2003	CAT A	PAR 42	Parturition	Record Room cupboard	Dr. Thriveni.C.N
	1,10,200	011111	111111	Record	1 Shelf No 1	Senior Specialist
43	19/4/2004	CAT A	PAR 43	Parturition	Record Room cupboard	Dr. Thriveni.C.N
	-			Record	1 Shelf No 1	Senior Specialist
44	3/7/2004	CAT A	PAR 44	Parturition	Record Room cupboard	Dr. Thriveni.C.N
				Record	1 Shelf No 1	Senior Specialist
45	1/8/2004	CAT A	PAR 45	Parturition	Record Room cupboard	Dr. Thriveni.C.N
				Record	1 Shelf No 1	Senior Specialist
46	1/11/2004	CAT A	PAR 46	Parturition	Record Room cupboard	Dr. Thriveni.C.N
	1/11/2001	VIII II	17110	Record	1 Shelf No 1	Senior Specialist
		•			•	<u>.                                    </u>

	1 /2 /2 0 0 7			Parturition	Record Room cupboard	Dr. Thriveni.C.N
47	1/2/2005	CAT A	PAR 47	Record	1 Shelf No 1	Senior Specialist
40		~	- · - · ·	Parturition	Record Room cupboard	Dr. Thriveni.C.N
48	5/5/2005	CAT A	PAR 48	Record	1 Shelf No 1	Senior Specialist
	-0/=/-00=	~		Parturition	Record Room cupboard	Dr. Thriveni.C.N
49	28/7/2005	CAT A	PAR 49	Record	1 Shelf No 1	Senior Specialist
		~		Parturition	Record Room cupboard	Dr. Thriveni.C.N
50	27/10/2005	CAT A	PAR 50	Record	1 Shelf No 1	Senior Specialist
- 1	10/1/0006	CATA	D 4 D 51	Parturition	Record Room cupboard	Dr. Thriveni.C.N
51	12/1/2006	CAT A	PAR 51	Record	1 Shelf No 1	Senior Specialist
-	21/2/2006	CATA	D 4 D 50	Parturition	Record Room cupboard	Dr. Thriveni.C.N
52	31/3/2006	CAT A	PAR 52	Record	1 Shelf No 1	Senior Specialist
52	17/0/2006	CATA	DAD 52	Parturition	Record Room cupboard	Dr. Thriveni.C.N
53	17/8/2006	CAT A	PAR 53	Record	1 Shelf No 1	Senior Specialist
<i>E</i> 1	21/10/2006	CATA	DAD 54	Parturition	Record Room cupboard	Dr. Thriveni.C.N
54	31/10/2006	CAT A	PAR 54	Record	1 Shelf No 1	Senior Specialist
5.5	15/1/2007	CATA	DAD 55	Parturition	Record Room cupboard	Dr. Thriveni.C.N
55	15/1/2007	CAT A	PAR 55	Record	1 Shelf No 1	Senior Specialist
56	1/4/2007	CAT A	PAR 56	Parturition	Record Room cupboard	Dr. Thriveni.C.N
56	1/4/2007	CATA	PAR 30	Record	1 Shelf No 1	Senior Specialist
57	3/9/2007	CAT A	PAR 57	Parturition	Record Room cupboard	Dr. Thriveni.C.N
37	3/9/2007	CATA	FAR 37	Record	1 Shelf No 1	Senior Specialist
58	24/11/2007	CAT A	PAR 57	Parturition	Record Room cupboard	Dr. Thriveni.C.N
36	24/11/2007	CATA	FAR 37	Record	1 Shelf No 1	Senior Specialist
59	26/11/2007	CAT A	PAR 57	Parturition	Record Room cupboard	Dr. Thriveni.C.N
37	20/11/2007	CALA	TAK 37	Record	1 Shelf No 1	Senior Specialist
60	14/2/2008	CAT A	PAR 58	Parturition	Record Room cupboard	Dr. Thriveni.C.N
00	14/2/2000	CALA	TAK 36	Record	1 Shelf No 1	Senior Specialist
61	1/5/2008	CAT A	PAR 59	Parturition	Record Room cupboard	Dr. Thriveni.C.N
01	1/3/2000	CATA	TARS	Record	1 Shelf No 1	Senior Specialist
62	6/8/2008	CAT A	PAR 57	Parturition	Record Room cupboard	Dr. Thriveni.C.N
02	0/0/2000	CATA	TAICST	Record	1 Shelf No 1	Senior Specialist
63	24/11/2008	CAT A	PAR 57	Parturition	Record Room cupboard	Dr. Thriveni.C.N
05	24/11/2000	CHIT	17110 37	Record	1 Shelf No 1	Senior Specialist
64	25/11/2008	CAT A	PAR 60	Parturition	Record Room cupboard	Dr. Thriveni.C.N
0-1	23/11/2000	CHIT	171100	Record	1 Shelf No 1	Senior Specialist
65	21/5/2009	CAT A	PAR	Parturition	Record Room cupboard	Dr. Thriveni.C.N
	21/3/2007		1 / 111	Record	1 Shelf No 1	Senior Specialist
66	18/8/2009	CAT A	PAR	Parturition	Record Room cupboard	Dr. Thriveni.C.N
	10/0/2007		1 / 110	Record	1 Shelf No 1	Senior Specialist
67	2/3/2009	2/3/2009 CAT A	PAR	Parturition	Record Room cupboard	Dr. Thriveni.C.N
0 /	2/3/2009			Record	1 Shelf No 1	Senior Specialist
		Cater	Birth and Deatl	h Pagistar		

		Cates	or, ir	Dir til alla Death	110515001	
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	1/1/2013	CAT A	BDR 1	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

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	15/3/1984	CAT A	CAB1	Incentve Cash Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	6/5/1994	CAT A	CAB2	Incentve Cash Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	3/11/1998	CAT A	CAB3	Incentve Cash Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	6/5/1994	CAT A	CAB4	Incentve Cash Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
5	4/11/1997	CAT A	CAB5	Incentve Cash Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

# <u>Category - 'A' Incentive Paymet Reg.</u>

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	20/4/1996	CAT A	IPR1	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	8/7/1997	CAT A	IPR2	Incentve Payment Reg	Incentve Record Room	
3	15/1/1998	CAT A	IPR3	Incentve Payment Reg	Incentve Record Room	
4	6/4/1998	CAT A	IPR4	Incentve Record Room Payment Reg cupboard 1 Shelf 1		Dr. Thriveni.C.N Senior Specialist
5	1/4/2001	CAT A	IPR5	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
6	25/6/2002	CAT A	IPR6	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
7	5/4/2005	CAT A	IPR7	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
8	5/10/2006	CAT A	IPR8	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
9	14/9/2008	CAT A	IPR9	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
10	5/4/2010	CAT A	IPR10	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

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	30/7/1999	CAT A	IDB 1	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	22/12/2000	CAT A	IDB 2	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	6/2/2002	CAT A	IDB 3	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	13/3/2008	CAT A	IDB 4	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
5	20/3/2008	CAT A	IDB 5	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
6	24/4/2010	CAT A	IDB 6	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
7	4/7/2003	CAT A	IDB 7	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
8	21/4/2004	CAT A	IDB 8	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
9	19/1/2005	CAT A	IDB 9	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
10	5/7/2006	CAT A	IDB 10	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
11	17/1/2007	CAT A	IDB 11	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
12	17/12/2008	CAT A	IDB 12	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

# Category – 'A' Niyojana File

 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	2006	CAT A	DPF 1	Niyojana File	Record Room cupboard 1 Shelf No 2S	Dr. Thriveni.C.N Senior Specialist

