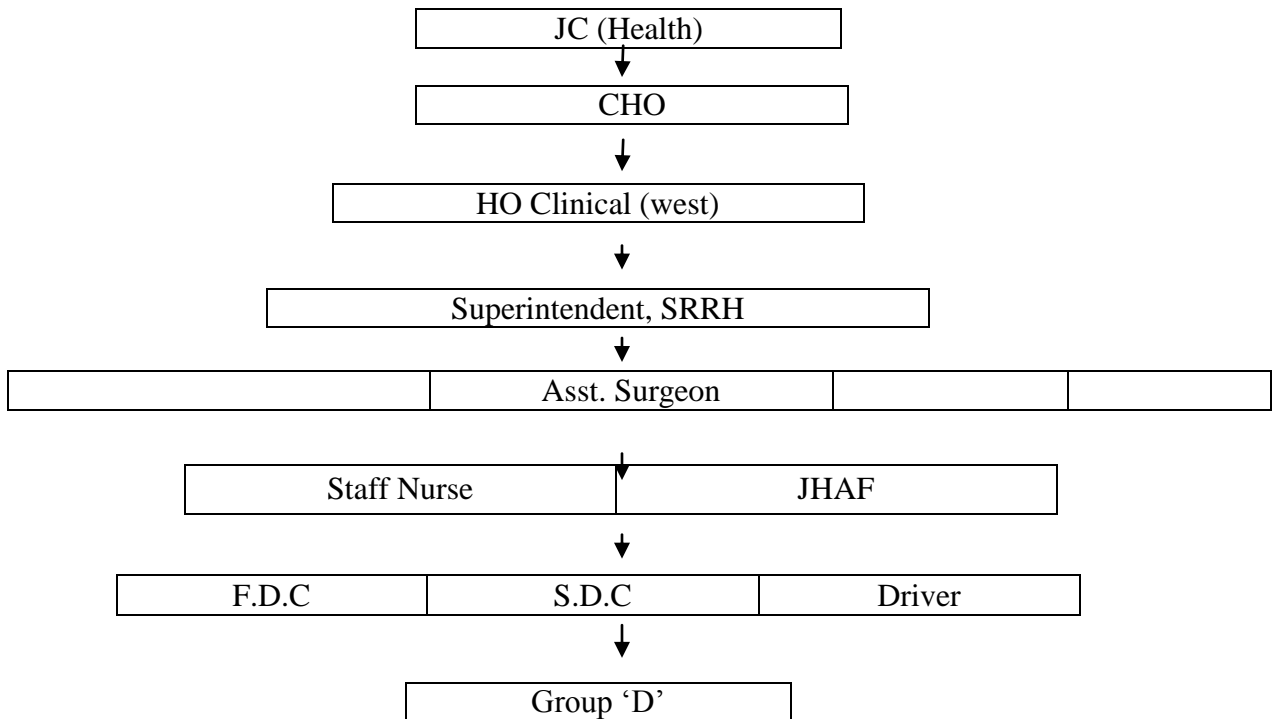


COTTONPET MATERNITY HOME.
RTI ACT 2005 SECTION 4 (1)(b)

SECTION 4 (1)(b)(i)- Organizational Structure, Aims and Functions

| Sl. No. | Name of the Organization | Address | Aims |
|---------|--------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1 | Cottonpet Maternity Home | Cottonpet Maternity Home, Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 | Rendering Maternal and child health care services in order to reduce maternal and child mortality and morbidity |

Organogram



Functions:**Services rendered at this hospital****A. Outpatient services**

- RCH Programme:
 - Antenatal care.
 - Postnatal care.
 - FW Programme.
- Immunization (7 preventable diseases).
- HIV / AIDS screening & ICTC Programme.
- Cancer detection & Treatment.
- Family Planning Counseling.
- RNTCP (Tuberculosis screening & DOTS).
- Treatment Of Dog bite cases with ARV (Through Intradermal Route) tissue culture vaccine.
- Treatment of RTI/STD Cases.
- Treatment of ARI & GE Cases.
- Drawing Malarial Smears and Treatment.
- Treatment of General illnesses & H1N1/Chikungunya/ Dengue Fever cases
- Basic lab facilities.
- Sonography.

B. INPATIENT SERVICES AT YMH

- Normal deliveries.
- Baby Friendly Hospital.
- Medical termination of Pregnancy
- Prevention of mother to child transmission of HIV during labour (ICTC)
- Sonography
- Issue of one free copy of Birth Certificate to all Babies Born in Referral Hospitals & Maternity homes.
- Free One pound Bread and One Banana Supply to all Inpatients
- Free Madilu Kits – distributed to mothers delivered (With One or Two Children).
- Janani Suraksha Yojane Beneficiaries Are Given the Cheque at the time of discharge(From 1/3/08 onwards).
- Bhagya lakshmi Yojane beneficiaries are Identified and Referred to Social welfare dept.
- Incentive Money as per GOI Order is distributed to family planning beneficiaries.

