

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	Record Officer
2	24/9/1979	CAT A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
3	6/1/1981	CAT A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
4	24/9/1982	CAT A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
5	9/8/1983	CAT A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
6	3/1/1987	CAT A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
7	18/7/1987	CAT A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
8	17/4/88	CAT A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
9	17/7/88	CAT A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
10	24/1/1989	CAT A	PAR 10	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
11	23/4/1990	CAT A	PAR 11	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
12	17/11/1990	CAT A	PAR 12	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
13	23/6/1991	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
14	16/2/1992	CAT A	PAR 14	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
15	26/10/1992	CAT A	PAR 15	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
16	1/7/1993	CAT A	PAR 16	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
17	3/9/1994	CAT A	PAR 17	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
18	31/8/1994	CAT A	PAR 18	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
19	8/7/1995	CAT A	PAR 19	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
20	1/3/1996	CAT A	PAR 20	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
21	30/11/1996	CAT A	PAR 21	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
22	21/9/1996	CAT A	PAR 22	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
23	28/4/1997	CAT A	PAR 23	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

24	9/10/1997	CAT A	PAR 24	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
25	17/7/1998	CAT A	PAR 25	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
26	29/4/1999	CAT A	PAR 26	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
27	30/4/1999	CAT A	PAR 27	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
28	1/10/1999	CAT A	PAR 28	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
29	31/1/2000	CAT A	PAR 29	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
30	25/2/2000	CAT A	PAR 30	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
31	1/9/2000	CAT A	PAR 31	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
32	25/12/2000	CAT A	PAR 32	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
33	3/1/2000	CAT A	PAR 33	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
34	3/9/2001	CAT A	PAR 34	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
35	1/5/2001	CAT A	PAR 35	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
36	8/1/2002	CAT A	PAR 36	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
37	3/5/2002	CAT A	PAR 37	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
38	17/8/2002	CAT A	PAR 38	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
39	16/12/2002	CAT A	PAR 39	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
40	31/3/2003	CAT A	PAR 40	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
41	2/7/2003	CAT A	PAR 41	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
42	1/10/2003	CAT A	PAR 42	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
43	19/4/2004	CAT A	PAR 43	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
44	3/7/2004	CAT A	PAR 44	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
45	1/8/2004	CAT A	PAR 45	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
46	1/11/2004	CAT A	PAR 46	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
47	1/2/2005	CAT A	PAR 47	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
48	5/5/2005	CAT A	PAR 48	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
49	28/7/2005	CAT A	PAR 49	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
50	27/10/2005	CAT A	PAR 50	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
51	12/1/2006	CAT A	PAR 51	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
52	31/3/2006	CAT A	PAR 52	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
53	17/8/2006	CAT A	PAR 53	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

54	31/10/2006	CAT A	PAR 54	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
55	15/1/2007	CAT A	PAR 55	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
56	1/4/2007	CAT A	PAR 56	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
57	3/9/2007	CAT A	PAR 57	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
58	24/11/2007	CAT A	PAR 58	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
59	26/11/2007	CAT A	PAR59	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
60	14/2/2008	CAT A	PAR 60	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
61	1/5/2008	CAT A	PAR 61	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
62	6/8/2008	CAT A	PAR62	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
63	24/11/2008	CAT A	PAR63	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
64	25/11/2008	CAT A	PAR 64	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
65	21/5/2009	CAT A	PAR 65	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
66	18/8/2009	CAT A	PAR66	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
67	2/3/2009	CAT A	PAR 67	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

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	1/1/2011	CAT A	BDR 1	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Record Officer

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	Incentive Cash Book	Record Room cupboard 1 Shelf No 2	Record Officer
2	6/5/1994	CAT A	CAB2	Incentive Cash Book	Record Room cupboard 1 Shelf No 2	Record Officer
3	3/11/1998	CAT A	CAB3	Incentive Cash Book	Record Room cupboard 1 Shelf No 2	Record Officer
4	6/5/1994	CAT A	CAB4	Incentive Cash Book	Record Room cupboard 1 Shelf No 2	Record Officer
5	4/11/1997	CAT A	CAB5	Incentive Cash Book	Record Room cupboard 1 Shelf No 2	Record Officer