# Category - 'A' Transfer Flie

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	2006	CAT A	TFR 1	Transfer Flie	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

# 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	2006	CAT A	ADR 1	Circulars	Record Room	Dr. Thriveni.C.N
1	2000	CALA	ADK I	(Suttolegala Adesha)	cupboard 1 Shelf No 2	Senior Specialist

# Category - 'A' Service Book (Old + New)

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	5/6/1990	CAT A	SRR 1	Service	Record Room cupboard	Dr. Thriveni.C.N
	0,0,1,,,	011111	51411	Book	1 Shelf No 2	Senior Specialist
2	28/7/2003	CAT A	SRR 2	Service	Record Room cupboard	Dr. Thriveni.C.N
	20///2002	011111	51412	Book	1 Shelf No 2	Senior Specialist
3	18/9/2003	CAT A	SRR 3	Service	Record Room cupboard	Dr. Thriveni.C.N
	10/5/2005	C111 11	Sitts	Book	1 Shelf No 2	Senior Specialist
4	14/3/1991	CAT A	SRR4	Service	Record Room cupboard	Dr. Thriveni.C.N
'	1 1/3/17/1	C/11 /1	Sitie	Book	1 Shelf No 2	Senior Specialist
5	29/10/1998	CAT A	SRR 5	Service	Record Room cupboard	Dr. Thriveni.C.N
	27/10/1770	C/11 /1	SICK 3	Book	1 Shelf No 2	Senior Specialist
6	18/11/2008	CAT A	SRR 6	Service	Record Room cupboard	Dr. Thriveni.C.N
0	10/11/2000	CATA	SIXIX U	Book	1 Shelf No 2	Senior Specialist
7	17/3/2006	CAT A	SRR 7	Service	Record Room cupboard	Dr. Thriveni.C.N
/	17/3/2000	CALA	SIXIX /	Book	1 Shelf No 2	Senior Specialist
8	4/2/1976	CAT A	SRR 8	Service	Record Room cupboard	Dr. Thriveni.C.N
0	4/2/19/0	CATA	SKK 6	Book	1 Shelf No 2	Senior Specialist
9	1/1/1990	CAT A	SRR 9	Service	Record Room cupboard	Dr. Thriveni.C.N
9	1/1/1990	CATA	SKK 9	Book	1 Shelf No 2	Senior Specialist
10	30/1/1976	CAT A	SRR 10	Service	Record Room cupboard	Dr. Thriveni.C.N
10	30/1/19/0	CATA	SKK 10	Book	1 Shelf No 2	Senior Specialist
11	3/1/1975	CAT A	SRR 11	Service	Record Room cupboard	Dr. Thriveni.C.N
11	3/1/19/3	CATA	SKK II	Book	1 Shelf No 2	Senior Specialist
12	10/0/1000	CAT A	CDD 12	Service	Record Room cupboard	Dr. Thriveni.C.N
12	10/8/1988	CATA	SRR 12	Book	1 Shelf No 2	Senior Specialist
12	20/9/2006	CATA	CDD 12	Service	Record Room cupboard	Dr. Thriveni.C.N
13	29/8/2006	CAT A	SRR 13	Book	1 Shelf No 2	Senior Specialist
1.4	10/4/2002	CATA	CDD 14	Service	Record Room cupboard	Dr. Thriveni.C.N
14	19/4/2002	CAT A	SRR 14	Book	1 Shelf No 2	Senior Specialist
1.5	10/11/2010	CAT A	CDD 15	Service	Record Room cupboard	Dr. Thriveni.C.N
15	10/11/2010	CAI A	SRR 15	Book	1 Shelf No 2	Senior Specialist

#### Category - 'A' Acquitance 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
1	5/6/1985	CAT A	AQR 1	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
2	23/3/1988	CAT A	AQR 2	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
3	20/9/1991	CAT A	AQR 3	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
4	1/11/1994	CAT A	AQR 4	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
5	5/2/1998	CAT A	AQR 5	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
6	10/2/2002	CAT A	AQR 6	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
7	4/5/2005	CAT A	AQR 7	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
8	2/6/2008	CAT A	AQR 8	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
9	1/3/ 2009	CAT A	AQR 9	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
10	4/5/2012	CAT A	AQR 10	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon

#### Category - 'B' Repairs and Maintenance Vehicle Register (Reading Record Book)

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	26/6/2003	CAT B	RMV	RMV	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

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	7/8/1990	CAT B	FA 1	FAR	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

# Category - 'B' Legal Files (Nyayaladha Kadatagalu)

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 - '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	1995	CAT B	1	AUR	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

# <u>Category – 'B' User Fees Register (Challen Reg.)</u>

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	1/8/2005	CAT B	CHL 1	User Fee Register	Record Room	Dr. Thriveni.C.N
2	3/4/2007	CAT B	CHL 2	(Challen Reg.) User Fee Register (Challen Reg.)	cupboard 1 Shelf No 3 Record Room cupboard 1 Shelf No 3	Senior Specialist Dr. Thriveni.C.N Senior Specialist
3	1/10/2007	CAT B	CHL 3	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	24/12/2007	CAT B	CHL 4	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	4/2/2008	CAT B	CHL 5	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	29/4/2008	CAT B	CHL 6	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	10/6/2008	CAT B	CHL 7	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8	18/11/2009	CAT B	CHL 8	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9	1/4/2009	CAT B	CHL 9	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
10	22/5/2009	CAT B	CHL 10	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
11	3/8/2009	CAT B	CHL 11	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
12	25/1/2010	CAT B	CHL	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N

			12	(Challen Reg.)	1 Shelf No 3	Senior Specialist
13	29/5/2010	CAT B	CHL	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
			13	(Challen Reg.)	1 Shelf No 3	Senior Specialist
14	1/10/2010	10/2010 CAT B	CHL	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
			14	(Challen Reg.)	1 Shelf No 3	Senior Specialist

#### Category - 'B' User Fees Register (UF Cash Book)

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	1/7/2002	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	23/6/2005	CAT B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	29/12/2007	CAT B	UCB 3	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	28/1/2010	CAT B	UCB 4	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5.	1/1/2012	CAT B	UCB 5	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

#### <u>Category - 'B' User Fees Register (Bank Pass Book)</u>

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	2002	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	2004	CAT B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	2005	CAT B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	2007	CAT B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	2008	CAT B	BPB 5	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	2009	CAT B	BPB 6	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	2010	CAT B	BPB 7	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8.	2011	CAT B	BPB 8	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9.	2012	CAT B	BPB 9	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

#### <u>Category - 'B' User Fees Register (Receipt Books Counter Foils )</u>

SI No	Date on which opened (Files to be listed	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/ custodian of file
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	chronologically)	according to category)				
1	11/4/2007		D.C.D.	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
1	25 Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	16/7/2007	G		Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
2	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	7/8/2007			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
3	50Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	17/9/2007			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
4	6Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	18/9/2007				Record Room cupboard	
5		CAT B	RCB	Receipt Books		Dr. Thriveni.C.N
	15Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
6	2/9/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	10Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
7	27/9/2009	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
,	15Books	0111 2	1102	Counter Foils	1 Shelf No 4-5	Senior Specialist
8	4/9/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	25Books	CHI B	псь	Counter Foils	1 Shelf No 4-5	Senior Specialist
9	30/10/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	10Books	CHI B	RCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
10	14/11/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
10	25Books	CALD	KCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
11	14/12/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
11	5Books	CAIB	KCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
12	18/12/2007	CATD	DCD	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
12	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
1.0	27/12/2007	CATD	D.CD	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
13	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	14/1/2008	6.55		Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
14	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	9/1/2008			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
15	7Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	17/1/2008			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
16	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	31/1/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
17	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	7/2/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
18	35Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
-						Dr. Thriveni.C.N
19	29/2/08	CAT B	RCB	Receipt Books	Record Room cupboard	
	5Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
20	13/3/08	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	10Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
21	19/3/08	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	1Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
22	25/3/08	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	25Books	J.1.1 B	1.00	Counter Foils	1 Shelf No 4-5	Senior Specialist
23	15/4/08	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
23	10Books	CITID	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
24	24/4/08	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	10Books	CALD	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
25	3/5/08	CATD	DCD	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
26	12/5/08	CATD	D.C.D.	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
26	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
27	14/5/08	ns	D.C.D.	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
27	4Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	<u>-</u>	1	·			F

