SHANTHI NAGAR 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	25-02-1989	CAT A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
2	23-08-1991	CAT A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
3	28-03-1995	CAT A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
4	01-04-1997	CAT A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
5	16-04-2001	CAT A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
6	02-02-2003	CAT A	PAR 6	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	25-02-1989	CAT A	IDB 1	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer
2	01-04-1997	CAT A	IDB 2	Indent Book	Record Room cupboard 1 Shelf No 2	Record Officer

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	01-06-1999	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	24-05-2002	CAT A	SRR 1	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
2	02-02-1976	CAT A	SRR 2	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
3	28-03-1994	CAT A	SRR 3	Service Book	Record Room cupboard 1	Record Officer

Sl No	Date	Category	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
4	28-07-2000	CAT A	SRR4	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
5	01-03-1980	CAT A	SRR 5	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
6	03-12-1990	CAT A	SRR 6	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
7	16-011993	CAT A	SRR 7	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
8	01-06-2006	CAT A	SRR 8	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
9	01-06-1994	CAT A	SRR 9	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
10	03-04-1992	CAT A	SRR 10	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
11	05-05-1988	CAT A	SRR 11	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
12	01-04-1998	CAT A	SRR 12	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer

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	01-01-1973	CAT A	AQR 1	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
2	16-09-1977	CAT A	AQR 2	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
3	01-04-1981	CAT A	AQR 3	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
4	01-06-1986	CAT A	AQR 4	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
5	01-03-1990	CAT A	AQR 5	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
6	01-05-1993	CAT A	AQR 6	Acutance Rols &	Record Room	Record

Sl No	Date	Category	File No	Subject of file	Location of file	Custodian
				Pay and Other Allowances	cupboard 1 Shelf No 2	Officer
7	01-08-1997	CAT A	AQR 7	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
8	20-05-2000	CAT A	AQR 8	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
9	21-06-2005	CAT A	AQR 9	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
	10-05-2009	CAT A	AQR 10	Acutance Rols & Pay and Other Allowances	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	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	01-01-2000	CAT B	1	FAR	Record Room cupboard 1 Shelf No 2	Record Officer

Category – 'B' Legal Files (Nyayaladha 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	2006	CAT B	1	AUR	Record Room cupboard 1 Shelf No 2	Record Officer
2	2007	CAT B	1	AUR	Record Room cupboard 1	Record Officer

Sl No	Year	Category	File No		Location of file	Custodian
3	2008	CAT B	1	AUR	Record Room cupboard 1 Shelf No 2	Record Officer
4	2009	CAT B	1	AUR	Record Room cupboard 1 Shelf No 2	Record Officer
5	2010	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	31-08-2001	CAT B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Record Officer
	02-08-2007					

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	01-04-2005	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
2	**01-04-2007**	CAT B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
3	**24-06-2009**	CAT B	UCB 3	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
4		CAT B	UCB 4	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
5		CAT B	UCB 5	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	31-08-2001	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
2	27-09-2005	CAT B	BPB 2	User Fees Register	Record Room	Record

				(Bank Pass Book)	cupboard 1 Shelf No 3	Officer
3	30-05-2006	CAT B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
4	10-11-2006	CAT B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
5	06-09-2007	CAT B	BPB 5	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
6	15-07-2008	CAT B	BPB 6	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
7	08-04-2009	CAT B	BPB 7	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
8	21-01-2010	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	30-03-2009	CAT B	RCB 1	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
2	03-04-2009	CAT B	RCB 2	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
3	15-04-2009	CAT B	RCB 3	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
4	20-04-2009	CAT B	RCB 4	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
5	04-05-2009	CAT B	RCB 5	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
6	11-05-2009	CAT B	RCB6	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
7	18-05-2009	CAT B	RCB7	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
8	25-05-2009	CAT B	RCB 8	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
9	06-06-2009	CAT B	RCB 9	Receipt Books	Record Room	Record

				Counter Foils	cupboard 1 Shelf No 4-5	Officer
10	15-06-2009	CAT B	RCB 10	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
11	19-06-2009	CAT B	RCB 11	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
12	24-06-2009	CAT B	RCB 12	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
13	30-06-2009	CAT B	RCB 13	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
14	09-07-2009	CAT B	RCB 14	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
15	14-07-2009	CAT B	RCB 15	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
16	21-07-2009	CAT B	RCB 16	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
17	26-07-2009	CAT B	RCB 17	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
18	30-07-2009	CAT B	RCB 18	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
19	03-08-2009	CAT B	RCB 19	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
20	05-08-2009	CAT B	RCB 20	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
21	10-08-2009	CAT B	RCB 21	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
22	13-08-2009	CAT B	RCB 22	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
23	17-08-2009	CAT B	RCB23	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
24	19-08-2009	CAT B	RCB 24	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
25	21-08-2008	CAT B	RCB 25	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer

26	25-08-2009	CAT B	26	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
27	31-08-2009	CAT B	27	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
28	05-09-2009	CAT B	28	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
29	11-09-2009	CAT B	29	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
30	25-09-2009	CAT B	30	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
31	01-10-2009	CAT B	31	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
32	07-10-2009	CAT B	32	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
33	12-10-2009	CAT B	33	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
34	17-10-2009	CAT B	34	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
35	23-10-2009	CAT B	35	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
36	28-10-2009	CAT B	36	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
37	04-11-2009	CAT B	37	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
38	08-11-2009	CAT B	38	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
39	13-11-2009	CAT B	39	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
40	23-11-2009	CAT B	40	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
41	30-11-2009	CAT B	41	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
42	02-12-2009	CAT B	42	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer

43	07-12-2009	CAT B	43	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
44	15-12-2009	CAT B	44	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
45	24-12-2009	CAT B	45	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
46	04-01-2010	CAT B	46	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
47	18-01-2010	CAT B	47	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
48	25-01-2010	CAT B	48	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
49	02-02-2010	CAT B	49	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
50	15-02-2010	CAT B	50	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
51	20-02-2010	CAT B	51	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
52	25-02-2010	CAT B	52	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
53	06-03-2010	CAT B	53	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
54	15-03-2010	CAT B	54	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
55	23-03-2010	CAT B	55	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
56	29-03-2010	CAT B	56	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
57	07-04-2010	CAT B	57	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
58	13-04-2010	CAT B	58	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
59	20-04-2010	CAT B	59	Receipt Books	Record Room	Record

				Counter Foils	cupboard 1 Shelf No 4-5	Officer
60	26-04-2010	CAT B	60	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
61	04-05-2010	CAT B	61	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
62	14-05-2010	CAT B	62	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
63	21-05-2010	CAT B	63	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
64	26-05-2010	CAT B	64	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
65	03-06-2010	CAT B	65	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
66	09-06-2010	CAT B	66	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
67	14-06-2010	CAT B	67	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
68	22-06-2010	CAT B	68	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
69	28-06-2010	CAT B	69	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
70	06-07-2010	CAT B	70	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
71	12-07-2010	CAT B	71	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
72	16-07-2010	CAT B	72	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
73	26-07-2010	CAT B	73	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
74	02-08-2010	CAT B	74	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
75	09-08-2010	CAT B	75	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer

76	18-08-2010	CAT B	76	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
77	27-08-2010	CAT B	77	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
78	01-09-2010	CAT B	78	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
79	07-09-2010	CAT B	79	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
80	14-09-2010	CAT B	80	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
81	20-09-2010	CAT B	81	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
82	27-09-2010	CAT B	82	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
83	04-10-2010	CAT B	83	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
84	15-10-2010	CAT B	84	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
85	21-10-2010	CAT B	85	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
86	26-10-2010	CAT B	86	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
87	02-11-2010	CAT B	87	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
88	09-11-2010	CAT B	88	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
89	25-03-2011	CAT B	89	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
90	18-03-2011	CAT B	90	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
91	28-03-2011	CAT B	91	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
92	13-04-2011	CAT B	92	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer

Sl No	Date	Category	File No	Subject of file	Location	Custodian
93	20-04-2011	CAT B	93	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
94	27-04-2011	CAT B	94	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
95	02-05-2011	CAT B	95	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
96	09-05-2011	CAT B	96	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	19-11-2003	CAT B	STB 1	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
2	09-03-2008	CAT B	STB 2	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	01-07-1993	CAT D	PRR 1	P.R. Register	Record Room cupboard 2 Shelf No 3	Record Officer
2	01-03-2002	CAT D	PRR 2	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	1973	CAT D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
2	1998	CAT D	TPB 2	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
3	2000	CAT D	TPB 3	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	02-05-2008	CAT D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
2	01-02-2011	CAT D	ATT 2	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	01-04-2009	CAT D	DCB 1	D.C. Bill Book (K.E.B & B.S.N.L)	Record Room cupboard 2 Shelf No 2	Record Officer
2	01-04-2009	CAT D	DCB 2	D.C. Bill Book (K.E.B & B.S.N.L)	Record Room cupboard 2 Shelf No 2	Record Officer
	01-04-2009	CAT D	DCB 2	D.C. Bill Book (K.E.B & B.S.N.L)	Record Room cupboard 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	0	0	0	0	00	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	09-07-2000	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	0	0	0	0	0	0

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	0	0	0	0	0	0

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					

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	**2001**	CAT E	DOG 1	Dog Bite 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	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	2001	CAT E	LAB 4	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	2002	CAT E	R 1	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	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	**0**	0	0	0	0	0

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