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	Record Officer
2	8/7/1997	CAT A	IPR2	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Record Officer
3	15/1/1998	CAT A	IPR3	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Record Officer
4	6/4/1998	CAT A	IPR4	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Record Officer
5	1/4/2001	CAT A	IPR5	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Record Officer
6	25/6/2002	CAT A	IPR6	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Record Officer
7	5/4/2005	CAT A	IPR7	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Record Officer
8	5/10/2006	CAT A	IPR8	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Record Officer
9	14/9/2008	CAT A	IPR9	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Record Officer
10	5/4/2010	CAT A	IPR10	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Record Officer

Category – ‘A’ Indent Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	30/7/1999	CAT A	IDB 1	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
2	22/12/2000	CAT A	IDB 2	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
3	6/2/2002	CAT A	IDB 3	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
4	13/3/2008	CAT A	IDB 4	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
5	20/3/2008	CAT A	IDB 5	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
6	24/4/2010	CAT A	IDB 6	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
7	4/7/2003	CAT A	IDB 7	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
8	21/4/2004	CAT A	IDB 8	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
9	19/1/2005	CAT A	IDB 9	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
10	5/7/2006	CAT A	IDB 10	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
11	17/1/2007	CAT A	IDB 11	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
12	17/12/2008	CAT A	IDB 12	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer

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 2	Record Officer

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	Record Officer

Category – ‘A’ Circulars (Suttolegala Adesha)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2006	CAT A	ADR 1	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 2	Record Officer

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

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

13	29/8/2006	CAT A	SRR 13	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
14	19/4/2002	CAT A	SRR 14	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
15	10/11/2010	CAT A	SRR 15	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer

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	Record Officer

Category – ‘B’ Festival Advance Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	7/8/1990	CAT B	FA 1	FAR	Record Room cupboard 1 Shelf No 2	Record Officer

Category – ‘B’ Legal Files (Nvavaladha 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	Record Officer

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

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/8/2005	CAT B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
2	3/4/2007	CAT B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
3	1/10/2007	CAT B	CHL 3	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
4	24/12/2007	CAT B	CHL 4	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
5	4/2/2008	CAT B	CHL 5	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer

6	29/4/2008	CAT B	CHL 6	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
7	10/6/2008	CAT B	CHL 7	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
8	18/11/2009	CAT B	CHL 8	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
9	1/4/2009	CAT B	CHL 9	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
10	22/5/2009	CAT B	CHL 10	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
11	3/8/2009	CAT B	CHL 11	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
12	25/1/2010	CAT B	CHL 12	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
13	29/5/2010	CAT B	CHL 13	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
14	1/10/2010	CAT B	CHL 14	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer

Category – ‘B’ User Fees Register (UF Cash Book)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/7/2002	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
2	23/6/2005	CAT B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
3	29/12/2007	CAT B	UCB 3	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
4	28/1/2010	CAT B	UCB 4	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer

Category – ‘B’ User Fees Register (Bank Pass Book)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2002	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
2	2004	CAT B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
3	2005	CAT B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
4	2007	CAT B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
5	2008	CAT B	BPB 5	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
6	2009	CAT B	BPB 6	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
7	2010	CAT B	BPB 7	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer

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

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	11/4/2007 25 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
2	16/7/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
3	7/8/2007 50Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
4	17/9/2007 6Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
5	18/9/2007 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
6	2/9/2007 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
7	27/9/2009 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
8	4/9/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
9	30/10/2007 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
10	14/11/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
11	14/12/2007 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
12	18/12/2007 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
13	27/12/2007 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
14	14/1/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
15	9/1/2008 7Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
16	17/1/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
17	31/1/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
18	7/2/08 35Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
19	29/2/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
20	13/3/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
21	19/3/08 1Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
22	25/3/08 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
23	15/4/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
24	24/4/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
25	3/5/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
26	12/5/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
27	14/5/08 4Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer

