

PALACE GUTTAHALLI MATERNITY HOME

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	04-04-1989	CAT A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
2	10-10-1990	CAT A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
3	01-03-1997	CAT A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
4	31-07-2001	CAT A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
5	26-02-2002	CAT A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
6	21-06-2002	CAT A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
7	01-04-2003	CAT A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
8	01-04-2004	CAT A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
9	01-07-2005	CAT A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
10	02-12-2006	CAT A	PAR 10	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
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	Record Officer
2	12-02-1993	CAT A	IDB 2	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
3	05-01-1994	CAT A	IDB 3	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
4	06-04-1995	CAT A	IDB 4	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
5	30-01-1996	CAT A	IDB 5	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
6	26-11-1996	CAT A	IDB 6	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
7	29-04-1997	CAT A	IDB 7	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
8	10-09-1998	CAT A	IDB 8	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
9	23-03-2001	CAT A	IDB 9	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
10	16-03-2002	CAT A	IDB 10	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
11	12-05-2003	CAT A	IDB 11	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer

12	17-05-2005	CAT A	IDB 12	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
13	01-09-2006	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
14	17-01-2009	CAT A	IDB 14	Indent Book	Record Room cupboard 1 Shelf No 1	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	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	Record Officer
2	Jaisy PK 17-06-1988	CAT A	SRR 2	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
3	Rajamma D 10-09-1976	CAT A	SRR 3	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
4	Geetha HS 06-02-2003	CAT A	SRR4	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer

5	Rajeshwari S 03-04-2003	CAT A	SRR 5	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
6	Muniyappa 03-10-2008	CAT A	SRR 6	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
7	Basappa 03-07-1996	CAT A	SRR 7	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
8	Raju 27-12-2002	CAT A	SRR 8	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
9	Shekar 19-11-2008	CAT A	SRR 9	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
10	Subbrayudu 19-11-2008	CAT A	SRR 10	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
11	Rathnamma 14-01-1980	CAT A	SRR 11	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
12	Rukmini 05-01-1994	CAT A	SRR 12	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
13	Gangamma 27-12-1971	CAT A	SRR 13	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
14	Parvathamamma 01-01-1990	CAT A	SRR 14	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
15	Jayamma 12-12-1992	CAT A	SRR 15	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
16	Vijayalakshmi 10-12-1991	CAT A	SRR 16	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
17	Prabavathi Bai 04-08-1980	CAT A	SRR 17	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
18	Anandamma 08-04-1992	CAT A	SRR 18	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
19	Kannamma 20-07-1976	CAT A	SRR 19	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer
20	Sayeeda Meharunnisa 18-12-1968	CAT A	SRR 20	Service Book	Clerk Room cupboard 1 Shelf No 3	Record Officer

Category – ‘A’ Acutance Rols & 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	Record Officer
2	01-01-1996	CAT A	AQR 2	Acutance Rols & Pay and Other Allowances	Clerk Room cupboard 1 Shelf No 3	Record Officer
3	01-06-1999	CAT A	AQR 3	Acutance Rols & Pay and Other Allowances	Clerk Room cupboard 1 Shelf No 3	Record Officer
4	01-09-2002	CAT A	AQR 4	Acutance Rols & Pay and Other Allowances	Clerk Room cupboard 1 Shelf No 3	Record Officer
5	01-08-2004	CAT A	AQR 5	Acutance Rols & Pay and Other Allowances	Clerk Room cupboard 1 Shelf No 3	Record Officer
6	01-07-2007	CAT A	AQR 6	Acutance Rols & Pay and Other Allowances	Clerk Room cupboard 1 Shelf No 3	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	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 (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	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	
2	06-08-2001	Cat B	UFC2	User Fee Chalan	Record Room cupboard 1 Shelf No 4	
3	27-06-2002	Cat B	UFC3	User Fee Chalan	Record Room cupboard 1 Shelf No 4	
4	24-03-2004	Cat B	UFC4	User Fee Chalan	Record Room cupboard 1 Shelf No 4	

