CHALLARAM (KAMAKSHIPALYA)UFWC
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' Indent 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	27/5/1998 to 30/6/2001	CAT A	IDB 1	Indent Record	Record Room cupboard	Record Officer
2	23/3/1998 to 16-4-2001	CAT A	IDB 2	Indent Record	Record Room cupboard	Record Officer
3	30/6/2001 to 12/8/2002	CAT A	IDB 3	Indent Record	Record Room cupboard	Record Officer
4	05/1/2000 to 15/5/2004	CAT A	IDB 4	Indent Record	Record Room cupboard	Record Officer
5	18/6/2001 to 13/3/2004	CAT A	IDB 5	Indent Record	Record Room cupboard	Record Officer
6	18/5/2004 to 10/8/2004	CAT A	IDB 6	Indent Record	Record Room cupboard	Record Officer
7	1/9/2004 to 09/9/2005	CAT A	IDB 7	Indent Record	Record Room cupboard	Record Officer
8	15/3/2005 to 05/3/2007	CAT A	IDB 8	Indent Record	Record Room cupboard	Record Officer
9	3/11/2005 to 25/5/2007	CAT A	IDB 9	Indent Record	Record Room cupboard	Record Officer
10	04/5/2007 to 05/12/2008	CAT A	IDB 10	Indent Record	Record Room cupboard	Record Officer
11	26/6/2007 to 17/2/2009	CAT A	IDB 11	Indent Record	Record Room cupboard	Record Officer
12	04/3/2009 to 19/4/2010	CAT A	IDB 12	Indent Record	Record Room cupboard	Record Officer
13	26/4/2010 to 11/11/2011	CAT A	IDB 13	Indent Record	Record Room cupboard	Record Officer
14	10/5/2011 in use	CAT A	IDB 14	Indent Record	Record Room cupboard	Record Officer

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	15/5/2005	CAT B	1	AUR	Record Room cupboard	Record Officer

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	1/9/2004 to 30/3/2007	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard	Record Officer
2	1/4/2007 in use	CAT B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard	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	8/1/2002 to 31/5/2007	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard	Record Officer
2	8/6/2007 to 10/7/2009	CAT B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard	Record Officer
3	20/7/2009 to 31/3/2009	CAT B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard	Record Officer
4	24/1/2009 to 19/1/2010	CAT B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard	Record Officer
5	19/1/2010 to 18/2/2010	CAT B	BPB 5	User Fees Register (Bank Pass Book)	Record Room cupboard	Record Officer
6	18/2/2010 to 10/3/2011	CAT B	BPB 6	User Fees Register (Bank Pass Book)	Record Room cupboard	Record Officer
7	24/4/2010 in use	CAT B	BPB 7	User Fees Register (Bank Pass Book)	Record Room cupboard	Record Officer
8	10/3/2011 in use	CAT B	BPB 8	User Fees Register (Bank Pass Book)	Record Room cupboard	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	19/7/2001 2 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
2	9/1/2002 1 Book	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
3	14/2/2002 2 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
4	15/4/2002 2 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
5	21/6/2002 10 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
6	28/2/2003 10 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
7	18/1/2004	CAT B	RCB	Receipt Books	Record Room	Record

	10Books			Counter Foils	cupboard	Officer
8	28/5/2004 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
9	18/2/2005 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
10	13/1/2006 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
11	01/9/2006 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
12	31/1/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
13	10/8/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
14	03/9/2007 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
15	21/9/2007 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
16	2/11/2007 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
17	28/12/2007 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
18	18/1/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
19	30/1/2008 7 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
20	18/2/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
21	29/2/2008 11Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
22	28/3/2008 5 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
23	4/4/2008 10 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
24	11/4/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
25	26/5/2008 5 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
26	30/5/2008 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
27	10/6/2008 10 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
28	20/6/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
29	20/7/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
30	8/8/2008 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
31	29/8/2008 5 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
32	3/9/2008 10 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
33	19/9/2008 10 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
34	3/10/2008 5 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer

35	24/11/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
36	1/12/2008 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
37	4/3/2009 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
38	20/4/2009 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
39	27/5/2009 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
40	7/7/2009 24Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
41	5/8/2010 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
42	11/9/2009 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
43	7/10/2009 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
44	18/11/2009 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
45	19/2/2010 10 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
46	5/5/2010 25 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
47	7/5/2010 25 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
48	4/8/2010 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
49	22/9/2010 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
50	12/10/2010 30 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
51	22/12/2010 20 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
52	23/2/2011 10 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
53	13/7/2011 10 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
54	26/7/2011 20 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
55	5/8/2011 40 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer

Category – 'B' User Fees challan 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	13/4/1994 to 04/4/1997	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
2	02/11/2004 to 29/01/2008	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer

