

**HANMUNTHANAGAR DISPENSARY**  
**RTI 2005 SECTION 4 (1) (a)**

**4(1)(a) Maintenance of all Records of this hospital duly catalogued and indexed in a manner and form as per RTI Act.**

**Category – ‘A’**

Sl. No.	Particulars	Code	Total
1.	Parturition Register	PAR	NIL
2.	Birth and Death Register	BDR	NIL
3.	Indent Book	IDB	11
4.	Niyojana File	DPF	NIL
5.	Transfer File	TRF	1
6.	Circulars (Suttolegala Adesha)	ADR	1
7.	Service Book (Old + New)	SRR	NIL
8.	Acquaintances Rolls & pay and Other Allowances	AQR	NIL

**Category – ‘B’**

Sl. No.	Particulars	Code	Total
1.	Repairs and Maintenance Vehicle Register. <ul style="list-style-type: none"> <li>• Petrol Bill Book. } D.C Bill</li> <li>• Diesel Bill Book } </li> <li>• Repair Bill Book - D.C Bill</li> <li>• Reading Record Book</li> <li>• KGD Insurance Book</li> </ul>	RMV	NIL
2.	Festival Advance Register	FAR	NIL
3.	Legal Files (Nyayaladha Kodatagalu)	LGF	NIL
4.	Audit Report Follow up Register	AUR	NIL
5.	User Fees Register <ul style="list-style-type: none"> <li>• Challan Reg.</li> <li>• UF Cash Book</li> <li>• Bank Pass Book</li> <li>• Receipt Books Counter foils</li> </ul>	CHL UCB BPB RCB	2 01 2 117
6.	Stock Book	STB	11

### Category 'c'

Sl. No.	Particulars	Code	Total
1.	Scale register of Establishment	SRE	NIL

### Category 'D'

Sl. No.	Particulars	Code	Total
1.	PR Register	PRR	NIL
2.	Tappal Book	TPB	2
3.	Attendance Register	ATT	2
4.	Medical Re-embrace ment Files	MRS	NIL
5.	DC Bill Book	DCB	1
6.	Log Book	LOG	NIL
7.	LPC Register	LPC	NIL
8.	Out Patient Register	OPD	16
9.	Admission Register	ADR	NIL
10.	Antenatal Register	ANC	NIL
11.	Major OT Register	MAJ	NIL
12.	Minor OT Register	MIN	NIL
13.	Infant Register	IFT	NIL

### Category 'E'

Sl. No.	Particulars	Code	Total
1.	RTI File	RTI	1
2.	Casual Leave Register	CLR	1
3.	Dog Bite Register	DOG	6
4.	Maternity case sheets <ul style="list-style-type: none"><li>• Delivery</li><li>• Major case Sheets</li><li>• Sterilization case sheets</li></ul>	MCS SCS	NIL NIL
5.	MTP Register	MTP	NIL
6.	IUCD Register	CUT	NIL
7.	Lab Register	LAB	NIL
8.	Referral Book	RFF	NIL
9.	Complaint Files	CPF	NIL
10.	Condemn Register	CON	NIL
11.	Scanning Register	SCN	NIL
12.	Doctor's Call Book	DOC	NIL