PALACE GUTTAHALLI MATERNITY HOME
RTA 2005 SECTION 4 (1)(a)
41(a) Maintainence of all Records of this hospital duly catalogued and Indexed in a manner and form as per RIT Act.

Category – 'A' Parturition Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	04-04-1989	CAT A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
2	10-10-1990	CAT A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
3	01-03-1997	CAT A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
4	31-07-2001	CAT A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
5	26-02-2002	CAT A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
6	21-06-2002	CAT A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
7	01-04-2003	CAT A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
8	01-04-2004	CAT A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
9	01-07-2005	CAT A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
10	02-12-2006	CAT A	PAR 10	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
11	28-06-2008	CAT A	PAR 11	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon

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
			NIL			

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	25-03-1978	CAT A	IDB 1	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
2	12-02-1993	CAT A	IDB 2	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
3	05-01-1994	CAT A	IDB 3	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
4	06-04-1995	CAT A	IDB 4	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
5	30-01-1996	CAT A	IDB 5	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
6	26-11-1996	CAT A	IDB 6	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
7	29-04-1997	CAT A	IDB 7	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
8	10-09-1998	CAT A	IDB 8	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
9	23-03-2001	CAT A	IDB 9	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
10	16-03-2002	CAT A	IDB 10	Indent Book	Record Room cupboard 1	Asst. Surgeon

					Shelf No 1	
11	12-05-2003	CAT A	IDB 11	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
12	17-05-2005	CAT A	IDB 12	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
13	01-09-2006	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
14	17-01-2009	CAT A	IDB 14	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
15	23-05-2009	CAT A	IDB 14	Indent Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon

Category – 'A' Niyojana 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	0	0	0	0	0	0

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	0	0	0	0	0	0

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	0	0	0	0	0	0

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	Dr. Sarojini karning 09-07-1985	CAT A	SRR 1	Service Book	ACF (E) Office	Asst. Surgeon
2	Jaisy PK 17-06-1988	CAT A	SRR 2	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon

3	Rajamma D 10-09-1976	CAT A	SRR 3	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
4	Geetha HS 06-02-2003	CAT A	SRR4	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
5	Rajeshwari S 03-04-2003	CAT A	SRR 5	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
6	Muniyappa 03-10-2008	CAT A	SRR 6	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
7	Basappa 03-07-1996	CAT A	SRR 7	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
8	Raju 27-12-2002	CAT A	SRR 8	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
9	Shekar 19-11-2008	CAT A	SRR 9	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
10	Subbrayudu 19-11-2008	CAT A	SRR 10	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
11	Rathnamma 14-01-1980	CAT A	SRR 11	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
12	Rukmini 05-01-1994	CAT A	SRR 12	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
13	Gangamma 27-12-1971	CAT A	SRR 13	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
14	Parvathamma 01-01-1990	CAT A	SRR 14	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
15	Jayamma 12-12-1992	CAT A	SRR 15	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
16	Vijaylakshmi 10-12-1991	CAT A	SRR 16	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
17	Prabavathi Bai 04-08-1980	CAT A	SRR 17	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
18	Anandamma 08-04-1992	CAT A	SRR 18	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
19	Kannamma	CAT A	SRR	Service Book	Clerk Room	Asst.

Sl No	Date opened	Category	File No	Subject of file	Location of file	Custodian
	20-07-1976		19		cupboard 1 Shelf No 3	Surgeon
20	Sayeeda Meharunnuisa 18-12-1968	CAT A	SRR 20	Service Book	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon

Category – 'A' Acutance 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	01-01-1993	CAT A	AQR 1	Acutance Rols & Pay and Other Allowances	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
2	01-01-1996	CAT A	AQR 2	Acutance Rols & Pay and Other Allowances	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
3	01-06-1999	CAT A	AQR 3	Acutance Rols & Pay and Other Allowances	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
4	01-09-2002	CAT A	AQR 4	Acutance Rols & Pay and Other Allowances	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
5	01-08-2004	CAT A	AQR 5	Acutance Rols & Pay and Other Allowances	Clerk Room cupboard 1 Shelf No 3	Asst. Surgeon
6	01-07-2007	CAT A	AQR 6	Acutance Rols & Pay and Other Allowances	Clerk Room cupboard 1 Shelf No 3	Asst. 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	0	0	0	RMV	0	0