SECTION 4 (1)(b)(ii)- Powers and Duties of its Officers and Employees :

| Sl. No. | Designation of the official I/Employee | Duties allotted | Powers |
|---------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 1. | Asst Surgeon | Punctuality of all the staff to be ensured. Maintenance of cleanliness in and around the hospital and surrounding premises by giving proper instructions to the designated staff. Citizens Charter, Attendants and Patients Charter should be followed. Conducting ANC's deliveries and M.T.Ps as per the schedule. Maintenance of all the Registers like Admission, Parturition, O.T. and M.T.P Registers properly and also ensure the Maintenance of Call Book, Referral Book, Minutes Book, Visitors Book, Inspection Book, etc. Ensure up-to-date payment of bills like Water, Electricity, Telephone and Bread Bills regularly otherwise action to be initiated for the clearance of bills. Sanction of Leave, Increments and submission of pension papers, etc. of all the officials. IEC programmes conducted and awareness created among patients, for the promotion of Family Welfare and Maternal Child Health Programmes. Active participation in all the programmes, which are implemented from time to time from higher authorities. Issue of Birth and Death Certificates. Send reports and data of the performances. Conduct weekly meeting cum training of staff. Participate in all national programmes and any other work entrusted from time to time. Incharge of Bio Medical waste management and Incharge of Equipments, Instruments, Linen and Furnitures of YMH and Maintenance of Relevant Registers. | 1. To draw salaries for establishment. 2. To sanction casual leaves to group B, C & D. |
| 2. | Staff Nurse | Supervise the work done by Ayah/Group D. Autoclave the instruments & linen required for the OT/Labour Ward. Ensure that these are kept ready a day before the conduct of Operation. In case any instruments required for the OT are not functioning, inform the MO at the earliest. Maintain the chart/ Register for fumigation (and Autoclaving). Always keep ready the emergency and pre-medication drugs in the OT and Labour Room. Prepare the patient for surgery / delivery. Conduct Normal delivery. Administer pre-medications to the patient as per the instructions of the MO. Assist the MO during surgery and delivery. Observe the patient post-operatively as long as she is in OT. Assess the general condition of the patient before shifting her to the ward. Maintained daily issue register for Inj. And Tablets. | |
| 3. | J.H.A (F) | Supervise the work done by Ayah/Group D. Autoclave the instruments & linen required for the OT/Labour Ward. Ensure that these are kept ready a day before the conduct of Operation. In case any instruments required | |

| | | | |
|---|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | <p>for the OT are not functioning, inform the MO at the earliest. Maintain the chart/ Register for fumigation (and Autoclaving). Always keep ready the emergency and pre-medication drugs in the OT and Labour Room. Prepare the patient for surgery / delivery. Conduct Normal delivery. Administer pre-medications to the patient as per the instructions of the MO. Assist the MO during surgery and delivery. Observe the patient post-operatively as long as she is in OT. Assess the general. Assist MO in the outpatient clinic, in Health checkup camps, ANC clinic, Immunization clinic, MTP and IUCD clinic. Assist in regular OPD. Conduct Normal Deliveries. Active participation in all the National Programmes. Maintaining Diaries. Supervision of the cleaning activity in the Hospital. Autoclaving the instruments/ syringes/needles well in Advance. Making Dressing and swabs and keeping Adequate Dressing materials ready at all times. Ensure Washing and fumigation of OT on every Saturday in RH Maintenance of the Immunization stock register. Ensuring cleanliness of the linen used for patients and supervising the disinfection, etc. of the linen prior to giving it to the laundry. Supervision of the cleanliness. Administering medicines and treatment as per MO's instructions. Admissions and discharges in the RH and keeping records as indicated. Supervision of the work of Class IV staff. Maintaining records and submitting required records and reports from time to time to the higher officers. Preparation of the monthly reports / weekly reports and quarterly and Annual reports. Maintaining patients charts, registers and reports and appraising herself of the condition of the patient. Providing bedside care to mother as per Standard Management Protocols.</p> | |
| 4 | <u>S.D.C</u> | <p>Prepares salary bill of the staff- Follow-up of files- Maintains the receipt book and Cash registers of user fees - Notes done the proceedings Of various meetings held in Hospitals and board of visitors meetings Registration of the birth certificate and Distribution of birth certificates. Submits the annual reports to the statistical department Prepares payment of Water, electricity bills and Fuel bills of Ambulance. Preparation of the Budget Reports. Maintenance of Service Registers, Increments, Pension Claims and Surrender Leaves etc. of Employees.</p> | |

| | | | |
|---|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 5 | <u>Lab. Tech.</u> | <p>Performs Laboratory works like</p> <ol style="list-style-type: none"> i. Blood- HB%, Group and RH, VDRL,HIV, RBs, HRs AG. ii. MP Smear ii. Sputum examination for TB after Diagnosis gives treatment as per doctors Advice iv. Urine Examn.: - Albumin, Sugar, M/s etc. | |
| 6 | <u>Driver</u> | <p>To attend to emergencies round the clock, including shifting of patients and bringing doctors not in the premises, to the hospitals, for emergencies. To ensure admission of patient at referral hospital and ensure accompanying staffs are returned to institution. To attend camps as per advance Programme. To attend Health units work as per advance programme. To maintain log book and movement register. To bring indents collectively for the zone as indicated by the superintendents. To make alternate arrangements during leave period and intimate the duty staff. Ensure the vehicle is cleaned and maintained, timely servicing is done and annual insurance is paid. First Aid Kit is available. To do duty at Control room once in a month for one week.</p> | |
| 7 | Group D Workers | <p>Allow the visitors to see the patient only during the visiting hours. Allow only one attender per patient to stay during nights. Remove the cobwebs in the entire hospital once in a week. Clean all the windows, lockers, veranda, and all the sofas every day and swab them once a week. Periodic cleaning of Roof. Help the Staff Nurse in autoclaving. Maintain working condition of the solar water heater. Ensure pumping of water regularly, and control lighting (switching on and off) in the hospital. Report any lapses/ problems immediately to the MO. Supply water to Ayahs for ward cleaning. Maintenance of the materials and furniture, which are kept outside. Look after Tappal Duties. Ensure that no one smokes tobacco and / or Chews Betel Leaves in the premises. Ensure security of the hospital. Maintain Garden. Wear Prescribed OT gowns while working in the OT. Sweep and swab the OT everyday and clean the OT Equipments. Use separate cleaning material (Broom, swab, etc) for the OT. Fumigate the OT once in 15 days for minor OT and once a week in Major OT and as and</p> | |