28	22/5/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
29	26/5/05 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
30	29/5/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
31	6/6/08 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
32	21/6/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
33	27/6/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
34	4/7/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
35	15/7/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
36	29/7/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
37	31/7/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
38	8/8/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
39	29/8/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
40	9/9/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
41	12/9/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
42	19/9/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
43	24/9/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
44	3/10/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
45	21/11/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
46	24/11/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
47	1/12/08 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
48	11/12/08 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
49	6/1/2009 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
50	30/1/09 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
51	3/3/09 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
52	6/3/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
53	3/4/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
54	20/4/09 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
55	12/5/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
56	24/7/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
57	10/8/09 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer

58	11/9/09 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
59	30/9/09 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
60	7/10/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
61	7/11/09 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
62	18/11/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
63	12/11/09 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
64	14/12/09 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
65	5/1/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
66	4/2/10 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
67	19/2/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
68	30/3/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
69	4/5/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
70	13/5/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
71	24/4/10 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
72	28/6/10 7Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
73	15/7/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
74	4/8/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
75	28/8/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
76	29/9/10 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
77	8/10/10 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
78	29/10/10 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
79	22/11/10 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
80	7/12/10 12Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
81	24/12/10 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
82	10/1/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
83	28/1/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
84	4/3/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
85	24/3/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
86	20/5/2011 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer

Category – ‘B’ Stock Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	12/5/1988	CAT B	STB 1	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
2	18/3/1995	CAT B	STB 2	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
3	18/4/1996	CAT B	STB 3	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
4	24/7/2002	CAT B	STB 4	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
5	5/5/2004	CAT B	STB 5	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
6	30/9/2004	CAT B	STB 6	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
7	13/9/2004	CAT B	STB 7	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
8	21/5/2004	CAT B	STB 8	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
9	30/4/2007	CAT B	STB 9	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
10	1/8/2007	CAT B	STB 10	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
11	6/2/2008	CAT B	STB 11	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
12	20/4/2009	CAT B	STB 12	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer

Category – ‘C’ Scale Register of Establishment

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	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	Record Officer
2	2006 & 2007	CAT D	PRR 2	P.R. Register	Record Room cupboard 2 Shelf No 3	Record Officer
3	2008 & 2009	CAT D	PRR 3	P.R. Register	Record Room cupboard 2 Shelf No 3	Record Officer
4	2010	CAT D	PRR 3	P.R. Register	Record Room cupboard 2 Shelf No 3	Record Officer

Category – ‘D’ Tappal Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	23/3/1998	CAT D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
2	23/11/1999	CAT D	TPB 2	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
3	30/1/2002	CAT D	TPB 3	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
4	25/4/2006	CAT D	TPB4	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
5	16/3/2007	CAT D	TPB 5	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
6	24/12/2008	CAT D	TPB 6	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
7	30/1/2009	CAT D	TPB 7	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
8	29/10/09	CAT D	TPB 8	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer

Category – ‘D’ Attendance Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2005-2006	CAT D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
2	2007-2008	CAT D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
3	2007-2008	CAT D	ATT 3	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
4	2008-2009	CAT D	ATT 4	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
5	2009-2010	CAT D	ATT 5	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer

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’ D.C. Bill Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2001	CAT D	DCB 1	D.C. Bill Book (K.E.B & B.S.N.L)	Record Room cupboard 2 Shelf No 2	Record Officer

Category – ‘D’ Log Books

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 D	LOG 1	Log Book	Record Room cupboard 2 Shelf No 2	Record Officer

Category – ‘D’ JSY Books

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	1/03/2008	CAT D	JSY 1	JsyBook	Record Room cupboard 2 Shelf No 2	Record Officer

Category – ‘D’ LPC Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2000	CAT D	LPC 1	LPC Book	Record Room cupboard 2 Shelf No 2	Record Officer

Category – ‘D’ Out Patient Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	10/5/2002	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
2	31/1/2009	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
3	26/3/2001	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
4	14/4/2005	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
5	1/5/2004	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
6	31/12/2005	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
7	31/12/2005	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
8	23/4/2007	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
9	1/3/2008	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
10	1/2/2009	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer