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	0	0	0	0	0	0

Category – 'B' Legal Files (Nyayaladha Kadatagalu)

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/

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	0	0	0	0	0	0

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	10-08-2000	Cat B	UFC1	User Fee Chalan	Record Room cupboard 1 Shelf No 4	Asst. Surgeon 03/08/2031
2	06-08-2001	Cat B	UFC2	User Fee Chalan	Record Room cupboard 1 Shelf No 4	Asst. Surgeon 24/6/2032
3	27-06-2002	Cat B	UFC3	User Fee Chalan	Record Room cupboard 1 Shelf No 4	Asst. Surgeon 23/3/2034
4	24-03-2004	Cat B	UFC4	User Fee Chalan	Record Room cupboard 1 Shelf No 4	Asst. Surgeon 25/2/2039

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	05-06-1985	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 27/1/2023
2	15-11-1989	CAT B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 11/12/2026
3	11-07-2007	CAT B	UCB 3	User Fee Register (Cash Book)	Doctor cupboard 1 Shelf No 2	Asst. Surgeon 31/5/2041

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	24-09-2001	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Asst. Surgeon 23/8/2033
2	19-04-2003	CAT B	BPB 2	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Asst. Surgeon 03/1/2036
3	06-01-2006	CAT B	BPB 3	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Asst. Surgeon 12/10/2037
4	18-10-2007	CAT B	BPB 4	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Asst. Surgeon 30/8/2038
5	03-04-2008	CAT B	BPB 5	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Asst. Surgeon 03/4/2038
6	26-12-2008	CAT B	BPB 6	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Asst. Surgeon 11/2/2039
7	22-01-2009	CAT B	BPB 7	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Asst. Surgeon 20/3/2039
8	11-02-2009	CAT B	BPB 8	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Asst. Surgeon 16/11/2039
9	17-11-2009	CAT B	BPB 9	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Asst. Surgeon 02/07/2040
10	10-09-2008	CAT B	BPB 10	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Asst. Surgeon 15/01/2039
11	04-09-2008	CAT B	BPB 11	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Asst. Surgeon 22/01/2039

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	05-03-2004	CAT B	RCB 1	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
2	28-06-2004	CAT B	RCB 2	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
3	15-10-2004	CAT B	RCB 3	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
4	05-08-2005	CAT B	RCB 4	Receipt Books Counter Foils	Record Room cupboard 2	Asst. Surgeon

					Shelf No 4	
5	05-01-2006	CAT B	RCB 5	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
6	05-07-2006	CAT B	RCB6	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
7	16-12-2006	CAT B	RCB7	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
8	23-02-2007	CAT B	RCB 8	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
9	27-04-2007	CAT B	RCB 9	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
10	11-07-2007	CAT B	RCB 10	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
11	07-09-2007	CAT B	RCB 11	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
12	18-09-2007	CAT B	RCB 12	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
13	29-09-2007	CAT B	RCB 13	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
14	11-02-2008	CAT B	RCB 14	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
15	30-03-2008	CAT B	RCB 15	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
16	06-05-2008	CAT B	RCB 16	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
17	13-05-2008	CAT B	RCB 17	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
18	10-06-2008	CAT B	RCB 18	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
19	25-07-2008	CAT B	RCB 19	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
20	12-09-2008	CAT B	RCB 20	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon

Sl No	Date	Category	File No	Subject	Location	Custodian
21	15-11-2008	CAT B	RCB 21	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
22	10-12-2008	CAT B	RCB 22	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
23	03-07-2009	CAT B	RCB23	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
24	22-12-2009	CAT B	RCB 24	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon
25	13-09-2010	CAT B	RCB 25	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Asst. Surgeon

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	07-11-1979	CAT B	STB 1	Stock Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 3/7/2014
2	07-11-1979	CAT B	STB 2	Stock Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 16/7/2023
3	12-06-1981	CAT B	STB 3	Stock Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 20/8/2018
4	10-07-1986	CAT B	STB 4	Stock Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 15/9/2030
5	01-09-1993	CAT B	STB 5	Stock Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 15/10/2006
6	24-12-2003	CAT B	STB 6	Stock Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 04/08/2036