	22/5/08			D i 4 D 1	D 1 D 1 1	Dr. Thriveni.C.N
28	10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Senior Specialist
	26/5/05			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
29	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	29/5/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
30	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	6/6/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
31	20Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	21/6/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
32	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	27/6/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
33	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	4/7/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
34	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	15/7/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
35	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	29/7/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
36	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
25	31/7/08	C. T. T.	D.C.	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
37	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
20	8/8/08	G. T. D.	D. CD	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
38	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
20	29/8/08	CATE	D.CD	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
39	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
40	9/9/08	CATA	D.CD.	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
40	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
4.1	12/9/08	CATA	D.CD.	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
41	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
42	19/9/08	CATD	D.C.D.	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
43	24/9/08	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
43	10Books	CAID	KCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
44	3/10/08	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
44	5Books	CALD	KCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
45	21/11/08	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
43	10Books	CHID	RCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
46	24/11/08	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
10	10Books	C/11 B	КСВ	Counter Foils	1 Shelf No 4-5	Senior Specialist
47	1/12/08	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
<u> </u>	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
48	11/12/08	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
<u> </u>	15Books		1	Counter Foils	1 Shelf No 4-5	Senior Specialist
49	6/1/2009	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	10Books 30/1/09			Counter Foils	1 Shelf No 4-5	Senior Specialist
50	30/1/09 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
	3/3/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
51	15Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	6/3/09		1	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
52	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	3/4/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
53	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	20/4/09		1	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
54	15Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
55	12/5/09	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
		2.1.1 D	1 2.00	1.000 Pt Books	reom capooura	

	25Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
	24/7/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
56	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	10/8/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
57	20Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	11/9/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
58	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	
						Senior Specialist
59	30/9/09	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	10Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
60	7/10/09	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	25Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
61	7/11/09	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	5Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
62	18/11/09	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	25Books	C111 B	Reb	Counter Foils	1 Shelf No 4-5	Senior Specialist
63	12/11/09	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
-05	10Books	CHI B	КСВ	Counter Foils	1 Shelf No 4-5	Senior Specialist
64	14/12/09	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
UT	10Books	CITID	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
65	5/1/10	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
03	25Books	CALD	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
66	4/2/10	CATD	D.C.D.	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
66	15Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
(7	19/2/10	CATD	D.C.D.	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
67	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	30/3/10	CATA	D.CD	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
68	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	4/5/10	G		Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
69	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	13/5/10			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
70	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	24/4/10			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
71	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	28/6/10			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
72	7Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	15/7/10			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
73	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	4/8//10			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
74	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	
	28/8/10			Receipt Books	Record Room cupboard	Senior Specialist Dr. Thriveni.C.N
75	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	
						Senior Specialist Dr. Thriveni,C.N
76	29/9/10	CAT B	RCB	Receipt Books	Record Room cupboard	
	10Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
77	8/10/10	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	15Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
78	29/10/10	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
79	22/11/10	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
80	7/12/10	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	12Books	J.11 D	KCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
81	24/12/10	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
01	20Books	S	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
82	10/1/2011	CAT B	B RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
02	20Books	CALD	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
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83	28/1/2011	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
83	20Books	CAID	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
84	4/3/2011	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
04	20Books	CALD	KCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
85	24/3/2011	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
0.5	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
96	20/5/2011	CAT B	D.C.D.	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
86	10Books	CALD	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist

# 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
1	12/5/1988	CAT B	STB 1	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	18/3/1995	CAT B	STB 2	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	18/4/1996	CAT B	STB 3	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	24/7/2002	CAT B	STB 4	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	5/5/2004	CAT B	STB 5	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	30/9/2004	CAT B	STB 6	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	13/9/2004	CAT B	STB 7	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8	21/5/2004	CAT B	STB 8	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9	30/4/2007	CAT B	STB 9	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
10	1/8/2007	CAT B	STB 10	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
11	6/2/2008	CAT B	STB 11	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
12	20/4/2009	CAT B	STB 12	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

# Category - 'C' Scale Register of Establishment

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	0	0	0	0	0	0

# 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	2005 & 2006	CAT D	PRR 1	P.R. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

2	2006 & 2007	CAT D	PRR 2	P.R.	Record Room cupboard	Dr. Thriveni.C.N
	2006 & 2007	CALD	PKK Z	Register	2 Shelf No 3	Senior Specialist
2	2008 & 2009	CATD	PRR 3	P.R.	Record Room cupboard	Dr. Thriveni.C.N
3	3   2008 & 2009   CAT D	CALD	FKK 3	Register	2 Shelf No 3	Senior Specialist
4	2010	CATD	PRR 3	P.R.	Record Room cupboard	Dr. Thriveni.C.N
4	2010	CAT D	PKK 3	Register	2 Shelf No 3	Senior Specialist

# <u>Category – 'D' Tappal Book</u>

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	23/3/1998	CAT D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	23/11/1999	CAT D	TPB 2	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	30/1/2002	CAT D	TPB 3	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	25/4/2006	CAT D	TPB4	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	16/3/2007	CAT D	TPB 5	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	24/12/2008	CAT D	TPB 6	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	30/1/2009	CAT D	TPB 7	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8	29/10/09	CAT D	TPB 8	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9	5/6/2012	CAT	TPB 9	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

# <u>Category - 'D' Medical Reimbursement files (Reg)</u>

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	0	0	0	0	0	0

# Category - 'D' Attendance 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	2005-2006	CAT D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	2007-2008	CAT D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	2007-2008	CAT D	ATT 3	Attendance Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	2008-2009	CAT D	ATT 4	Attendance Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
5	2009-2010	CAT D	ATT 5	Attendance	Record Room cupboard	Dr. Thriveni.C.N

		Register	2 Shelf No 2	Senior Specialist
		Register	Z SHCH NU Z	Scinoi Speciansi

#### Category - 'D' D.C. Bill Book

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	2001	CAT D	DCB 1	D.C. Bill Book	Record Room cupboard	Dr. Thriveni.C.N
1	2001	CHID	DCD 1	(K.E.B & B.S.N.L)	2 Shelf No 2	Senior Specialist

#### Category - 'D' Log Books

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	26/6/2003	CAT D	LOG 1	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	KA-01-B-8134 1/6/07-27/9/07	CAT D	LOG 2	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	2711/07 -31/5/07	CAT D	LOG 3	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	28/9/07-23/5/08	CAT D	LOG 4	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
5	24/5/08-08/02/09	CAT D	LOG 5	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
6	9/2/09-11/5/10	CAT D	LOG 6	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
7	12/5/10-4/7/11	CAT D	LOG 7	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
8	11/7/11-9/2/12	CAT D	LOG 8	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
9	1/3/12-30/9/12	CAT D	LOG 9	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
10	KA-03-A-7418 1/8/02-30/9/03	CAT D	LOG 10	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
11	1/10/03-30/11/04	CAT D	LOG 11	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
12	1/7/06-30/8/07	CAT D	LOG 12	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
13	1/9/07-31/3/08	CAT D	LOG 13	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
14	1/4/08-31/10/08	CAT D	LOG 14	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
15	1/6/09-31/12/09	CAT D	LOG 15	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
16	1/11/08-30/5/09	CAT D	LOG 16	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
17	1/1/10-31/7/10	CAT D	LOG 17	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
18	1/3/11-20/10/11	CAT D	LOG 18	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