Category – ‘D’ Admission Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	26/8/1993	CAT D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
2	10/5/1993	CAT D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
3	20/11/1998	CAT D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
4	26/4/1999	CAT D	ADR 4	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
5	16/8/1999	CAT D	ADR 5	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
6	11/11/1999	CAT D	ADR 6	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
7	3/2/2000	CAT D	ADR 7	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
8	11/7/2000	CAT D	ADR 8	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
9	1/10/2000	CAT D	ADR 9	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
10	29/4/2000	CAT D	ADR 10	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
11	14/2/2000	CAT D	ADR 11	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
12	4/4/2001	CAT D	ADR 12	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
13	19/10/2001	CAT D	ADR 13	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
14	5/11/2001	CAT D	ADR 14	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
15	14/7/2001	CAT D	ADR 15	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
16	4/12/2002	CAT D	ADR 16	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
17	27/11/2002	CAT D	ADR 17	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
18	1/9/2003	CAT D	ADR 18	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
19	13/3/2002	CAT D	ADR 19	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
20	4/12/2003	CAT D	ADR 20	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
21	4/6/2003	CAT D	ADR 21	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
22	5/10/2004	CAT D	ADR 22	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
23	17/3/2004	CAT D	ADR 23	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
24	1/7/2005	CAT D	ADR 24	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
25	4/1/2005	CAT D	ADR 25	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
25	16/4/2005	CAT D	ADR 26	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
26	26/9/2005	CAT D	ADR 27	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer

27	12/12/2005	CAT D	ADR 28	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
28	17/7/2006	CAT D	ADR 29	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
29	5/12/2006	CAT D	ADR 30	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
30	25/9/2006	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
31	28/2/2006	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
32	8/5/2006	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
33	14/2/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
34	25/4/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
35	5/7/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
36	2/9/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
37	11/12/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
38	2/3/2008	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
39	14/5/2008	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
40	28/3/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
41	13/1/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
42	12/8/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
43	10/11/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
44	1/6/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
45	19/2/2010	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
46	19/6/2010	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
47	11/10/2010	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer

Category – ‘D’ Antenatal Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	31/8/2001	CAT D	ANC 1	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
2	24/11/2003	CAT D	ANC 2	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
3	6/6/2005	CAT D	ANC 3	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
4	24/3/2006	CAT D	ANC 4	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
5	21/9/2007	CAT D	ANC 5	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer

6	15/1/2007	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
7	19/7/2007	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
8	21/9/2007	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
9	2/5/2008	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
10	12/8/2008	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
11	21/12/2009	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer

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	Record Officer
2	13/10/2001	CAT D	MAJ 2	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Record Officer
3	21/11/2005	CAT D	MAJ 3	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Record Officer
4	9/2/2010	CAT D	MAJ 4	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Record Officer

Category – ‘D’ Minor O.T. Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	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	Record Officer
2	23/10/1999	CAT D	MIN 2	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
3	16/12/1999	CAT D	MIN 3	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
4	1/8/2000	CAT D	MIN 4	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
5	25/3/2003	CAT D	MIN 5	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
6	22/10/2005	CAT D	MIN 6	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
7	2/8/2007	CAT D	MIN 7	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
8	17/6/2009	CAT D	MIN 8	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
9	14/5/2001	CAT D	MIN 9	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
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 – ‘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 – ‘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	Record Officer

Category – ‘E’ Casual Leave Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2008	CAT E	CLR 1	Casual Leave Register	Record Room cupboard 2 Shelf No 4	Record Officer

Category – ‘E’ Dog Bite Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1-3-2005	CAT E	DOG 1	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record Officer
2	20/1/2004	CAT E	DOG 2	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record Officer
3	20/5/2010	CAT E	DOG 3	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record Officer
4	19/8/2010	CAT E	DOG 4	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record Officer
5	26/11/2010	CAT E	DOG 5	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record Officer
6	3/6/2009	CAT E	DOG 6	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record Officer
7	8/3/2010	CAT E	DOG 7	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record Officer

