

HOSAHALLI REFERRAL HOSPITAL

RTA 2005 SECTION 4 (1)(a)

41(a) Maintenance of all Records of this hospital duly catalogued and Indexed in a manner and form as per RIT Act.

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	Record Room cupboard 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	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
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	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
23	28/4/1997	CAT A	PAR 23	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
24	9/10/1997	CAT A	PAR 24	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
25	17/7/1998	CAT A	PAR 25	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
26	29/4/1999	CAT A	PAR 26	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
27	30/4/1999	CAT A	PAR 27	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
28	1/10/1999	CAT A	PAR 28	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
29	31/1/2000	CAT A	PAR 29	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
30	25/2/2000	CAT A	PAR 30	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
31	1/9/2000	CAT A	PAR 31	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
32	25/12/2000	CAT A	PAR 32	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
33	3/1/2000	CAT A	PAR 33	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
34	3/9/2001	CAT A	PAR 34	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
35	1/5/2001	CAT A	PAR 35	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
36	8/1/2002	CAT A	PAR 36	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
37	3/5/2002	CAT A	PAR 37	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
38	17/8/2002	CAT A	PAR 38	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
39	16/12/2002	CAT A	PAR 39	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
40	31/3/2003	CAT A	PAR 40	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
41	2/7/2003	CAT A	PAR 41	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
42	1/10/2003	CAT A	PAR 42	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
43	19/4/2004	CAT A	PAR 43	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
44	3/7/2004	CAT A	PAR 44	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
45	1/8/2004	CAT A	PAR 45	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
46	1/11/2004	CAT A	PAR 46	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist

47	1/2/2005	CAT A	PAR 47	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
48	5/5/2005	CAT A	PAR 48	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
49	28/7/2005	CAT A	PAR 49	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
50	27/10/2005	CAT A	PAR 50	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
51	12/1/2006	CAT A	PAR 51	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
52	31/3/2006	CAT A	PAR 52	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
53	17/8/2006	CAT A	PAR 53	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
54	31/10/2006	CAT A	PAR 54	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
55	15/1/2007	CAT A	PAR 55	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
56	1/4/2007	CAT A	PAR 56	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
57	3/9/2007	CAT A	PAR 57	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
58	24/11/2007	CAT A	PAR 57	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
59	26/11/2007	CAT A	PAR 57	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
60	14/2/2008	CAT A	PAR 58	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
61	1/5/2008	CAT A	PAR 59	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
62	6/8/2008	CAT A	PAR 57	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
63	24/11/2008	CAT A	PAR 57	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
64	25/11/2008	CAT A	PAR 60	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
65	21/5/2009	CAT A	PAR	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
66	18/8/2009	CAT A	PAR	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
67	2/3/2009	CAT A	PAR	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist

Category – ‘A’ Birth and Death Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
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

Category – ‘A’ Incentive 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	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

Category – ‘A’ Incentive Paymet Reg.

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
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	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	15/1/1998	CAT A	IPR3	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	6/4/1998	CAT A	IPR4	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	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

Category – ‘A’ Indent Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
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’ Nivojana File

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

Category – ‘A’ Transfer Flie

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	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)

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

Category – ‘A’ Service Book (Old + New)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	5/6/1990	CAT A	SRR 1	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	28/7/2003	CAT A	SRR 2	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	18/9/2003	CAT A	SRR 3	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	14/3/1991	CAT A	SRR4	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
5	29/10/1998	CAT A	SRR 5	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
6	18/11/2008	CAT A	SRR 6	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
7	17/3/2006	CAT A	SRR 7	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
8	4/2/1976	CAT A	SRR 8	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
9	1/1/1990	CAT A	SRR 9	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
10	30/1/1976	CAT A	SRR 10	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
11	3/1/1975	CAT A	SRR 11	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
12	10/8/1988	CAT A	SRR 12	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
13	29/8/2006	CAT A	SRR 13	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
14	19/4/2002	CAT A	SRR 14	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
15	10/11/2010	CAT A	SRR 15	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

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

Category – ‘B’ Repairs and Maintenance Vehicle Register (Reading Record 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	26/6/2003	CAT B	RMV	RMV	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

Category – ‘B’ Festival Advance Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	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 (Nyavaladha 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

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

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

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/8/2005	CAT B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	3/4/2007	CAT B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	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 13	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
14	1/10/2010	CAT B	CHL 14	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

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	1/7/2002	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

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	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

Category – ‘B’ User Fees Register (Receipt Books Counter Foils)

Sl 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 25 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
2	16/7/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
3	7/8/2007 50Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
4	17/9/2007 6Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
5	18/9/2007 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
6	2/9/2007 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
7	27/9/2009 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
8	4/9/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
9	30/10/2007 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
10	14/11/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
11	14/12/2007 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
12	18/12/2007 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
13	27/12/2007 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
14	14/1/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
15	9/1/2008 7Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
16	17/1/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
17	31/1/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
18	7/2/08 35Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
19	29/2/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
20	13/3/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
21	19/3/08 1Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
22	25/3/08 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
23	15/4/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
24	24/4/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
25	3/5/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
26	12/5/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
27	14/5/08 4Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist