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	0	0	0	0	0	0

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	05-07-1987	CAT D	TPB 1	Tappal Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 16/2/1998
2	06-04-1988	CAT D	TPB 2	Tappal Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 06/12/1994
3	12-12-1989	CAT D	TPB 3	Tappal Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 13/11/1995
4	11-01-1990	CAT D	TPB 4	Tappal Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 06/5/1996
5	21-08-1996	CAT D	TPB 5	Tappal Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 18/9/2005
6	10-10-2000	CAT D	TPB 6	Tappal Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 28/11/2010
7	18-09-2001	CAT D	TPB 7	Tappal Book	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 01/6/2012

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	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file

		category)				
1	01-03-1985	CAT D	ATT 1	Attendance Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 01/4/1995
2	01-01-1986	CAT D	ATT 2	Attendance Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 01/2/1992
3	01-05-1990	CAT D	ATT 3	Attendance Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 01/1/1997
4	01-01-1991	CAT D	ATT 4	Attendance Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 01/12/1999
5	01-05-1993	CAT D	ATT 5	Attendance Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 31/3/2000
6	01-01-1994	CAT D	ATT 6	Attendance Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 01/4/2002
7	01-01-1995	CAT D	ATT 7	Attendance Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 31/12/2002
8	01-01-1998	CAT D	ATT 8	Attendance Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 01/1/2005
9	01-01-2000	CAT D	ATT 9	Attendance Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 01/8/2008
10	01-09-2003	CAT D	ATT 10	Attendance Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 01/6/2012
11	01-07-2007	CAT D	ATT 11	Attendance Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 01/12/2015

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	**0**	0	0	0	0	0

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	0	0	0	0	0	0

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	0	0	0	0	0	0

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	09-07-1991	CAT D	OPD 1	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 24/08/1997
2	05-03-1992	CAT D	OPD 2	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 03/12/1997
3	29-03-1993	CAT D	OPD 3	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 29/07/2000
4	17-09-1993	CAT D	OPD 4	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 30/01/2004
5	02-02-1999	CAT D	OPD 5	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 27/3/2004
6	04-04-2001	CAT D	OPD 6	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 05/8/2008
7	10-04-2003	CAT D	OPD 7	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 14/08/2012
8	14-08-2003	CAT D	OPD 8	Out Patient Register	Record Room cupboard 1	Record Officer

					Shelf No 1	29/3/2011
9	12-11-2005	CAT D	OPD 9	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 12/9/2014
10	01-04-2006	CAT D	OPD 10	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 26/11/2012
11	11-07-2007	CAT D	OPD 11	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 03/4/2013
12	16-09-2009	CAT D	OPD 12	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 31/05/2015
13	31-05-2010	CAT D	OPD 13	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 10/1/2016
14	11-01-2011	CAT D	OPD 13	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 10/1/2016
15	22-08-2011	CAT D	OPD 13	Out Patient Register	Record Room cupboard 1 Shelf No 1	Asst. Surgeon 10/1/2016

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	07-02-1990	CAT D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 17/7/1996
2	27-11-1996	CAT D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 14/05/2003
3	31-01-2003	CAT D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 26/3/2009
4	06-04-2004	CAT D	ADR 4	Admission Register	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 02/01/2011
5	04-01-2006	CAT D	ADR 5	Admission Register	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 01/05/2012
6	01-05-2007	CAT D	ADR 6	Admission Register	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 13/2/2013
7	14-12-2008	CAT D	ADR 6	Admission Register	Record Room cupboard 1	Asst. Surgeon

| | | | | | Shelf No 2 | 13/2/2013 |

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	05-04-1995	CAT D	ANC 1	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 12/04/2001
2	23-07-1995	CAT D	ANC 2	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 04/07/2004
3	15-04-1996	CAT D	ANC 3	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 20/6/2002
4	09-06-1997	CAT D	ANC 4	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 17/03/2004
5	11-01-1999	CAT D	ANC 5	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 16/08/2011
6	19-03-1999	CAT D	ANC 6	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 31/12/2004
7	30-06-2000	CAT D	ANC 7	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 23/9/2007
8	02-01-2000	CAT D	ANC 8	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 31/01/2005
9	29-06-2001	CAT D	ANC 9	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 30/1/2009
10	11-10-2002	CAT D	ANC 10	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 11/10/2018
11	20-01-2003	CAT D	ANC 11	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 31/1/2010
12	01-09-2003	CAT D	ANC 12	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 21/10/2010
13	24-10-2005	CAT D	ANC 13	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 12/11/2012
14	23-06-2006	CAT D	ANC 14	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 17/4/2014
15	16-11-2007	CAT D	ANC	ANC Register	Record Room	Asst.