| | | |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | <p>when required, under the supervision of the Staff Nurse Using. OT care Instrument OR, 150 gms of potassium permanganate in 500 ml of formalin + liter Water for 10X10X10X sized room. Carbonise OT every day. After surgery. Wash and soak the instruments, gloves and linen in Bleaching powder solution for half an hour use one cup of Bleaching powder with 10 cups of water. Thereafter clean and put up for drying. Clean the OT. Keep the equipments and instruments in order under the supervision of Staff Nurse. Help in preparation of the patient for OT. Maintain the cleanliness of the labour ward all the 24 hours. Intensive cleaning to be done once a week. Clean the instruments and Equipments. Help the Staff Nurse in keeping at least 5 sets of delivery kits ready at a given time. Provide a gown to each patient in Labour Ward before Delivery. Clean the Labour cot after each Delivery. Shift the mother and baby to the postnatal ward after 2 hours of delivery under the supervision of the Staff Nurse. Prepare the beds for the patients in advance. Supply milk/ bread to the patients as per Rules. Wash the soiled linen every day. Supply Hot water to the patients.</p> | |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

SECTION 4 (1)(b)(iii)- Procedure Followed in decision making Process:

| Activity | Description | Decision-making Process /time limit for taking Decision / channels of supervision and accountability | Designation of final decision authority |
|-------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Clinical Administrative | As mentioned under section 4 (1)(b)(ii) –Duties allotted | Depends on the activity | Addl. Commissioner (Health) |

SECTION 4 (1)(b)(iv)- norms set for the discharge of functions

| Sl. No | Function /Service | Norms/Standards of performance set | Time-Frame | Reference documents prescribing the norms (Citizen's Charter, Service Charter, etc.) |
|--------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------------------------|
| 1 | Clinical | 1. The Norms/Protocols set by World Health organization (WHO) & standard medical text books for diagnostic and therapeutic purposes are followed at BBMP Hospitals. | Immediate | WHO& standard medical text books. |
| 2 | Administrati | | | |

| | | | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------|
| ve | 2. For Administrative purposes K.C.S.R, K.M.C act. KFC Karnataka Medical Rules, CCA Rules and Circulars, Official Memorandums and Guidelines issued from higher authorities of BBMP are followed. | Depends on the issue | K.C.S.R, K.M.C act, .KFC Karnataka Medical Rules, CCA Rules, Orders by Higher Officers. |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------|

SECTION 4 (1)(b)(v)- rules, Regulations, Instructions, Manuals and Records held / used

| Sl No. | List of Acts, Rules, Regulations, Instructions, Manuals | Gist of Act, Rules etc., |
|--------|---------------------------------------------------------|----------------------------------------------|
| 1 | K.C.S.R | Govt. service rules for employees |
| 2 | K.M.C Act | Municipal rules for BBMP |
| 3 | KFC | Financial Matters |
| 4 | Karnataka Medical Rules | For Medical reimbursement |
| 5 | CCA Rules | Civil Conduct rules for employees |
| 6 | KTTP act | For purchase of medicines / equipments etc., |
| 7 | RTA | RTA rules |

**SECTION 4 (1)(b)(vi)- categories of documents held
41(a) Maintainence of all Records of this hospital duly catalogued and Indexed in a manner and form as per RIT Act.**

Category – ‘A’

| Category Of the document | Title of the Document | Custodian of the Document |
|--------------------------|----------------------------|-------------------------------------|
| Category A | Parturition Register | Record room officer Dr. Yoganand |
| | Incentive Payment Register | |
| | Service Book | |
| | Circulars | |
| | Indent Book | |

Category – ‘B’

| Category Of the | Title of the Document | Custodian of the Document |
|-----------------|-----------------------|---------------------------|
|-----------------|-----------------------|---------------------------|

| document | | |
|-----------------|-------------------------------------------|-------------------------------------|
| Category B | Audit Report Follow up Reg. | Record room officer Dr. Yoganand |
| | Counter foil of user cheque book | |
| | Stock Book | |
| | Cash Book (User fee) | |
| | Cash Book (Family Planning and Incentive) | |

Category – ‘C’

| Category Of the document | Title of the Document | Custodian of the Document |
|---------------------------------|------------------------------|-------------------------------------|
| Category C | 0 | Record room officer Dr. Yoganand |

Category – ‘D’

| Category Of the document | Title of the Document | Custodian of the Document |
|---------------------------------|------------------------------|-------------------------------------|
| Category D | PR Register | Record room officer Dr. Yoganand |
| | Tappal Books | |
| | Attendance Register | |
| | Indent Books | |
| | OPD Register | |
| | Admission Register | |
| | Antenatal Register | |
| | Sterilization Register | |
| | E.C. Books | |
| | Immunization Register | |
| | Voucher Incentive | |
| | Voucher Users Fee | |

Category – ‘E’

| Category Of the document | Title of the Document | Custodian of the Document |
|---------------------------------|-------------------------------|-------------------------------------|
| Category E | Casual Leave Application | Record room officer Dr. Yoganand |
| | Right to Information Act File | |
| | Maternity Case Sheets | |
| | Antenatal Cards | |
| | Sterilization Case Sheets | |
| | M.T.P Register | |
| | IUCD Register | |
| | Immunization Card Foils | |
| | Lab Register | |
| | Referral Book | |

| | | |
|--|-------------------|--|
| | Doctors call book | |
| | Dog Bite Register | |

