

**SHANTHI NAGAR 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.**

Sl. No.	Particulars	Code	Total
1	Parturition Register	PAR	3
2	Birth and Death Register	BDR	4
3	Indent Book	IDB	4
4	Niyojana File	DPF	0
5	Transfer File	TRF	0
6	Circulars (Suttolegala Adesha)	ADR	0
7	Service Book (Old + New)	SRR	11
8	Acutance Rolls & Pay and Other Allowances	AQR	3

**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 } D.C. Bill</li> <li>• Repair Bill Book – D.C. Bill</li> <li>• Reading Record Book</li> <li>• KGD Insurance Book</li> </ul>	RMV	0 0 0 0 0 0 0
2	Festival Advance Register	FAR	0
3	Legal Files ( Nyayaladha Kadatagalu)	LGF	0
4	Audit Report Follow up Register	AUR	1
5	User Fees Register <ul style="list-style-type: none"> <li>• Challen Reg.</li> <li>• UF Cash Book</li> <li>• Bank Pass Book</li> <li>• Receipt Books counter foils</li> </ul>	CHL UCB BPB RCB	4 2 4 8 22
6	Stock Book	STB	2

**Category – ‘C’**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Code</b>	<b>Total</b>
1	Scale Register of Establishment	SRE	0
			<b>0</b>

**Category – ‘D’**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Code</b>	<b>Total</b>
1	P.R. Register	PRR	2
2	Tappal Book	TPB	2
3	Attendance Register	ATT	2
4	Medical Reimbursement files (Reg.)	MRF	0
5	D.C. Bill Book	DCB	3
6	Log Books	LOG	0
7	LPC Register	LPC	1
8	Out Patient Register	OPD	4
9	Admission Register	ADR	4
10	Antenatal Register	ANC	4
11	Major O.T. Register	MAJ	0
12	Minor O.T. Register	MIN	0
13	Infant Death Register	IFD	0

**Category – ‘E’**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Code</b>	<b>Total</b>
1	R.T.I Register	RTI	1
2	Casual Leave Register	CLR	1
3	Dog Bite Register	DOG	4
4	Maternity Case Sheet ( Delivery + Major case sheet) Sterilization Case Sheets	MCS SCS	0
5	M.T.P Register	MTP	0
6	IUCD Register	CUT	1
7	Lab Register	LAB	1
8	Referral Book	RFF	3
9	Complaint Files	CPF	1
10	Condemned Register	CON	1
11	Scanning Register	SCN	0
12	Doctor’s call Book	DOC	2