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	Record Officer
2	15-11-189	CAT B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 2	Record Officer
3	01-07-2007	CAT B	UCB 3	User Fee Register (Cash Book)	Doctor cupboard 1 Shelf No 2	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	24-09-2001	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Record Officer
2	19-04-2003	CAT B	BPB 2	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Record Officer

3	06-01-2006	CAT B	BPB 3	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Record Officer
4	18-10-2007	CAT B	BPB 4	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Record Officer
5	03-04-2008	CAT B	BPB 5	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Record Officer
6	26-12-2008	CAT B	BPB 6	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Record Officer
7	22-01-2009	CAT B	BPB 7	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Record Officer
8	11-02-2009	CAT B	BPB 8	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Record Officer
9	17-11-2009	CAT B	BPB 9	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Record Officer
10	10-09-2008	CAT B	BPB 10	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Record Officer
11	04-09-2008	CAT B	BPB 11	User Fees Register (Bank Pass Book)	Doctor cupboard 1 Shelf No 3	Record Officer

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

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	05-03-2004	CAT B	RCB 1	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
2	28-06-2004	CAT B	RCB 2	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
3	15-10-2004	CAT B	RCB 3	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
4	05-08-2005	CAT B	RCB 4	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
5	05-01-2006	CAT B	RCB 5	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
6	05-07-2006	CAT B	RCB6	Receipt Books Counter Foils	Record Room cupboard 2	Record Officer

					Shelf No 4	
7	16-12-2006	CAT B	RCB7	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
8	23-02-2007	CAT B	RCB 8	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
9	27-04-2007	CAT B	RCB 9	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
10	11-07-2007	CAT B	RCB 10	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
11	07-09-2007	CAT B	RCB 11	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
12	18-09-2007	CAT B	RCB 12	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
13	29-09-2007	CAT B	RCB 13	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
14	11-02-2008	CAT B	RCB 14	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
15	30-03-2008	CAT B	RCB 15	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
16	06-05-2008	CAT B	RCB 16	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
17	13-05-2008	CAT B	RCB 17	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
18	10-06-2008	CAT B	RCB 18	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
19	25-07-2008	CAT B	RCB 19	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
20	12-09-2008	CAT B	RCB 20	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
21	15-11-2008	CAT B	RCB 21	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
22	10-12-2008	CAT B	RCB 22	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer

23	03-07-2009	CAT B	RCB23	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
24	22-12-2009	CAT B	RCB 24	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	Record Officer
25	13-09-2010	CAT B	RCB 25	Receipt Books Counter Foils	Record Room cupboard 2 Shelf No 4	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	07-11-1979	CAT B	STB 1	Stock Book	Record Room cupboard 1 Shelf No 2	Record Officer
2	07-11-1979	CAT B	STB 2	Stock Book	Record Room cupboard 1 Shelf No 2	Record Officer
3	12-06-1981	CAT B	STB 3	Stock Book	Record Room cupboard 1 Shelf No 2	Record Officer
4	10-07-1986	CAT B	STB 4	Stock Book	Record Room cupboard 1 Shelf No 2	Record Officer
5	01-09-1993	CAT B	STB 5	Stock Book	Record Room cupboard 1 Shelf No 2	Record Officer
6	24-12-2003	CAT B	STB 6	Stock Book	Record Room cupboard 1 Shelf No 2	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	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	Record Officer
2	06-04-1988	CAT D	TPB 2	Tappal Book	Record Room cupboard 1 Shelf No 1	Record Officer
3	12-12-1989	CAT D	TPB 3	Tappal Book	Record Room cupboard 1 Shelf No 1	Record Officer
4	11-01-1990	CAT D	TPB 4	Tappal Book	Record Room cupboard 1 Shelf No 1	Record Officer
5	21-08-1996	CAT D	TPB 5	Tappal Book	Record Room cupboard 1 Shelf No 1	Record Officer
6	10-10-2000	CAT D	TPB 6	Tappal Book	Record Room cupboard 1 Shelf No 1	Record Officer
7	18-09-2001	CAT D	TPB 7	Tappal Book	Record Room cupboard 1 Shelf No 1	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	01-03-1985	CAT D	ATT 1	Attendance Register	Record Room cupboard 1 Shelf No 1	Record Officer
2	01-01-1986	CAT D	ATT 2	Attendance Register	Record Room cupboard 1 Shelf No 1	Record Officer
3	01-05-1990	CAT D	ATT 3	Attendance Register	Record Room cupboard 1	Record Officer