SECTION 4 (1)(b)(vii)- arrangement that exists for consultation with or representation by members of the public in relation to the formulation of its policy or implementation there of;

SECTION 4 (1)(b)(viii)- boards, Councils, Committees and other bodies constituted as part of the public authority

| Names of board council, committee, etc., | Composition | Power and functions | Whether its meetings are open to the public/ whether minutes of meetings are accessible for public; |
|------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Board of visitors | Ward Councilors NGO's Social workers | <ul style="list-style-type: none"> • Quarterly review meetings • Review of activities of the health facilities in the Jurisdiction • Review plans budgets Programmes and performances of the health facilities • Review and approve income from the user charges or other sources and expenditure out of such funds • Resource mobilization • Review and redressal of unresolved public complaints received • Proposal of measures for better governance • Any other subject of relevance | Yes |

SECTION 4 (1)(b)(ix)- A directory of its officers and employees; ;(As per Aquitence)

| Sl. No. | Name of the Officers / Employees | Designation | Office Address/ Contact No/ Email ID | Monthly remuneration etc. |
|---------|----------------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1. | Dr Tejaswini | Asst Surgeon | Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Working on OOD Ganganagar MH U.F.W.C | 28100-00 |

| | | | | |
|---|--------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| | | | Bangalore-53.Ph:-22975675 | |
| 2 | D.J.Shivamma | S.N | Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Working on OOD Srirampura Bangalore-53.Ph:-22975675 | 17250-00 |
| 3 | Lakashamma | Peon | Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Working on OOD Srirampura U.F.W.C Bangalore-53.Ph:-22975675 | 17200-00 |
| 4 | Manchamma | Ayah | Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Bangalore-53.Ph:-22975675 Working on OOD Srirampura U.F.W.C | 18400-00 |
| 5 | Adhilakshmi | Ayah | Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Bangalore-53.Ph:-22975675 | 13900-00 |
| 6 | Gowramma | Ayah | Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Bangalore-53.Ph:-22975675 | 16000-00 |
| 7 | Govindamma | P.K | Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Bangalore-53.Ph:-22975675 Working on OOD Nagappa Block Despen | 18400-00 |

SECTION 4 (1)(b)(xi)- The budget allocated to each of its agency including plans, etc.,

Budget allocation to each programme is done at higher officer's level.

SECTION 4 (1)(b)(xii)- manner of execution of subsidy programmes

Not applicable

SECTION 4 (1)(b)(xiii)- Particulars of recipients of concessions, permits or authorizations granted by public authority.

| Sl. No | Name and address of recipient institutions | Nature / quantum of benefit granted | Date of Grant | Name & Designation of Granting authority |
|--------|-----------------------------------------------|-------------------------------------|---------------|------------------------------------------|
| 1 | Patients with BPL and Anthyodaya Card holders | Exempted from user fees charges | - | As per commissioner's order |

SECTION 4 (1)(b)(xiv)- information, available in electronic form

- Details of the Staff , salary, Expenses towards electricity, Water supply, Telephone, POL are available in electronic form
- Details of the Births and Deaths registered of SRRH and Hospitals of the zone are available in electronic form.

SECTION 4 (1)(b)(xv)- particulars of facilities available to citizens for obtaining information

| Facility | Description (Location facility/name, etc., | Details of information available |
|-------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MCH & FW services | Displayed on the notice board put up in the OPD block of hospital. | <ul style="list-style-type: none"> • Out patients and In Patients services • User fees charges • Janani Suraksha Yojane • Madilu Yojane • Family planning Incentive. • Medicines availability. • Performance of hospitals. • Birth registration and issue of certificates etc., • Citizens charters. |

SECTION 4 (1)(b)(xvi)- names, designations and other particulars of Public information officers

a. Public information officer (PIO)

| Sl. No | Name of the officer / administrative | Name & Designation of PIO | Office tel. No. Residence tel no. fax | E-mail |
|--------|------------------------------------------------------------------------------|---------------------------|---------------------------------------|--------------------|
| 1 | Dr. Yoganand Cottonpet Maternity Home, Near Adhinarayana Temple Street | Asst Surgeon | 08022975675 94806885325 | cpmhbbmp@gmail.com |

| | | | | |
|--|----------------------------------|--|--|--|
| | Cottonpet Main Road Bangalore-53 | | | |
|--|----------------------------------|--|--|--|

b. Asst. Public information Officer

| Sl. No | Name of the officer / administrative | Name & Designation of APIO | Office tel. No. Residence tel no. fax | E-mail |
|--------|-----------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------|--------------------|
| 1 | Bagyalakshmi Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-5 | F.D.C | 08022975675 | cpmhbbmp@gmail.com |

b. Appellate authority

c.

| Sl. No | Name of the officer / administrative | Name & Designation of Appellate authority | Office tel. No. Residence tel no. fax | E-mail |
|--------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------|-------------------|
| 1 | Dr. Nirmala Buggi Health Officer (W) Clinical, 2 nd Floor Dasappa Hospital Compound, Bg. | Helath Officer (W)Clinical | 08022975656 9480683907 | Howest2@gmail.com |

SECTION 4 (1) (b) (xvii) - Any other useful information / information frequently asked by the public. Please give any other information or details of publications which are of relevance or of use to the citizens or which are frequently asked by the public.

The information's with respect to this Hospital are available in website: www.bbmp.gov.in and the information frequently asked by the public is published in citizens charters and in Aroghya Samachar Vahini Quarterly Magazine (for clinical information).