18/12/02-27/10/03	19	KA-01-7512	CAT D	LOG 19	Log Book	Record Room cupboard	Dr. Thriveni.C.N	
20   29/10/03-5/10/04   CAT D   LOG 20   Log Book   2 Shelf No 2   Senior Specialist	19	18/12/02- 27/10/03	CALD	LOG 19	Log Book	2 Shelf No 2	Senior Specialist	
2	20	20/10/03 5/10/04	CATD	1.06.20	Log Book	*	Dr. Thriveni.C.N	
21	20	29/10/03=3/10/04	CALD	LOG 20	Log Dook		•	
22   8/8/05-17/5/06   CAT D   LOG 22   Log Book   Record Room cupboard   2 Shelf No 2   Senior Specialist   Dr. Thriveni.C.N   Senior	21	6/10/04-8/8/05	CATD	LOG 21	Log Book			
22         8/8/05-1//3/06         CAT D         LOG 22         Log Book         2 Shelf No 2         Senior Specialist           23         1/2/07-22/9/07         CAT D         LOG 23         Log Book         Record Room cupboard 2 Shelf No 2         Dr. Thriveni.C.N Senior Specialist           24         18/5/06-31/1/07         CAT D         LOG 24         Log Book         Record Room cupboard 2 Shelf No 2         Dr. Thriveni.C.N Senior Specialist           25         16/5/08-31/1/08         CAT D         LOG 25         Log Book         Record Room cupboard 2 Shelf No 2         Dr. Thriveni.C.N Senior Specialist           26         24/9/07-15/5/08         CAT D         LOG 26         Log Book         Record Room cupboard 2 Shelf No 2         Dr. Thriveni.C.N Senior Specialist           27         1/1/09-29/9/09         CAT D         LOG 27         Log Book         Record Room cupboard 2 Shelf No 2         Dr. Thriveni.C.N Senior Specialist           28         1/10/09-4/6/10         CAT D         LOG 28         Log Book         Record Room cupboard 2 Shelf No 2         Dr. Thriveni.C.N Senior Specialist           29         5/6/10-11/2/11         CAT D         LOG 30         Log Book         Record Room cupboard 2 Shelf No 2         Dr. Thriveni.C.N Senior Specialist           30         12/2/11-31/10/11         CAT D         LOG 3	21	0/10/04-0/0/03	CALD	LOG 21	Log Dook		•	
23 1/2/07-22/9/07 CAT D LOG 23 Log Book Record Room cupboard Senior Specialist Part Privension CAT D LOG 24 Log Book Record Room cupboard Senior Specialist Record Room cupboard 2 Shelf No 2 Senior Specialist Record Room cupboard 2 Shelf No 2 Senior Specialist Record Room cupboard 2 Shelf No 2 Senior Specialist Part Privension CAT D LOG 25 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist Record Room cupboard 2 Shelf No 2 Senior Specialist Part Privension CAT D LOG 26 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist Record Room cupboard 2 Shelf No 2 Senior Specialist Part Privension CAT D LOG 27 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist Record Room cupboard 2 Shelf No 2 Senior Specialist Part Privension CAT D LOG 28 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist Part Privension CAT D LOG 30 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist Part Privension CAT D LOG 31 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist Record Room cupboard 2 Shelf No 2 Senior Specialist Part Privension CAT D LOG 31 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist Record Room cupboard 2 Shelf No 2 Senior Specialist Part Privension CAT D LOG 31 Log Book Record Room cupboard Dr. Thrivension CAT D LOG 32 Log Book Record Room cupboard Dr. Thrivension CAT D Record Room cupboard 2 Shelf No 2 Senior Specialist Part Privension CAT D LOG 32 Log Book Record Room cupboard Dr. Thrivension CAT D LOG 32 Log Book Record Room cupboard Dr. Thrivension CAT D LOG 32 Log Book Record Room cupboard Dr. Thrivension CAT D CAT D LOG 32 Log Book Record Room cupboard Dr. Thrivension CAT D LOG 32 Log Book Record Room cupboard Dr. Thrivension CAT D LOG 32 Log Book Record Room cupboard Dr. Thrivension CAT D LOG 32 Log Book Record Room cupboard Dr. Thrivension CAT D LOG 32 Log Book Record Room cupboard Dr. Thrivension CAT D LOG 32 Log Book Record Room cupboard Dr. Thrivension CAT D LOG 32 Log Book Record Room cupboard Dr. Thrivension CAT D LOG 32 Log Book Record Room cupboa	22	8/8/05 17/5/06	CATD	I OG 22	Log Book		Dr. Thriveni.C.N	
23   1/2/07-22/9/07   CAT D   LOG 23   Log Book   2 Shelf No 2   Senior Specialist		0/0/03=1//3/00	CALD	LOG 22	$\begin{bmatrix} LOG 22 & Log Book & 2 \end{bmatrix}$	· · · · · · · · · · · · · · · · · · ·	•	
24 18/5/06-31/1/07 CAT D LOG 24 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist CAT D LOG 25 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist Proposed Senior Specialist CAT D LOG 25 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist Record Room cupboard Dr. Thriveni.C.N Senior Specialist Dr. Thriveni.C.N Senior Specialist Dr. Thriveni.C.N Senior Spe	23	1/2/07 22/9/07	CATD	LOG 23	Log Book		Dr. Thriveni.C.N	
24   18/3/06-31/1/07   CAT D   LOG 24   Log Book   2 Shelf No 2   Senior Specialist     25	23	1/2/07-22/9/07	CALD	LOG 23	Log Dook	I I		
25	24	19/5/06 21/1/07	CATD	1.06.24	Log Book		Dr. Thriveni.C.N	
25   16/5/08-31/1/08   CAT D   LOG 25   Log Book   2 Shelf No 2   Senior Specialist	24	18/3/00-31/1/07	CALD	LOG 24	Log Book	2 Shelf No 2	Senior Specialist	
26 24/9/07-15/5/08 CAT D LOG 26 Log Book 2 Shelf No 2 Senior Specialist  27 1/1/09-29/9/09 CAT D LOG 27 Log Book 2 Shelf No 2 Shelf No 2 Senior Specialist  28 1/10/09-4/6/10 CAT D LOG 28 Log Book 2 Shelf No 2 Senior Specialist  29 5/6/10-11/2/11 CAT D LOG 29 Log Book 2 Shelf No 2 Senior Specialist  30 12/2/11-31/10/11 CAT D LOG 30 Log Book 2 Shelf No 2 Senior Specialist  31 3/11/11-21/6/12 CAT D LOG 31 Log Book 2 Shelf No 2 Senior Specialist  32 22/6/12-18/2/13 CAT D LOG 32 Log Book 2 Shelf No 2 Senior Specialist  33 Record Room cupboard 2 Shelf No 2 Senior Specialist  34 CAT D LOG 31 Log Book 2 Shelf No 2 Senior Specialist  35 Record Room cupboard 2 Shelf No 2 Senior Specialist  36 Record Room cupboard 2 Shelf No 2 Senior Specialist  37 Record Room cupboard 2 Shelf No 2 Senior Specialist  38 Record Room cupboard 2 Shelf No 2 Senior Specialist  39 Record Room cupboard 2 Shelf No 2 Shelf No 2 Senior Specialist  30 Record Room cupboard 2 Shelf No 2 Senior Specialist  31 Record Room cupboard 2 Shelf No 2 Senior Specialist  32 22/6/12-18/2/13 CAT D LOG 32 Log Book Record Room cupboard Dr. Thriveni.C.N	25	16/5/09 21/1/09	CATD	1.00.25	Log Pools		Dr. Thriveni.C.N	
26   24/9/0/-15/5/08   CAT D   LOG 26   Log Book   2 Shelf No 2   Senior Specialist	23	10/3/06-31/1/06	CALD	LOG 23	Log Book	2 Shelf No 2	Senior Specialist	