28	22/5/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
29	26/5/05 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
30	29/5/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
31	6/6/08 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
32	21/6/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
33	27/6/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
34	4/7/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
35	15/7/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
36	29/7/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
37	31/7/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
38	8/8/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
39	29/8/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
40	9/9/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
41	12/9/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
42	19/9/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
43	24/9/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
44	3/10/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
45	21/11/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
46	24/11/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
47	1/12/08 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
48	11/12/08 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
49	6/1/2009 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N 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
51	3/3/09 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
52	6/3/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
53	3/4/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
54	20/4/09 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
55	12/5/09	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N

	25Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
56	24/7/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
57	10/8/09 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
58	11/9/09 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
59	30/9/09 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
60	7/10/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
61	7/11/09 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
62	18/11/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
63	12/11/09 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
64	14/12/09 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
65	5/1/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
66	4/2/10 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
67	19/2/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
68	30/3/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
69	4/5/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
70	13/5/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
71	24/4/10 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
72	28/6/10 7Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
73	15/7/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
74	4/8/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
75	28/8/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
76	29/9/10 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
77	8/10/10 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
78	29/10/10 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
79	22/11/10 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
80	7/12/10 12Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
81	24/12/10 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
82	10/1/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist

83	28/1/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
84	4/3/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
85	24/3/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
86	20/5/2011 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N 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

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 – ‘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. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	2008 & 2009	CAT D	PRR 3	P.R. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	2010	CAT D	PRR 3	P.R. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

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	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

Category – ‘D’ Medical Reimbursement files (Reg)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	0	0	0	0	0	0

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	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
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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 (K.E.B & B.S.N.L)	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N 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	27/11/07 -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

19	KA-01-7512 18/12/02- 27/10/03	CAT D	LOG 19	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
20	29/10/03-5/10/04	CAT D	LOG 20	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
21	6/10/04-8/8/05	CAT D	LOG 21	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
22	8/8/05-17/5/06	CAT D	LOG 22	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N 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 29	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 30	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
31	3/11/11-21/6/12	CAT D	LOG 31	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
32	22/6/12-18/2/13	CAT D	LOG 32	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N 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 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

Category – ‘D’ LPC 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	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

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	10/5/2002	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 Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	1/5/2004	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	31/12/2005	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	31/12/2005	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8	23/4/2007	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9	1/3/2008	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
10	1/2/2009	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
11	18/1/2013	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

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	26/8/1993	CAT D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
2	10/5/1993	CAT D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
3	20/11/1998	CAT D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
4	26/4/1999	CAT D	ADR 4	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
5	16/8/1999	CAT D	ADR 5	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
6	11/11/1999	CAT D	ADR 6	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
7	3/2/2000	CAT D	ADR 7	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
8	11/7/2000	CAT D	ADR 8	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
9	1/10/2000	CAT D	ADR 9	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
10	29/4/2000	CAT D	ADR 10	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
11	14/2/2000	CAT D	ADR 11	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
12	4/4/2001	CAT D	ADR 12	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
13	19/10/2001	CAT D	ADR 13	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
14	5/11/2001	CAT D	ADR 14	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
15	14/7/2001	CAT D	ADR 15	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
16	4/12/2002	CAT D	ADR 16	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N 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 Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
19	13/3/2002	CAT D	ADR 19	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
20	4/12/2003	CAT D	ADR 20	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
21	4/6/2003	CAT D	ADR 21	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
22	5/10/2004	CAT D	ADR 22	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
23	17/3/2004	CAT D	ADR 23	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
24	1/7/2005	CAT D	ADR 24	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
25	4/1/2005	CAT D	ADR 25	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
25	16/4/2005	CAT D	ADR 26	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
26	26/9/2005	CAT D	ADR 27	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
27	12/12/2005	CAT D	ADR 28	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
28	17/7/2006	CAT D	ADR 29	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
29	5/12/2006	CAT D	ADR 30	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
30	25/9/2006	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
31	28/2/2006	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
32	8/5/2006	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
33	14/2/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
34	25/4/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
35	5/7/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
36	2/9/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
37	11/12/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
38	2/3/2008	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
39	14/5/2008	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
40	28/3/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
41	13/1/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
42	12/8/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
43	10/11/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist

44	1/6/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
45	19/2/2010	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
46	19/6/2010	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
47	11/10/2010	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist

Category – ‘D’ ANC 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	31/8/2001	CAT D	ANC 1	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	24/11/2003	CAT D	ANC 2	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	6/6/2005	CAT D	ANC 3	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	24/3/2006	CAT D	ANC 4	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	21/9/2007	CAT D	ANC 5	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	15/1/2007	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	19/7/2007	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8	21/9/2007	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9	2/5/2008	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
10	12/8/2008	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
11	21/12/2009	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N 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

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 – ‘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

Category – ‘E’ R.T.I. Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/5/2007	CAT D	RTI 1	R.T.I Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

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

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

				Register	2 Shelf No 4	Senior Specialist
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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	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

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

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	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

Category – ‘E’ Sterlization 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	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

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	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

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	10/4/2001	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 Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
5	1/7/2006	CAT E	Refe 5	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
6	4/7/2007	CAT E	Refe 6	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
7	19/5/2007	CAT E	Refe 7	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

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	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	Condemn Reg 1	Condem Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

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

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