**Assistant Surgeon
Cottonpet Maternity Home**

**COTTONPET MATERNITY HOSPITAL
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 | 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 | 07/11/1983 | CAT A | PAR 1 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 2 | 04/03/1985 | CAT A | PAR 2 | Parturition Record (Incomplete) | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 3 | 12/11/1987 | CAT A | PAR 3 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 4 | 28/04/1989 | CAT A | PAR 4 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 5 | 17/10/1990 | CAT A | PAR 5 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 6 | 02/07/1992 | CAT A | PAR 6 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 7 | 31/03/1994 | CAT A | PAR 7 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 8 | 01/03/1997 | CAT A | PAR 8 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 9 | 01/05/1999 | CAT A | PAR 9 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 10 | 01/02/2001 | CAT A | PAR 10 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 11 | 01/04/2003 | CAT A | PAR 11 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 12 | 01/08/2005 | CAT A | PAR 12 | Parturition Record | Record Room cupboard 1 Shelf No 3 | Record Officer |

Category – 'A' Indent Book

| Sl | Date on which | Category | File No | Subject of file | Location of file: | Date on |
|----|---------------|----------|---------|-----------------|-------------------|---------|
|----|---------------|----------|---------|-----------------|-------------------|---------|

| No | opened (Files to be listed chronologically) | A,B,C,D,E, etc.(files to be listed alphabetically according to category) | | | Room/ cupboard/ shelf number | which file can be destroyed/ custodian of file |
|----|---------------------------------------------|--------------------------------------------------------------------------|-------|-------------|-----------------------------------|------------------------------------------------|
| 1 | 26/06/1988 | CAT A | IDB 1 | Indent Book | Record Roomcupboard 3Shelf No 1 | Record Officer |
| 2 | 03/11/1993 | CAT A | IDB 2 | Indent Book | Record Room cupboard 3 Shelf No 1 | Record Officer |
| 3 | 06/04/1996 | CAT A | IDB 3 | Indent Book | Record Room cupboard 3 Shelf No 1 | Record Officer |
| 4 | 27/11/1997 | CAT A | IDB 4 | Indent Book | Record Room cupboard 3 Shelf No 1 | Record Officer |
| 5 | 08/12/1999 | CAT A | IDB 5 | Indent Book | Record Room cupboard 3Shelf No 1 | Record Officer |
| 6 | 15/02/2003 | CAT A | IDB 6 | Indent Book | Record Room cupboard 3Shelf No 1 | Record Officer |
| 7 | 17/11/2004 | CAT A | IDB 7 | Indent Book | Record Room cupboard 3 Shelf No 1 | Record Officer |
| 8 | 27/07/2006 | CAT A | IDB 8 | Indent Book | Record Room cupboard 3Shelf No 1 | Record Officer |
| 9 | 06/05/2008 | CAT A | IDB 9 | Indent Book | Record Room cupboard 3Shelf No 1 | Record Officer |

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 | 2002 aug | CAT A | ADR 1 | Circulars (Suttolegala Adesha) | Record Room cupboard 2Shelf 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 | 07/09/1968 | CAT A | SRR 1 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 2 | 08/05/1974 | CAT A | SRR 2 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 3 | 12/10/1974 | CAT A | SRR 3 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 4 | 10/08/1976 | CAT A | SRR4 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 5 | 06/02/1979 | CAT A | SRR 5 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 6 | 27/11/1979 | CAT A | SRR 6 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 7 | 18/02/1980 | CAT A | SRR 7 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 8 | 21/04/1980 | CAT A | SRR 8 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 9 | 23/04/1980 | CAT A | SRR 9 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 10 | 08/08/1984 | CAT A | SRR 10 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 11 | 12/03/1986 | CAT A | SRR 11 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 12 | 18/02/1988 | CAT A | SRR 12 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 13 | 20/06/1991 | CAT A | SRR 13 | Service Book | Record Room cupboard 2 Shelf No 2 | Record Officer |

| | | | | | | |
|----|------------|-------|--------|--------------|-----------------------------------------|-------------------|
| 14 | 24/08/1994 | CAT A | SRR 14 | Service Book | Record Room cupboard 2 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 | May 1985 | CAT A | AQR 1 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2 Shelf No 3 | Record Officer |
| 2 | Nov 1987 | CAT A | AQR 2 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2 Shelf No 3 | Record Officer |
| 3 | Nov 1990 | CAT A | AQR 3 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2Shelf No 3 | Record Officer |
| 4 | Nov 1993 | CAT A | AQR 4 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2 Shelf No 3 | Record Officer |
| 5 | Aeg 1996 | CAT A | AQR 5 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2 Shelf No 3 | Record Officer |
| 6 | April 2000 | CAT A | AQR 7 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2Shelf No 3 | Record Officer |
| 7 | Nov 2001 | CAT A | AQR 6 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2Shelf No 3 | Record Officer |
| 8 | Mar 2004 | CAT A | AQR 8 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2 Shelf No 3 | Record Officer |
| 9 | Sep 2007 | CAT A | AQR 9 | Acutance Rols & Pay and Other Allowances | Record Room cupboard 2 Shelf No 3 | Record Officer |

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 | 28/08/2000 | CAT B | CHL 1 | User Fee Register (Challen Reg.) | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 2 | 01/2/2008 | CAT B | CHL 2 | User Fee Register (Challen Reg.) | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 3 | 01/06/2009 | CAT B | CHL3 | User Fee Register (Challen Reg.) | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 4 | 01/07/2012 | CAT B | CHL3 | User Fee Register (Challen Reg.) | Record Room cupboard 2 Shelf No 2 | 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 | 01/04/2005 | CAT B | UCB 1 | User Fee Register (Cash Book) | Record Room cupboard 2 Shelf No 2 | Record Officer |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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 | 19/09/2001 | CAT B | BPB 1 | User Fees Register | Record Room | Record |