27 1/1/09-29/9/09 CAT D LOG 27 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  28 1/10/09-4/6/10 CAT D LOG 28 Log Book 2 Shelf No 2 Senior Specialist  29 5/6/10-11/2/11 CAT D LOG 29 Log Book 2 Shelf No 2 Senior Specialist  30 12/2/11-31/10/11 CAT D LOG 30 Log Book 2 Shelf No 2 Senior Specialist  31 3/11/11-21/6/12 CAT D LOG 31 Log Book 2 Shelf No 2 Senior Specialist  32 22/6/12-18/2/13 CAT D LOG 32 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  33 Record Room cupboard 2 Shelf No 2 Senior Specialist  34 Record Room cupboard 2 Shelf No 2 Senior Specialist  35 Record Room cupboard 2 Shelf No 2 Senior Specialist  36 Record Room cupboard 2 Shelf No 2 Senior Specialist  37 Record Room cupboard 2 Shelf No 2 Senior Specialist  38 Record Room cupboard 2 Shelf No 2 Senior Specialist  39 Record Room cupboard 2 Shelf No 2 Senior Specialist  30 Record Room cupboard 2 Shelf No 2 Senior Specialist  31 Record Room cupboard 2 Shelf No 2 Senior Specialist  32 Record Room cupboard 2 Shelf No 2 Senior Specialist  34 Record Room cupboard 2 Shelf No 2 Senior Specialist  35 Record Room cupboard 2 Shelf No 2 Senior Specialist  36 Record Room cupboard 2 Shelf No 2 Senior Specialist  37 Record Room cupboard 2 Shelf No 2 Senior Specialist	26	24/0/07 15/5/08	CATD	LOG 26	Log Book	Record Room cupboard	Dr. Thriveni.C.N	
28 1/10/09-4/6/10 CAT D LOG 28 Log Book 2 Shelf No 2 Senior Specialist  29 5/6/10-11/2/11 CAT D LOG 29 Log Book 2 Shelf No 2 Senior Specialist  30 12/2/11-31/10/11 CAT D LOG 30 Log Book 2 Shelf No 2 Senior Specialist  31 3/11/11-21/6/12 CAT D LOG 31 Log Book 2 Shelf No 2 Senior Specialist  32 22/6/12-18/2/13 CAT D LOG 32 Log Book 2 Shelf No 2 Senior Specialist  33 CAT D LOG 32 Log Book 2 Shelf No 2 Senior Specialist  34 Record Room cupboard 2 Shelf No 2 Senior Specialist  35 Record Room cupboard 2 Shelf No 2 Senior Specialist  36 Record Room cupboard 2 Shelf No 2 Shelf No 2 Senior Specialist  37 Record Room cupboard 2 Shelf No 2 Shelf No 2 Senior Specialist  38 Record Room cupboard 2 Shelf No 2 Shelf No 2 Senior Specialist  39 Record Room cupboard 2 Shelf No 2 Shelf No 2 Senior Specialist  30 Record Room cupboard 2 Shelf No 2 Shelf No 2 Senior Specialist  30 Record Room cupboard 2 Shelf No 2 Shelf No 2 Senior Specialist  30 Record Room cupboard 2 Shelf No 2 Shelf No 2 Senior Specialist	20	24/3/07-13/3/08	CALD	LOG 20	Log Book	I I		
28 1/10/09-4/6/10 CAT D LOG 28 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  29 5/6/10-11/2/11 CAT D LOG 29 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  30 12/2/11-31/10/11 CAT D LOG 30 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  31 3/11/11-21/6/12 CAT D LOG 31 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  32 22/6/12-18/2/13 CAT D LOG 32 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  33 Page 1/10/09-4/6/10 Record Room cupboard 2 Shelf No 2 Record Room cupboard 2 Shelf No 2 Senior Specialist  34 Page 1/10/09-4/6/10 Record Room cupboard 2 Shelf No 2 Record Room cupboard 3 Pr. Thriveni.C.N Senior Specialist Processes Record Room Cupboard 3 Pr. Thriveni.C.N Senior Specialist Processes Record Room Cupboard 3 Pr. Thriveni.C.N Senior Specialist Processes Record Room Cupboard 3 Pr. Thriveni.C.N Senior Specialist Processes Record Room Cupboard 3 Pr. Thriveni.C.N Senior Specialist Processes Record Room Cupboard 3 Pr. Thriveni.C.N Senior Specialist Processes Record Room Cupboard 3 Pr. Thriveni.C.N Senior Specialist Processes Record Room Cupboard 3 Pr. Thriveni.C.N Senior Specialist Processes	27	1/1/00 20/0/00	CATD	I OG 27	Log Book	Record Room cupboard	Dr. Thriveni.C.N	
28 1/10/09-4/6/10 CAT D LOG 28 Log Book 2 Shelf No 2 Senior Specialist  29 5/6/10-11/2/11 CAT D LOG 29 Log Book 2 Shelf No 2 Senior Specialist  30 12/2/11-31/10/11 CAT D LOG 30 Log Book 2 Shelf No 2 Senior Specialist  31 3/11/11-21/6/12 CAT D LOG 31 Log Book 2 Shelf No 2 Senior Specialist  32 22/6/12-18/2/13 CAT D LOG 32 Log Book 2 Shelf No 2 Senior Specialist  33 CAT D LOG 32 Log Book 2 Shelf No 2 Senior Specialist  34 CAT D LOG 32 Log Book 2 Shelf No 2 Senior Specialist  35 Record Room cupboard 2 Shelf No 2 Senior Specialist  36 Record Room cupboard 2 Shelf No 2 Senior Specialist  37 Record Room cupboard 2 Shelf No 2 Senior Specialist  38 Record Room cupboard 2 Shelf No 2 Senior Specialist  39 Record Room cupboard 2 Shelf No 2 Senior Specialist	21	1/1/07-27/7/07	CALD	LOG 27	Log Book	2 Shelf No 2	Senior Specialist	
29 5/6/10-11/2/11 CAT D LOG 29 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  30 12/2/11-31/10/11 CAT D LOG 30 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  31 3/11/11-21/6/12 CAT D LOG 31 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  32 22/6/12-18/2/13 CAT D LOG 32 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  33 PROOF RECORD RE	20	1/10/00 4/6/10	CATD	1.00.28	Log Dools	Record Room cupboard	Dr. Thriveni.C.N	
29 3/6/10-11/2/11 CAT D LOG 29 Log Book 2 Shelf No 2 Senior Specialist  30 12/2/11-31/10/11 CAT D LOG 30 Log Book 2 Shelf No 2 Senior Specialist  31 3/11/11-21/6/12 CAT D LOG 31 Log Book 2 Shelf No 2 Senior Specialist  32 22/6/12-18/2/13 CAT D LOG 32 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  33 Page 10 Proceeding 10 Procedure 10 Proce	20	1/10/09 <b>-4</b> /0/10	CALD	LOG 28	Log Book		Senior Specialist	
30 12/2/11-31/10/11 CAT D LOG 30 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  31 3/11/11-21/6/12 CAT D LOG 31 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  32 22/6/12-18/2/13 CAT D LOG 32 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist  33 Provided Record Room Cupboard Provided Record Room Cupboard Provided Provided Record Room Cupboard Provided Provi	20	5/6/10 11/2/11	CATD	1.06.20	Log Dools	Record Room cupboard	Dr. Thriveni.C.N	
30   12/2/11-31/10/11   CAT D   LOG 30   Log Book   2 Shelf No 2   Senior Specialist   31   3/11/11-21/6/12   CAT D   LOG 31   Log Book   Record Room cupboard   Senior Specialist   32   22/6/12-18/2/13   CAT D   LOG 32   Log Book   Record Room cupboard   Dr. Thriveni.C.N   33   22/6/12-18/2/13   CAT D   LOG 32   Log Book   Record Room cupboard   Dr. Thriveni.C.N	29	3/0/10-11/2/11	CALD	LOG 29	Log Book	2 Shelf No 2	Senior Specialist	
31 3/11/11-21/6/12 CAT D LOG 31 Log Book Record Room cupboard 2 Shelf No 2 Senior Specialist 2 Shelf No 2 Shelf No 2 Senior Specialist 2 Shelf No 2 Shelf No 2 Senior Specialist 2 Shelf No	20	12/2/11 21/10/11	CATD	I OC 20	Log Poch		Dr. Thriveni.C.N	
31 3/11/11-21/6/12 CAT D LOG 31 Log Book 2 Shelf No 2 Senior Specialist 32 22/6/12-18/2/13 CAT D LOG 32 Log Book Record Room cupboard Dr. Thriveni.C.N	30	12/2/11-31/10/11	CALD	LOG 30	Log Book	2 Shelf No 2	Senior Specialist	
2 Shelf No 2 Senior Specialist 32 22/6/12-18/2/13 CAT D LOG 32 Log Book Record Room cupboard Dr. Thriveni.C.N	21	2/11/11 21/6/12	CATD	I OG 21	Log Rook	Record Room cupboard	Dr. Thriveni.C.N	
1 3 / 1 / //b/1 /=1 X / // 1 3 1 1 A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	31	3/11/11-21/0/12	CALD	LOG 31	LUE DUUK	2 Shelf No 2	Senior Specialist	
Senior Specialist	22	22/6/12 19/2/12	CATD	I OG 22	Log Poch	Record Room cupboard	Dr. Thriveni.C.N	
	32	22/6/12-18/2/13	22/6/12-18/2/13	CALD	LUG 32	Log Dook	2 Shelf No 2	Senior Specialist