Category – ‘E’ Maternity Case Sheet

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2003 2448 Case Sheets	CAT E	MCS 1	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Record Officer
2	2004 2800 Case Sheets	CAT E	MCS 2	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Record Officer
3	2005 3235 Case Sheets	CAT E	MCS3	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Record Officer
4	2006 3679 Case Sheets	CAT E	MCS 4	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Record Officer
5	2007 3529 Case Sheets	CAT E	MCS 5	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Record Officer
6	2008 3039 Case Sheets	CAT E	MCS 6	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Record Officer
7	2009 2825 Case Sheets	CAT E	MCS 7	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Record Officer
8	2010 2323 Case Sheets	CAT E	MCS 8	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Record Officer

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	Ster1 1	Sterlization Register	Record Room cupboard 2 Shelf No 4	Record Officer
2	2004 1300 Case Sheets	CAT E	Ster1 2	Sterlization Register	Record Room cupboard 2 Shelf No 4	Record Officer
3	2005 2229 Case Sheets	CAT E	Ster1 3	Sterlization Register	Record Room cupboard 2 Shelf No 4	Record Officer
4	2006 1898 Case Sheets	CAT E	Ster1 4	Sterlization Register	Record Room cupboard 2 Shelf No 4	Record Officer
5	2007 1689 Case Sheets	CAT E	Ster1 5	Sterlization Register	Record Room cupboard 2 Shelf No 4	Record Officer
6	2008 1793 Case Sheets	CAT E	Ster1 6	Sterlization Register	Record Room cupboard 2 Shelf No 4	Record Officer
7	2009 1791 Case Sheets	CAT E	Ster1 7	Sterlization Register	Record Room cupboard 2 Shelf No 4	Record Officer
8	2010 1558 Case Sheets	CAT E	Ster1 8	Sterlization Register	Record Room cupboard 2 Shelf No 4	Record Officer

Category – ‘E’ M.T.P Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	18/10/2007	CAT E	MTP 1	M.T.P. Register	Record Room cupboard 2 Shelf No 4	Record Officer
2	1/4/2009	CAT E	MTP 2	M.T.P. Register	Record Room cupboard 2 Shelf No 4	Record Officer
3	2/4/2010	CAT E	MTP 3	M.T.P. Register	Record Room cupboard 2 Shelf No 4	Record Officer

Category – ‘E’ IUCD Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	3/5/2001	CAT E	CUT 1	IUCD Register	Record Room cupboard 2 Shelf No 4	Record Officer
2	3/5/2008	CAT E	CUT 2	IUCD Register	Record Room cupboard 2 Shelf No 4	Record Officer

Category – ‘E’ Lab Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2007	CAT E	LAB 1	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
2	2008	CAT E	LAB 2	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
3	2009	CAT E	LAB 3	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
4	2010	CAT E	LAB 4	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
5	2010	CAT E	LAB 5	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer

Category – ‘E’ Referral Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	10/4/2001	CAT E	Refe 1	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer
2	8/12/2002	CAT E	Refe 2	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer
3	20/1/2004	CAT E	Refe 3	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer
4	30/6/2005	CAT E	Refe 4	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer
5	1/7/2006	CAT E	Refe 5	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer
6	4/7/2007	CAT E	Refe 6	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer
7	19/5/2007	CAT E	Refe 7	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer

Category – ‘E’ Complaint Files

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2007	CAT E	Complaint 1	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer
2	2008	CAT E	Complaint 1	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer
3	2009	CAT E	Complaint 1	Referral Book	Record Room cupboard 2 Shelf No 4	Record Officer

Category – ‘E’ Condemned Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2002	CAT E	Condem Reg 1	Condem Book	Record Room cupboard 2 Shelf No 4	Record Officer

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	Record Officer

Category – ‘E’ Doctor’s Call Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2002	CAT E	Call Book 1	Call Book	Record Room cupboard 2 Shelf No 4	Record Officer
2	2005	CAT E	Call Book 2	Call Book	Record Room cupboard 2 Shelf No 4	Record Officer