					Shelf No 1	
4	01-01-1991	CAT D	ATT 4	Attendance Register	Record Room cupboard 1 Shelf No 1	Record Officer
5	01-05-1993	CAT D	ATT 5	Attendance Register	Record Room cupboard 1 Shelf No 1	Record Officer
6	01-01-1994	CAT D	ATT 6	Attendance Register	Record Room cupboard 1 Shelf No 1	Record Officer
7	01-01-1995	CAT D	ATT 7	Attendance Register	Record Room cupboard 1 Shelf No 1	Record Officer
8	01-01-1998	CAT D	ATT 8	Attendance Register	Record Room cupboard 1 Shelf No 1	Record Officer
9	01-01-2000	CAT D	ATT 9	Attendance Register	Record Room cupboard 1 Shelf No 1	Record Officer
10	01-09-2003	CAT D	ATT 10	Attendance Register	Record Room cupboard 1 Shelf No 1	Record Officer
11	01-07-2007	CAT D	ATT 11	Attendance Register	Record Room cupboard 1 Shelf No 1	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	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	Record Officer
2	05-03-1992	CAT D	OPD 2	Out Patient Register	Record Room cupboard 1 Shelf No 1	Record Officer
3	29-03-1993	CAT D	OPD 3	Out Patient Register	Record Room cupboard 1 Shelf No 1	Record Officer
4	17-09-1993	CAT D	OPD 4	Out Patient Register	Record Room cupboard 1 Shelf No 1	Record Officer
5	02-02-199	CAT D	OPD 5	Out Patient Register	Record Room cupboard 1 Shelf No 1	Record Officer
6	04-04-2001	CAT D	OPD 6	Out Patient Register	Record Room cupboard 1 Shelf No 1	Record Officer
	10-04-2003	CAT D	OPD 7	Out Patient Register	Record Room cupboard 1 Shelf No 1	Record Officer
	14-08-2003	CAT D	OPD 8	Out Patient Register	Record Room cupboard 1 Shelf No 1	Record Officer
	12-11-2005	CAT D	OPD 9	Out Patient Register	Record Room cupboard 1 Shelf No 1	Record Officer
	01-04-2006	CAT D	OPD 10	Out Patient Register	Record Room cupboard 1 Shelf No 1	Record Officer
	11-07-2007	CAT D	OPD 11	Out Patient Register	Record Room cupboard 1	Record Officer

					Shelf No 1	
	18-09-2009	CAT D	OPD 12	Out Patient Register	Record Room cupboard 1 Shelf No 1	Record Officer
	31-05-2010	CAT D	OPD 13	Out Patient Register	Record Room cupboard 1 Shelf No 1	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	07-02-1990	CAT D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 2	Record Officer
2	27-11-1996	CAT D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 2	Record Officer
3	31-01-2003	CAT D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 2	Record Officer
4	06-04-2004	CAT D	ADR 4	Admission Register	Record Room cupboard 1 Shelf No 2	Record Officer
5	04-01-2006	CAT D	ADR 5	Admission Register	Record Room cupboard 1 Shelf No 2	Record Officer
6	01-05-2007	CAT D	ADR 6	Admission Register	Record Room cupboard 1 Shelf No 2	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	05-04-1995	CAT D	ANC 1	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
2	23-07-1995	CAT D	ANC 2	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
3	15-04-1996	CAT D	ANC 3	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
4	09-06-1997	CAT D	ANC 4	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer

5	11-01-1991	CAT D	ANC 5	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
6	19-03-1999	CAT D	ANC 6	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
7	30-06-2000	CAT D	ANC 7	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
8	02-01-2000	CAT D	ANC 8	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
9	29-06-2001	CAT D	ANC 9	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
10	11-10-2002	CAT D	ANC 10	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
11	20-01-2003	CAT D	ANC 11	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
12	01-09-2003	CAT D	ANC 12	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
13	24-10-2005	CAT D	ANC 13	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
14	23-06-2006	CAT D	ANC 14	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
15	16-11-2007	CAT D	ANC 15	ANC Register	Record Room cupboard 1 Shelf No 3	Record Officer
16	08-05-2009	CAT D	ANC 16	ANC Register	Record Room cupboard 1 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	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	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/
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		according to category)				custodian of file
1	<u>0</u>	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	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	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	Record Officer
2	<u>01-08-1992</u>	CAT E	DOG 2	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer
3	<u>06-01-1994</u>	CAT E	DOG 3	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer
4	<u>28-09-1994</u>	CAT E	DOG 4	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer
5	12-11-1996	CAT E	DOG 5	Dog Bite Register	Record Room	Record

					cupboard 1 Shelf No 3	Officer
6	05-01-1999	CAT E	DOG 6	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer
7	02-01-2001	CAT E	DOG 7	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer
8	02-02-2002	CAT E	DOG 8	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer
9	02-08-2002	CAT E	DOG 9	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer
10	02-09-2002	CAT E	DOG 10	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer
11	28-02-2004	CAT E	DOG 11	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer
12	29-09-2005	CAT E	DOG 12	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer
13	13-02-2006	CAT E	DOG 13	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer
14	16-07-2006	CAT E	DOG 14	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer
15	27-04-2007	CAT E	DOG 15	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer
16	08-12-2008	CAT E	DOG 16	Dog Bite Register	Record Room cupboard 1 Shelf No 3	Record Officer

Category – ‘E’ Maternity Case Sheet

SI No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	Jan 2003	CAT E	MCS 1	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Record Officer
2	Jan 2004	CAT E	MCS 2	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Record Officer
3	Jan 2005	CAT E	MCS3	Maternity Case Sheet	Record Room cupboard 1	Record Officer

					Shelf No 4	
4	Jan 2006	CAT E	MCS 4	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Record Officer
5	Aprl 2007	CAT E	MCS 5	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Record Officer
6	Jan 2008	CAT E	MCS 6	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Record Officer
7	JAug 2009	CAT E	MCS 7	Maternity Case Sheet	Record Room cupboard 1 Shelf No 4	Record Officer
8	Jan 2010	CAT E	MCS 8	Maternity Case Sheet	Record Room cupboard 1 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	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 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’ 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	Record Officer
2	01-12-1996	CAT E	LAB 2	Lab Register	Record Room cupboard 2 Shelf No 3	Record Officer
3	20-08-1997	CAT E	LAB 3	Lab Register	Record Room cupboard 2 Shelf No 3	Record Officer

4	09-02-1999	CAT E	LAB 4	Lab Register	Record Room cupboard 2 Shelf No 3	Record Officer
5	01-01-1999	CAT E	LAB 5	Lab Register	Record Room cupboard 2 Shelf No 3	Record Officer
6	11-07-1999	CAT E	LAB 6	Lab Register	Record Room cupboard 2 Shelf No 3	Record Officer
7	03-02-2001	CAT E	LAB 7	Lab Register	Record Room cupboard 2 Shelf No 3	Record Officer
8	02-01-2003	CAT E	LAB 8	Lab Register	Record Room cupboard 2 Shelf No 3	Record Officer
9	26-08-2004	CAT E	LAB 9	Lab Register	Record Room cupboard 2 Shelf No 3	Record Officer
10	23-06-2006	CAT E	LAB 10	Lab Register	Record Room cupboard 2 Shelf No 3	Record Officer
11	20-08-2008	CAT E	LAB 11	Lab Register	Record Room cupboard 2 Shelf No 3	Record Officer

Category – ‘E’ Referral Book

SI No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	12-08-1993	CAT E	R 1	Referral Book	Record Room cupboard 1 Shelf No 2	Record Officer
2	24-08-1999	CAT E	R 2	Referral Book	Record Room cupboard 1 Shelf No 2	Record Officer

Category – ‘E’ Complaint Files

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

Category – ‘E’ Condemned Register

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

Category – ‘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	Record Officer
	31-01-2006	CAT E	SCN 1	Scanning Register	Record Room cupboard 1 Shelf No 3	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	0	0	0	0	0	0