			15		cupboard 1 Shelf No 3	Surgeon 29/3/2015
16	08-05-2009	CAT D	ANC 16	ANC Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 29/11/2015

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	**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	**0**	0	0	0	0	0

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	04-09-1980	CAT D	IFD 1	IFDRegister	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 20/1/2010

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	0	0	0	0	0	0

Category – 'E' Casual Leave Register

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

Category – 'E' Dog Bite Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	**<u>19-06-1991</u>**	CAT E	DOG 1	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 25/04/1993
2	**<u>01-08-1992</u>**	CAT E	DOG 2	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 22/03/1994
3	**<u>06-01-1994</u>**	CAT E	DOG 3	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 11/4/1998
4	**<u>28-09-1994</u>**	CAT E	DOG 4	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 01/11/1997
5	12-11-1996	CAT E	DOG 5	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 10/01/1999
6	05-01-1999	CAT E	DOG 6	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 24/11/2001
7	02-01-2001	CAT E	DOG 7	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 05/02/2003
8	02-02-2002	CAT E	DOG 8	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 29/07/2003
9	02-08-2002	CAT E	DOG 9	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 11/4/2011
10	02-09-2002	CAT E	DOG 10	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 19/11/2004
11	28-02-2004	CAT E	DOG 11	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 29/9/2006
12	29-09-2005	CAT E	DOG 12	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 13/2/2012
13	13-02-2006	CAT E	DOG 13	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 26/4/2008
14	16-07-2004	CAT E	DOG 14	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 28/12/2005
15	27-04-2007	CAT E	DOG 15	Dog Bite Register	Record Room cupboard 1	Asst. Surgeon

					Shelf No 3	30/7/2009
16	08-12-2003	CAT E	DOG 16	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 16/07/2005

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	Jan 2003	CAT E	MCS 1	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Asst. Surgeon
2	Jan 2004	CAT E	MCS 2	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Asst. Surgeon
3	Jan 2005	CAT E	MCS3	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Asst. Surgeon
4	Jan 2006	CAT E	MCS 4	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Asst. Surgeon
5	Aprl 2007	CAT E	MCS 5	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Asst. Surgeon
6	Jan 2008	CAT E	MCS 6	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Asst. Surgeon
7	JAug 2009	CAT E	MCS 7	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Asst. Surgeon
8	Jan 2010	CAT E	MCS 8	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Asst. Surgeon

Category – 'E' M.T.P Register

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

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	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of

		category)				file
1	0	0	0	0	0	0

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	05-01-1994	CAT E	LAB 1	Lab Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon 01/02/2000
2	01-12-1996	CAT E	LAB 2	Lab Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon 19/08/1998
3	20-08-1997	CAT E	LAB 3	Lab Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon 01/01/2000
4	09-02-1999	CAT E	LAB 4	Lab Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon 19/01/2002
5	01-01-1999	CAT E	LAB 5	Lab Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon 06/12/2006
6	11-07-1999	CAT E	LAB 6	Lab Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon 05/02/2002
7	03-02-2001	CAT E	LAB 7	Lab Register	Record Room cupboard 2 Shelf No 3	Record Officer 30/12/2003
8	02-01-2003	CAT E	LAB 8	Lab Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon 23/08/2005
9	26-08-2004	CAT E	LAB 9	Lab Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon 22/06/2007
10	23-06-2006	CAT E	LAB 10	Lab Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon 12/6/2008
11	20-08-2008	CAT E	LAB 11	Lab Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon 12/07/2011

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	12-08-1993	CAT E	R 1	Referral Book	Record Room	Asst.

					cupboard 1 Shelf No 2	Surgeon 22/08/2000
2	24-08-1999	CAT E	R 2	Referral Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 20/05/2008
3	02-01-2006	CAT E	R 2	Referral Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 20/05/2008

Category – 'E' Complaint Files

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

Category – 'E' 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	0	0	0	0	0	0

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	30-01-2006	CAT E	SCN 1	Scanning Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 23/11/2010
	31-01-2006	CAT E	SCN 1	Scanning Register	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 13/02/2010

Category – 'E' Doctor's Call Book

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

Asst. Surgeon
Palace Guttahalli Maternity Home