3	30/1/2008 to 26/2/2009	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
4	24/7/2009 to 21/11/2009	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
5	2/3/2010 to 15/9/2010	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
6	2/3/2009 to 15/9/2010	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
7	16/10/2010 in use	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	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' 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	16/8/2004 in use	CAT D	TPB 1	Tappal Book	Record Room cupboard	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	1/10/1996 to 1/6/2000	CAT D	ATT 1	Attendance Register	Record Room cupboard	Record Officer
2	2/1998 to 6/2000	CAT D	ATT 2	Attendance Register	Record Room cupboard	Record Officer
3	1/6/1995 to 1/1/2001	CAT D	ATT 3	Attendance Register	Record Room cupboard	Record Officer
4	1/4/2001 to 1/7/2008	CAT D	ATT 4	Attendance Register	Record Room cupboard	Record Officer
5	1/7/2007 in use	CAT D	ATT 5	Attendance Register	Record Room cupboard	Record Officer
6	1/8/2008 in use	CAT D	ATT 6	Attendance Register	Record Room cupboard	Record Officer

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	21/6/2009 to 16/2/2000	CAT D	OPD 1	Out Patient Register	Record Room cupboard	Record Officer
2	17/2/2000 to 27/12/2000	CAT D	OPD 2	Out Patient Register	Record Room cupboard	Record Officer
3	29/12/2002 to 10/6/2002	CAT D	OPD 3	Out Patient Register	Record Room cupboard	Record Officer
4	11/6/2002 to	CAT D	OPD 4	Out Patient	Record Room	Record Officer

	17/9/2002			Register	cupboard	
5	18/9/2002 to 24/12/2002	CAT D	OPD 5	Out Patient Register	Record Room cupboard	Record Officer
6	24/12/2002 to 25/3/2003	CAT D	OPD 6	Out Patient Register	Record Room cupboard	Record Officer
7	26/3/2003 to 23/6/2003	CAT D	OPD 7	Out Patient Register	Record Room cupboard	Record Officer
8	24/6/2003 to 25/3/2003	CAT D	OPD 8	Out Patient Register	Record Room cupboard	Record Officer
9	26/3/2003 to 23/6/2003	CAT D	OPD 9	Out Patient Register	Record Room cupboard	Record Officer
10	24/6/2003 to 11/9/2003	CAT D	OPD 10	Out Patient Register	Record Room cupboard	Record Officer
11	12/9/2003 to 14/1/2004	CAT D	OPD 11	Out Patient Register	Record Room cupboard	Record Officer
12	16/1/2004 to 7/6/2004	CAT D	OPD 12	Out Patient Register	Record Room cupboard	Record Officer
13	8/6/2004 to 29/6/2005	CAT D	OPD 13	Out Patient Register	Record Room cupboard	Record Officer
14	30/6/2005 to 19/6/2006	CAT D	OPD 14	Out Patient Register	Record Room cupboard	Record Officer
15	26/6/2006 to 22/8/2006	CAT D	OPD 15	Out Patient Register	Record Room cupboard	Record Officer
16	23/8/2006 to 25/1/2008	CAT D	OPD 16	Out Patient Register	Record Room cupboard	Record Officer
17	3/10/2008 to 12/3/2009	CAT D	OPD 17	Out Patient Register	Record Room cupboard	Record Officer
18	12/3/2009 to 09/7/2009	CAT D	OPD 18	Out Patient Register	Record Room cupboard	Record Officer
19	09/9/2009 to 12/9/2009	CAT D	OPD 19	Out Patient Register	Record Room cupboard	Record Officer
20	17/9/2009 to 24/12/2009	CAT D	OPD 20	Out Patient Register	Record Room cupboard	Record Officer
21	29/12/2009 to 25/6/2010	CAT D	OPD 21	Out Patient Register	Record Room cupboard	Record Officer
22	28/6/2010 to 22/12/2010	CAT D	OPD 22	Out Patient Register	Record Room cupboard	Record Officer
23	28/12/2010 to 16/7/2011	CAT D	OPD 23	Out Patient Register	Record Room cupboard	Record Officer
24	18/7/2011 in use	CAT D	OPD 24	Out Patient Register	Record Room cupboard	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	2/3/1998 to 30/12/2002	CAT D	ANC 1	ANC Register	Record Room cupboard	Record Officer
2	3/10/2001 to 21/3/2005	CAT D	ANC 2	ANC Register	Record Room cupboard	Record Officer
3	15/4/1999 to 9/6/2006	CAT D	ANC 3	ANC Register	Record Room cupboard	Record Officer
4	4/5/ to 31/7/2006	CAT D	ANC 4	ANC Register	Record Room cupboard	Record Officer
5	3/1/2003 to 27/7/2007	CAT D	ANC 5	ANC Register	Record Room cupboard	Record Officer
6	2/8/2006 to	CAT D	ANC 6	ANC Register	Record Room	Record Officer