Category - 'D' JSY Books

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	1/03/2008	CAT D	JSY 1	JsyBook	Record Room cupboard	Dr. Thriveni.C.N
	1, 32, 2000	CITI B	0011	00,200K	2 Shelf No 2	Senior Specialist

# <u>Category – 'D' LPC Register</u>

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	2000	CAT D	LPC 1	LPC Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

# 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
1	10/5/2002	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	31/1/2009	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	26/3/2001	CAT D	OPD 1	Out Patient	Record Room cupboard	Dr. Thriveni.C.N

				Register	2 Shelf No 3	Senior Specialist
4	14/4/2005	CAT D	OPD 1	Out Patient	Record Room cupboard	Dr. Thriveni.C.N
4	14/4/2003	CALD	Orbi	Register	2 Shelf No 3	Senior Specialist
5	1/5/2004	CAT D	OPD 1	Out Patient	Record Room cupboard	Dr. Thriveni.C.N
3	1/3/2004	CALD	OLDI	Register	2 Shelf No 3	Senior Specialist
6	31/12/2005	CAT D	OPD 1	Out Patient	Record Room cupboard	Dr. Thriveni.C.N
U	31/12/2003	CALD	Orbi	Register	2 Shelf No 3	Senior Specialist
7	31/12/2005	CATD	CAT D OPD 1 C	Out Patient	Record Room cupboard	Dr. Thriveni.C.N
/	7 31/12/2005 CAT D	OPD 1	Register	2 Shelf No 3	Senior Specialist	
8	23/4/2007	CAT D	OPD 1	Out Patient	Record Room cupboard	Dr. Thriveni.C.N
0	23/4/2007	CALD	OPD I	Register	2 Shelf No 3	Senior Specialist
9	1/3/2008	CAT D	OPD 1	Out Patient	Record Room cupboard	Dr. Thriveni.C.N
9	1/3/2008	CALD	OPD I	Register	2 Shelf No 3	Senior Specialist
10	1/2/2009	CAT D	OPD 1	Out Patient	Record Room cupboard	Dr. Thriveni.C.N
10	1/2/2009	CALD	OFDT	Register	2 Shelf No 3	Senior Specialist
11	18/1/2013	8/1/2013 CAT D	OPD 1	Out Patient	Record Room cupboard	Dr. Thriveni.C.N
11	10/1/2013	CALD	OFDT	Register	2 Shelf No 3	Senior Specialist

# Category - 'D' Admission 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	26/8/1993	CAT D	ADR 1	Admission	Record Room cupboard	Dr. Thriveni.C.N
1	20/6/1993	CALD	ADK I	Register	1 Shelf No 1	Senior Specialist
2	10/5/1993	CAT D	ADR 2	Admission	Record Room cupboard	Dr. Thriveni.C.N
	10/3/1993	CALD	ADR 2	Register	1 Shelf No 1	Senior Specialist
3	20/11/1998	CAT D	ADR 3	Admission	Record Room cupboard	Dr. Thriveni.C.N
	20/11/1996	CALD	ADK 3	Register	1 Shelf No 1	Senior Specialist
4	26/4/1999	CAT D	ADR 4	Admission	Record Room cupboard	Dr. Thriveni.C.N
	20/4/1999	CALD	ADR 4	Register	1 Shelf No 1	Senior Specialist
5	16/8/1999	CAT D	ADR 5	Admission	Record Room cupboard	Dr. Thriveni.C.N
	10/0/1777	CATD	ADK 3	Register	1 Shelf No 1	Senior Specialist
6	11/11/1999	CAT D	ADR 6	Admission	Record Room cupboard	Dr. Thriveni.C.N
	11/11/17/7	CHID	ADRO	Register	1 Shelf No 1	Senior Specialist
7	3/2/2000	CAT D	ADR 7	Admission	Record Room cupboard	Dr. Thriveni.C.N
,	3/2/2000	CHID	ADIC /	Register	1 Shelf No 1	Senior Specialist
8	11/7/2000	CAT D	ADR 8	Admission	Record Room cupboard	Dr. Thriveni.C.N
	11///2000	CHID	ADK 0	Register	1 Shelf No 1	Senior Specialist
9	1/10/2000	CAT D	ADR 9	Admission	Record Room cupboard	Dr. Thriveni.C.N
	1/10/2000	CHT B	TIDIC)	Register	1 Shelf No 1	Senior Specialist
10	29/4/2000	CAT D	ADR 10	Admission	Record Room cupboard	Dr. Thriveni.C.N
10	297 172000	CHT B	711511 10	Register	1 Shelf No 1	Senior Specialist
11	14/2/2000	CAT D	ADR 11	Admission	Record Room cupboard	Dr. Thriveni.C.N
	1 ./ 2/ 2000	0.11 2	1121111	Register	1 Shelf No 1	Senior Specialist
12	4/4/2001	CAT D	ADR 12	Admission	Record Room cupboard	Dr. Thriveni.C.N
				Register	1 Shelf No 1	Senior Specialist
13	19/10/2001	CAT D	ADR 13	Admission	Record Room cupboard	Dr. Thriveni.C.N
				Register	1 Shelf No 1	Senior Specialist
14	5/11/2001	CAT D	ADR 14	Admission	Record Room cupboard	Dr. Thriveni.C.N
		_		Register	1 Shelf No 1	Senior Specialist
15	14/7/2001	CAT D	ADR 15	Admission	Record Room cupboard	Dr. Thriveni.C.N
		_		Register	1 Shelf No 1	Senior Specialist
16	4/12/2002	CAT D	ADR 16	Admission	Record Room cupboard	Dr. Thriveni.C.N
				Register	1 Shelf No 1	Senior Specialist
17	27/11/2002	CAT D	ADR 17	Admission	Record Room cupboard	Dr. Thriveni.C.N