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|---|------------|-------|-------|----------------------------------------|-----------------------------------------|-------------------|
| | | | | (Bank Pass Book) | cupboard 3 Shelf No 2 | Officer |
| 2 | 07/02/2002 | CAT B | BPB 2 | User Fees Register (Bank Pass Book) | Record Room cupboard 3 Shelf No 2 | Record Officer |
| 3 | 18/08/2004 | CAT B | BPB 3 | User Fees Register (Bank Pass Book) | Record Room cupboard 3 Shelf No 2 | Record Officer |
| 4 | 21/01/2008 | CAT B | BPB 4 | User Fees Register (Bank Pass Book) | Record Room cupboard 3Shelf No 2 | Record Officer |
| 5 | 20/10/2009 | CAT B | BPB 5 | User Fees Register (Bank Pass Book) | Record Room cupboard 3 Shelf No 2 | 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 | 28/02/2000 | CAT B | RCB 1 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 2 | Record Officer |
| 2 | 22/09/2000 | CAT B | RCB 2 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 2 | Record Officer |
| 3 | 23/10/2000 | CAT B | RCB 3 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 4 | 27/11/2000 | CAT B | RCB 4 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 5 | 05/01/2001 | CAT B | RCB 5 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 6 | 11/01/2001 | CAT B | RCB6 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 7 | 03/01/2001 | CAT B | RCB7 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 8 | 06/02/2001 | CAT B | RCB 8 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 9 | 27/02/2001 | CAT B | RCB 9 | Receipt Books | Record Room | Record |

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|----|------------|-------|--------|--------------------------------|-------------------------------------------|-------------------|
| | | | | Counter Foils | cupboard 1 Shelf No 4-5 | Officer |
| 10 | 16/03/2001 | CAT B | RCB 10 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 11 | 27/03/2001 | CAT B | RCB 11 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 12 | 20/04/2001 | CAT B | RCB 12 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 13 | 16/05/2001 | CAT B | RCB 13 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 14 | 22/06/2001 | CAT B | RCB 14 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 15 | 27/07/2001 | CAT B | RCB 15 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 16 | 24/08/2001 | CAT B | RCB 16 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 17 | 24/09/2001 | CAT B | RCB 17 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 18 | 29/10/2001 | CAT B | RCB 18 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 19 | 07/12/2001 | CAT B | RCB 19 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 20 | 25/01/2002 | CAT B | RCB 20 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 21 | 18/02/2002 | CAT B | RCB 21 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 22 | 05/04/2002 | CAT B | RCB 22 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 23 | 22/05/2002 | CAT B | RCB23 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 24 | 14/06/2002 | CAT B | RCB 24 | Receipt Books Counter Foils | Record Room cupboard 1 | Record Officer |

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|----|------------|-------|--------|--------------------------------|-------------------------------------------|-------------------|
| | | | | | Shelf No 4-5 | |
| 25 | 12/07/2002 | CAT B | RCB 25 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 26 | 28/08/2002 | CAT B | RCB 26 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 27 | 04/10/2002 | CAT B | RCB 27 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 28 | 20/10/2002 | CAT B | RCB 28 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 29 | 22/11/2002 | CAT B | RCB 29 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 30 | 27/12/02 | CAT B | RCB 30 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 31 | 24/01/03 | CAT B | RCB 31 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 32 | 14/02/03 | CAT B | RCB 32 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 33 | 19/03/03 | CAT B | RCB33 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 34 | 16/04/03 | CAT B | RCB 34 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 35 | 16/05/03 | CAT B | RCB 35 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 36 | 13/06/03 | CAT B | RCB 36 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 37 | 11/07/03 | CAT B | RCB 37 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 38 | 22/08/03 | CAT B | RCB 38 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 39 | 17/09/03 | CAT B | RCB 39 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|----|----------|-------|--------|--------------------------------|-------------------------------------------|-------------------|
| 40 | 10/10/03 | CAT B | RCB 40 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 41 | 22/11/03 | CAT B | RCB 41 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 42 | 26/12/03 | CAT B | RCB 42 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 43 | 06/02/04 | CAT B | RCB 43 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 44 | 24/03/04 | CAT B | RCB 44 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 45 | 02/07/04 | CAT B | RCB 45 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 46 | 12/08/04 | CAT B | RCB 46 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 47 | 23/09/04 | CAT B | RCB 47 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 48 | 25/11/04 | CAT B | RCB 48 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 49 | 23/12/04 | CAT B | RCB 49 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 50 | 21/05/05 | CAT B | RCB 50 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 51 | 10/02/05 | CAT B | RCB 51 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 52 | 03/03/05 | CAT B | RCB 52 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 53 | 24/03/05 | CAT B | RCB 53 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 54 | 16/04/05 | CAT B | RCB 54 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 55 | 05/05/05 | CAT B | RCB 55 | Receipt Books | Record Room | Record |