4	24/9/2007				cupboard	
7	4/8/2003 to 24/3/2008	CAT D	ANC 7	ANC Register	Record Room cupboard	Record Officer
8	4/9/2006 to 2/4/2008	CAT D	ANC 8	ANC Register	Record Room cupboard	Record Officer
9	4/10/2007 to 20/1/2009	CAT D	ANC 9	ANC Register	Record Room cupboard	Record Officer
10	7/1/2009 to 19/4/2010	CAT D	ANC 10	ANC Register	Record Room cupboard	Record Officer
11	4/8/2003 to 19/8/2010	CAT D	ANC 11	ANC Register	Record Room cupboard	Record Officer
12	5/4/2010 to 20/9/2011 in use	CAT D	ANC 12	ANC Register	Record Room cupboard	Record Officer
13	7/8/2009 in use	CAT D	ANC 13	ANC Register	Record Room cupboard	Record Officer

Category – 'D' Immunization . 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	24/6/1997 to 20/4/2000	CAT D	IMZ 1	R.T.I Register	Record Room cupboard	Record Officer
2	26/5/2000 to 28/3/2004	CAT D	IMZ 2	R.T.I Register	Record Room cupboard	Record Officer
3	29/4/2004 to 12/3/2007	CAT D	IMZ 3	R.T.I Register	Record Room cupboard	Record Officer
4	24/3/2007 to 24/4/2008	CAT D	IMZ 4	R.T.I Register	Record Room cupboard	Record Officer
5	23/10/2001 to 5/8/2008	CAT D	IMZ 5	R.T.I Register	Record Room cupboard	Record Officer
6	3/4/2008 to 20/5/2010	CAT D	IMZ 6	R.T.I Register	Record Room cupboard	Record Officer
7	3/6/2010 in use	CAT D	IMZ 7	R.T.I Register	Record Room cupboard	Record Officer

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	10/7/2007	CAT E	CLR 1	**Casual LeavE Reg.**	Record Room cupboard	Record Officer

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	26/6/2000 TO 17/4/2002	CAT E	DOG 1	Dog Bite Register	Record Room cupboard	Record Officer
2	2/2/2001 TO 9/2003	CAT E	DOG 2	Dog Bite Register	Record Room cupboard	Record Officer
3	29/10/2003 TO 28/7/2007	CAT E	DOG3	Dog Bite Register	Record Room cupboard	Record Officer
4	28/12/2007 to 23/7/2009	CAT E	DOG 4	Dog Bite Register	Record Room cupboard	Record Officer

| 5 | 24/7/2009 to 27/11/2010 | CAT E | DOG 5 | Dog Bite Register | Record Room cupboard | Record Officer |
| 6 | 22/11/2010 in use | CAT E | DOG 6 | Dog Bite Register | Record Room cupboard | Record Officer |

Category – 'E' COMPLAINT 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	1/6/2006	CAT E	CMT 1	Complaint Reg	Record Room cupboard 1	Record Officer

Category – 'E' REFERRAL 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	15/6/2003	CAT E	REF 1	IUCD Register	Record Room cupboard	Record Officer

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	13/6/2003 TO 19/1/2002	CAT E	LAB 1	Lab Register	Record Room cupboard	Record Officer
2	14/11/2000 TO 5/11/2004	CAT E	LAB 2	Lab Register	Record Room cupboard	Record Officer
3	7/11/2007 IN USE	CAT E	LAB 3	Lab Register	Record Room cupboard	Record Officer

Category – 'E' MTP 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	11/6/2002	CAT E	MTP Book 1	Call Book	Record Room cupboard	Record Officer

Category – 'E' CDC 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	Jan 2007	CAT E	CDC Book 1	Cancer Detection Camp Book	Record Room cupboard	Record Officer
2	2/12/2010	CAT E	CDC Book2	Cancer Detection Camp book	Record Room cupboard	Record Officer

Category – 'E' JSY 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	19/1/2008	CAT E	JSY Book 1	JSY Book	Record Room cupboard	Record Officer

Category – 'E' Thai Card 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	26/7/2010	CAT E	THI 1	THAI CARD Book	Record Room cupboard	Record Officer

Category – 'E' Condemned File   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	1/6/2006	CAT E	CDM Book 1	Condemned Book	Record Room cupboard	Record Officer

Category – 'E' RTI FILE 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	1/6/2007	CAT E	RTI Book 1	RTI Book	Record Room cupboard	Record Officer

Category – 'E' OP 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	8/1998 to 3/2008	CAT E	OP Book 1	Oral pill Book	Record Room cupboard	Record Officer