				Register	1 Shelf No 1	Senior Specialist
18	1/9/2003	CAT D	ADR 18	Admission	Record Room cupboard	Dr. Thriveni.C.N
10	1/9/2003	CALD	ADK 16	Register	1 Shelf No 1	Senior Specialist
19	13/3/2002	CAT D	ADR 19	Admission	Record Room cupboard	Dr. Thriveni.C.N
19	13/3/2002	CALD	ADK 19	Register	1 Shelf No 1	Senior Specialist
20	4/12/2003	CAT D	ADR 20	Admission	Record Room cupboard	Dr. Thriveni.C.N
20	4/12/2003	CALD	ADK 20	Register	1 Shelf No 1	Senior Specialist
21	4/6/2002	CAT D	A DD 21	Admission	Record Room cupboard	Dr. Thriveni.C.N
21	4/6/2003	CALD	ADR 21	Register	1 Shelf No 1	Senior Specialist
22	5/10/2004	CAT D	ADR 22	Admission	Record Room cupboard	Dr. Thriveni.C.N
22	3/10/200 <del>4</del>	CALD	ADK 22	Register	1 Shelf No 1	Senior Specialist
23	17/3/2004	CAT D	ADR 23	Admission	Record Room cupboard	Dr. Thriveni.C.N
23	17/3/2004	CALD	ADK 23	Register	1 Shelf No 1	Senior Specialist
24	1/7/2005	CAT D	ADR 24	Admission	Record Room cupboard	Dr. Thriveni.C.N
24	1///2003	CALD	ADK 24	Register	1 Shelf No 1	Senior Specialist
25	4/1/2005	CAT D	ADR 25	Admission	Record Room cupboard	Dr. Thriveni.C.N
23	4/1/2003	CALD	ADK 23	Register	1 Shelf No 1	Senior Specialist
25	16/4/2005	CAT D	ADR	Admission	Record Room cupboard	Dr. Thriveni.C.N
23	10/4/2003	CALD	26	Register	1 Shelf No 1	Senior Specialist
26	26/0/2005	CATD	ADR	Admission	Record Room cupboard	Dr. Thriveni.C.N
26	26/9/2005	CAT D	27	Register	1 Shelf No 1	Senior Specialist
27	12/12/2005	CATD	ADR	Admission	Record Room cupboard	Dr. Thriveni.C.N
27	12/12/2005	CAT D	28	Register	1 Shelf No 1	Senior Specialist
20	17/7/2007	CATD	ADR	Admission	Record Room cupboard	Dr. Thriveni.C.N
28	17/7/2006	CAT D	29	Register	1 Shelf No 1	Senior Specialist
20	5/10/000 <i>6</i>	CATA	ADR	Admission	Record Room cupboard	Dr. Thriveni.C.N
29	5/12/2006	CAT D	30	Register	1 Shelf No 1	Senior Specialist
20	25/0/2006	CATED	4.00	Admission	Record Room cupboard	Dr. Thriveni.C.N
30	25/9/2006	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
2.1	20/2/2006	CATD	ADD	Admission	Record Room cupboard	Dr. Thriveni.C.N
31	28/2/2006	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
22	0/5/2006	CATD	ADD	Admission	Record Room cupboard	Dr. Thriveni.C.N
32	8/5/2006	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
22	1.4/2/2007	CATD	A DD	Admission	Record Room cupboard	Dr. Thriveni.C.N
33	14/2/2007	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
2.4	25/4/2007	CATD	A DD	Admission	Record Room cupboard	Dr. Thriveni.C.N
34	25/4/2007	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
2.5	5/7/2007	CATD	A DD	Admission	Record Room cupboard	Dr. Thriveni.C.N
35	5/7/2007	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
26	2/0/2007	CATD	A DD	Admission	Record Room cupboard	Dr. Thriveni.C.N
36	2/9/2007	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
27	11/12/2007	CATD	ADD	Admission	Record Room cupboard	Dr. Thriveni.C.N
37	11/12/2007	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
20	2/2/2009	CATD	A DD	Admission	Record Room cupboard	Dr. Thriveni.C.N
38	2/3/2008	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
20	14/5/2000	CATD	A DD	Admission	Record Room cupboard	Dr. Thriveni.C.N
39	14/5/2008	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
40	20/2/2000	CATD	A DD	Admission	Record Room cupboard	Dr. Thriveni.C.N
40	28/3/2009	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
11	12/1/2000	CATD	A DD	Admission	Record Room cupboard	Dr. Thriveni.C.N
41	13/1/2009	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
42	12/0/2000	CATD	A DD	Admission	Record Room cupboard	Dr. Thriveni.C.N
42	12/8/2009	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
43	10/11/2000	CATD	A DD	Admission	Record Room cupboard	Dr. Thriveni.C.N
43	10/11/2009	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
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44	1/6/2009	CAT D	ADR	Admission	Record Room cupboard	Dr. Thriveni.C.N
44	1/0/2009	CALD	ADK	Register	1 Shelf No 1	Senior Specialist
45	19/2/2010	CAT D	ADR	Admission	Record Room cupboard	Dr. Thriveni.C.N
43	19/2/2010	CALD	ADK	Register	1 Shelf No 1	Senior Specialist
46	19/6/2010	CAT D	ADR	Admission	Record Room cupboard	Dr. Thriveni.C.N
40	19/0/2010			Register	1 Shelf No 1	Senior Specialist
47	47 11/10/2010 C	CAT D	A DD	Admission	Record Room cupboard	Dr. Thriveni.C.N
4/	11/10/2010	CALD	ADR	Register	1 Shelf No 1	Senior Specialist

# Category - 'D' ANC 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	31/8/2001	CAT D	ANC 1	ANC	Record Room cupboard	Dr. Thriveni.C.N
1	31/8/2001	CALD	ANC I	Register	2 Shelf No 3	Senior Specialist
2	24/11/2003	CAT D	ANC 2	ANC	Record Room cupboard	Dr. Thriveni.C.N
	24/11/2003	CALD	AINC 2	Register	2 Shelf No 3	Senior Specialist
3	6/6/2005	CAT D	ANC 2	ANC	Record Room cupboard	Dr. Thriveni.C.N
3	0/0/2003	CALD	ANC 3	Register	2 Shelf No 3	Senior Specialist
4	24/2/2006	CATD	ANG 4	ANC	Record Room cupboard	Dr. Thriveni.C.N
4	24/3/2006	CAT D	ANC 4	Register	2 Shelf No 3	Senior Specialist
5	21/9/2007	CAT D	ANC 5	ANC	Record Room cupboard	Dr. Thriveni.C.N
3	21/9/2007	CALD	ANC 5	Register	2 Shelf No 3	Senior Specialist
6	15/1/2007	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
0	13/1/2007	CALD	ANC	Register	2 Shelf No 3	Senior Specialist
7	19/7/2007	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
/	19///2007	CALD	ANC	Register	2 Shelf No 3	Senior Specialist
8	21/9/2007	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
0	21/9/2007	CALD	AINC	Register	2 Shelf No 3	Senior Specialist
9	2/5/2008	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
9	2/3/2008	CALD	ANC	Register	2 Shelf No 3	Senior Specialist
10	12/8/2008	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
10	12/0/2000	CALD	AINC	Register	2 Shelf No 3	Senior Specialist
11	21/12/2009	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
11	21/12/2009	CALD	AINC	Register	2 Shelf No 3	Senior Specialist