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|----|-----------|-------|--------|--------------------------------|-------------------------------------------|-------------------|
| | | | | Counter Foils | cupboard 1 Shelf No 4-5 | Officer |
| 56 | 02/06/05 | CAT B | RCB 56 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 57 | .16/06/05 | CAT B | RCB 57 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 58 | 30/06/05 | CAT B | RCB 58 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 59 | 04/08/05 | CAT B | RCB 59 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 60 | 08/09/05 | CAT B | RCB 60 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 61 | 20/10/05 | CAT B | RCB 61 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 62 | 11/11/05 | CAT B | RCB 62 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 63 | 05/01/06 | CAT B | RCB 63 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 64 | 06/04/06 | CAT B | RCB 64 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 65 | 26/05/06 | CAT B | RCB 65 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 66 | .14/07/06 | CAT B | RCB 66 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 67 | 18/08/06 | CAT B | RCB 67 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 68 | 15/09/06 | CAT B | RCB68 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 69 | 27/10/06 | CAT B | RCB 69 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 70 | 10/11/06 | CAT B | RCB 70 | Receipt Books Counter Foils | Record Room cupboard 1 | Record Officer |

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|----|-----------|-------|--------|--------------------------------|-------------------------------------------|-------------------|
| | | | | | Shelf No 4-5 | |
| 71 | 01/12/06 | CAT B | RCB 71 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 72 | 09/01/06 | CAT B | RCB 72 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 73 | 02/031/07 | CAT B | RCB 73 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 74 | 13/04/07 | CAT B | RCB 74 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 75 | 11/05/07 | CAT B | RCB 75 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 76 | 08/06/07 | CAT B | RCB 76 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 77 | 29/06/07 | CAT B | RCB 77 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 78 | 13/07/07 | CAT B | RCB 78 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 79 | 23/07/07 | CAT B | RCB 79 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 80 | 27/07/07 | CAT B | RCB 80 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 81 | 02/08/07 | CAT B | RCB 81 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 82 | 09/08/07 | CAT B | RCB 82 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 83 | 21/08/07 | CAT B | RCB 83 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 84 | 28/08/07 | CAT B | RCB 84 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 85 | 03/09/07 | CAT B | RCB 85 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|-----|----------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| 86 | 06/09/07 | CAT B | RCB 86 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 87 | 10/09/07 | CAT B | RCB 87 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 88 | 18/09/07 | CAT B | RCB 88 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 89 | 21/09/07 | CAT B | RCB 89 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 90 | 27/09/07 | CAT B | RCB 90 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 91 | 01/10/07 | CAT B | RCB 91 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 92 | 05/10/07 | CAT B | RCB 92 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 93 | 12/10/07 | CAT B | RCB 93 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 94 | 18/10/07 | CAT B | RCB 94 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 95 | 25/10/07 | CAT B | RCB 95 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 96 | 31/10/07 | CAT B | RCB 96 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 97 | 12/11/07 | CAT B | RCB97 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 98 | 16/11/07 | CAT B | RCB 98 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 99 | 20/11/07 | CAT B | RCB99 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 100 | 24/11/07 | CAT B | RCB 100 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 101 | 28/11/07 | CAT B | RCB | Receipt Books | Record Room | Record |

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|-----|------------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| | | | 101 | Counter Foils | cupboard 1 Shelf No 4-5 | Officer |
| 102 | 03/12/07 | CAT B | RCB 102 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 103 | 07/12/07 | CAT B | RCB 103 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 104 | 17/12/07 | CAT B | RCB 104 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 105 | 24/12/07 | CAT B | RCB 105 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 106 | 28/12/07 | CAT B | RCB 106 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 107 | 01/01/08 | CAT B | RCB107 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 108 | 04/01/08 | CAT B | RCB 108 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 109 | 17/01/08 | CAT B | RCB 109 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 110 | 21/01/08 | CAT B | RCB 110 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 111 | 25/01/08 | CAT B | RCB 111 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 112 | 01/02/08 | CAT B | RCB 112 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 113 | 07/02/08 | CAT B | RCB 113 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 114 | 12/02/08 | CAT B | RCB 114 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 115 | 20/02/08 | CAT B | RCB 115 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 116 | . 25/02/08 | CAT B | RCB 116 | Receipt Books Counter Foils | Record Room cupboard 1 | Record Officer |

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|-----|----------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| | | | | | Shelf No 4-5 | |
| 117 | 29/02/08 | CAT B | RCB 117 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 118 | 06/03/08 | CAT B | RCB 118 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 119 | 12/03/08 | CAT B | RCB 119 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 120 | 18/03/08 | CAT B | RCB 120 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 121 | 26/03/08 | CAT B | RCB 121 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 122 | 31/03/08 | CAT B | RCB 122 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 123 | 16/04/08 | CAT B | RCB 123 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 124 | 26/04/08 | CAT B | RCB 124 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 125 | 02/05/08 | CAT B | RCB 125 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 126 | 08/05/08 | CAT B | RCB 126 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 127 | 14/05/08 | CAT B | RCB 127 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 128 | 20/05/08 | CAT B | RCB 128 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 129 | 26/05/08 | CAT B | RCB 129 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 130 | 01/06/08 | CAT B | RCB 130 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 131 | 05/06/08 | CAT B | RCB 131 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|-----|-----------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| 132 | 13/06/08 | CAT B | RCB 132 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 133 | 18/06/08 | CAT B | RCB 133 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 134 | 24/06/08 | CAT B | RCB 134 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 135 | 30/06/08 | CAT B | RCB 135 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 136 | 04/07/08 | CAT B | RCB 136 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 137 | 10/07/08 | CAT B | RCB 137 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 138 | 16/07/08 | CAT B | RCB 138 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 139 | 22/07/08 | CAT B | RCB 139 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 140 | 27/07/08 | CAT B | RCB 140 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 141 | 01/08/0/8 | CAT B | RCB 141 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 142 | 06/08/08 | CAT B | RCB 142 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 143 | 12/08/08 | CAT B | RCB 143 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 144 | 20/08/08 | CAT B | RCB 144 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 145 | 26/08/08 | CAT B | RCB 145 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 146 | 30/08/08 | CAT B | RCB 146 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 147 | 10/09/08 | CAT B | RCB | Receipt Books | Record Room | Record |