# Category - 'D' Major 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	23/6/2000	CAT D	MAJ 1	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	13/10/2001	CAT D	MAJ 2	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	21/11/2005	CAT D	MAJ 3	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	9/2/2010	CAT D	MAJ 4	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

Category - 'D' Infant Death 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	0	0	0	0	0	0

#### 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	18/3/1998	CAT D	MIN 1	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	23/10/1999	CAT D	MIN 2	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	16/12/1999	CAT D	MIN 3	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	1/8/2000	CAT D	MIN 4	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	25/3/2003	CAT D	MIN 5	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	22/10/2005	CAT D	MIN 6	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	2/8/2007	CAT D	MIN 7	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8	17/6/2009	CAT D	MIN 8	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9	14/5/2001	CAT D	MIN 9	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
10	31/10/2001	CAT D	MIN 10	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
11	10/5/2010	CAT D	MIN 11	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer

#### <u>Category – 'E' R.T.I. Register</u>

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	1/5/2007	CAT D	RTI 1	R.T.I Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

# <u>Category – 'E' Casual Leave Register</u>

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	2008	a. = =	CLR	Casual Leave	Record Room cupboard 2	Dr. Thriveni.C.N
		CAT E	1	Register	Shelf No 4	Senior Specialist

# <u>Category – 'E' M.T.P Register</u>

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	18/10/2007	CAT E	MTP 1	M.T.P.	Record Room cupboard	Dr. Thriveni.C.N
1	18/10/2007	CALE	WIIFI	Register	2 Shelf No 4	Senior Specialist
2	1/4/2009	1/4/2000 CATE	MTP 2	M.T.P.	Record Room cupboard	Dr. Thriveni.C.N
	1/4/2009	CAT E	IVI I P Z	Register	2 Shelf No 4	Senior Specialist
3	2/4/2010	CAT E	MTP 3	M.T.P.	Record Room cupboard	Dr. Thriveni.C.N

	Register 2 SI	Shelf No 4	Senior Specialist
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# Category - 'E' Dog Bite 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	1-3-2005	CAT E	DOG 1	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	20/1/2004	CAT E	DOG 2	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
3	20/5/2010	CAT E	DOG 3	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
4	19/8/2010	CAT E	DOG 4	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
5	26/11/2010	CAT E	DOG 5	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
6	3/6/2009	CAT E	DOG 6	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
7	8/3/2010	CAT E	DOG 7	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

# Category - 'E' Maternity Case Sheet

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	2003	CAT E	MCS 1	Maternity	Record Room cupboard	Dr. Thriveni.C.N
	2448 Case Sheets			Case Sheet	2 Shelf No 5	Senior Specialist
2	2004	CAT E	MCS 2	Maternity	Record Room cupboard	Dr. Thriveni.C.N
	2800 Case Sheets			Case Sheet	2 Shelf No 5	Senior Specialist
3	2005	CATE	MCS3	Maternity	Record Room cupboard	Dr. Thriveni.C.N
3	3235 Case Sheets	CAT E	MCSS	Case Sheet	2 Shelf No 5	Senior Specialist
4	2006	CATE	MCC 4	Maternity	Record Room cupboard	Dr. Thriveni.C.N
4	3679 Case Sheets	CAT E	MCS 4	Case Sheet	2 Shelf No 5	Senior Specialist
_	2007	CATE	MCS 5	Maternity	Record Room cupboard	Dr. Thriveni.C.N
5	3529 Case Sheets	CAT E	MCS 3	Case Sheet	2 Shelf No 5	Senior Specialist
6	2008	CATE	MCC (	Maternity	Record Room cupboard	Dr. Thriveni.C.N
6	3039 Case Sheets	CAT E	MCS 6	Case Sheet	2 Shelf No 5	Senior Specialist
7	2009	CATE	MCS 7	Maternity	Record Room cupboard	Dr. Thriveni.C.N
	2825 Case Sheets	CAT E	MCS /	Case Sheet	2 Shelf No 5	Senior Specialist
8	2010	CAT E	MCCO	Maternity	Record Room cupboard	Dr. Thriveni.C.N
δ	2323 Case Sheets	CALE	MCS 8	Case Sheet	2 Shelf No 5	Senior Specialist

# Category - 'E' IUCD 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	3/5/2001	CAT E	CUT 1	IUCD Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	3/5/2008	CAT E	CUT 2	IUCD Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

# <u>Category – 'E' Sterlization Register</u>

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	2003 1182 Case Sheets	CAT E	Sterl 1	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	2004 1300 Case Sheets	CAT E	Sterl 2	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
3	2005 2229 Case Sheets	CAT E	Sterl 3	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
4	2006 1898 Case Sheets	CAT E	Sterl 4	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
5	2007 1689 Case Sheets	CAT E	Sterl 5	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
6	2008 1793 Case Sheets	CAT E	Sterl 6	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
7	2009 1791 Case Sheets	CAT E	Sterl 7	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
8	2010 1558 Case Sheets	CAT E	Sterl 8	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

# Category – 'E' Lab 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	2007	CAT E	LAB 1	Lab Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	2008	CAT E	LAB 2	Lab Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
3	2009	CAT E	LAB 3	Lab Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
4	2010	CAT E	LAB 4	Lab Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
5	2010	CAT E	LAB 5	Lab Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

#### Category - 'E' Referral Book

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	10/4/2001	CAT E	Refe 1	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	8/12/2002	CAT E	Refe 2	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
3	20/1/2004	CAT E	Refe 3	Referral	Record Room cupboard	Dr. Thriveni.C.N

				Book	2 Shelf No 4	Senior Specialist
4	30/6/2005	CAT E	Refe 4	Referral	Record Room cupboard	Dr. Thriveni.C.N
	30/0/2003	CHI L	itere i	Book	2 Shelf No 4	Senior Specialist
5	1/7/2006	CAT E	Refe 5	Referral	Record Room cupboard	Dr. Thriveni.C.N
3	1///2000	CALE	Kele 3	Book	2 Shelf No 4	Senior Specialist
6	4/7/2007	CATE	Dafa 6	Referral	Record Room cupboard	Dr. Thriveni.C.N
6	4/7/2007	CAT E	Refe 6	Book	2 Shelf No 4	Senior Specialist
7	19/5/2007	CAT E	Dofo 7	Referral	Record Room cupboard	Dr. Thriveni.C.N
/	19/3/2007	CALE	Refe 7	Book	2 Shelf No 4	Senior Specialist

# **Category – 'E' Complaint Files**

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	2007	CAT E	Complaint 1	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	2008	CAT E	Complaint 1	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
3	2009	CAT E	Complaint 1	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

# 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
1	2002	CAT E	Conderm Reg 1	Condem Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
			Keg I	DOOK	Shell No 4	Semoi Speciansi

# <u>Category – 'E' Scanning Register</u>

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	1/7/2007	CAT E	SCN 1	Scanning Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

# <u>Category – 'E' Doctor's Call Book</u>

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	2002	CAT E	Call	Call Book	Record Room cupboard 2	Dr. Thriveni.C.N
			Book 1		Shelf No 4	Senior Specialist
2	2005	CAT E	Call	Call Book	Record Room cupboard 2	Dr. Thriveni.C.N
			Book 2		Shelf No 4	Senior Specialist