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|-----|----------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| | | | 147 | Counter Foils | cupboard 1 Shelf No 4-5 | Officer |
| 148 | 19/09/08 | CAT B | RCB 148 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 149 | 22/09/08 | CAT B | RCB 149 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 150 | 26/09/08 | CAT B | RCB 150 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 151 | 11/10/08 | CAT B | RCB 151 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 152 | 17/10/08 | CAT B | RCB 152 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 153 | 23/10/08 | CAT B | RCB 153 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 154 | 31/10/08 | CAT B | RCB 154 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 155 | 06/11/08 | CAT B | RCB 155 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 156 | 17/11/08 | CAT B | RCB 156 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 157 | 21/11/08 | CAT B | RCB 157 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 158 | 27/1/08 | CAT B | RCB 158 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 159 | 04/12/08 | CAT B | RCB 159 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 160 | 12/12/08 | CAT B | RCB 160 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 161 | 25/12/08 | CAT B | RCB 161 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 162 | 05/01/09 | CAT B | RCB 162 | Receipt Books Counter Foils | Record Room cupboard 1 | Record Officer |

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|-----|----------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| | | | | | Shelf No 4-5 | |
| 163 | 15/01/09 | CAT B | RCB 163 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 164 | 22/01/09 | CAT B | RCB 164 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 165 | 31/01/09 | CAT B | RCB 165 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 166 | 12/02/09 | CAT B | RCB 166 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 167 | 25/02/09 | CAT B | RCB 167 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 168 | 06/03/09 | CAT B | RCB 168 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 169 | 16/03/09 | CAT B | RCB 169 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 170 | 30/03/09 | CAT B | RCB 170 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 171 | 13/04/09 | CAT B | RCB 171 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 172 | 26/05/09 | CAT B | RCB 172 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 173 | 16/06/09 | CAT B | RCB 173 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 174 | 20/06/09 | CAT B | RCB 174 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 175 | 26/06/09 | CAT B | RCB 175 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 176 | 02/07/09 | CAT B | RCB 176 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 177 | 09/07/09 | CAT B | RCB 177 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|-----|----------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| 178 | 16/07/09 | CAT B | RCB 178 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 179 | 20/07/09 | CAT B | RCB 179 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 180 | 24/07/09 | CAT B | RCB 180 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 181 | 29/07/09 | CAT B | RCB 181 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 182 | 03/08/09 | CAT B | RCB 182 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 183 | 10/08/09 | CAT B | RCB 183 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 184 | 13/08/09 | CAT B | RCB 184 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 185 | 17/08/09 | CAT B | RCB 185 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 186 | 19/08/09 | CAT B | RCB 186 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 187 | 21/08/09 | CAT B | RCB 187 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 188 | 26/08/09 | CAT B | RCB 188 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 189 | 30/08/09 | CAT B | RCB 189 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 190 | 03/09/09 | CAT B | RCB 190 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 191 | 08/09/09 | CAT B | RCB 191 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 192 | 11/09/09 | CAT B | RCB 192 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 193 | 16/09/09 | CAT B | RCB | Receipt Books | Record Room | Record |

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|-----|----------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| | | | 193 | Counter Foils | cupboard 1 Shelf No 4-5 | Officer |
| 194 | 22/09/09 | CAT B | RCB 194 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 195 | 29/09/09 | CAT B | RCB 195 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 196 | 08/10/09 | CAT B | RCB 196 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 197 | 15/10/09 | CAT B | RCB 197 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 198 | 22/10/09 | CAT B | RCB 198 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 199 | 27/10/09 | CAT B | RCB 199 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 200 | 29/10/09 | CAT B | RCB 200 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 201 | 07/11/09 | CAT B | RCB 201 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 202 | 17/11/09 | CAT B | RCB 202 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 203 | 24/11/09 | CAT B | RCB 203 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 204 | 05/12/09 | CAT B | RCB 204 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 205 | 10/12/09 | CAT B | RCB 205 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 206 | 17/12/09 | CAT B | RCB 206 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 207 | 27/12/09 | CAT B | RCB 207 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 208 | 05/01/10 | CAT B | RCB 208 | Receipt Books Counter Foils | Record Room cupboard 1 | Record Officer |

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|-----|-----------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| | | | | | Shelf No 4-5 | |
| 209 | 16/01/10 | CAT B | RCB 209 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 210 | 21/01/10 | CAT B | RCB 210 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 211 | 30/01/10 | CAT B | RCB 211 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 212 | 04/02/10 | CAT B | RCB 212 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 213 | 11/02/10 | CAT B | RCB 213 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 214 | 19/02/10 | CAT B | RCB 214 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 215 | 25/02/10 | CAT B | RCB 215 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 216 | 05/03/10 | CAT B | RCB 216 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 217 | 11/03/10 | CAT B | RCB 217 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 218 | 18/03/10 | CAT B | RCB 218 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 219 | 25/03/10 | CAT B | RCB 219 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 220 | 31/03/10 | CAT B | RCB 220 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 221 | 06/04/10 | CAT B | RCB 221 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 222 | .10/04/10 | CAT B | RCB 222 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 223 | 16/04/10 | CAT B | RCB 223 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|-----|----------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| 224 | 22/04/10 | CAT B | RCB 224 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 225 | 27/04/10 | CAT B | RCB 225 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 226 | 06/05/10 | CAT B | RCB 226 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 227 | 10/05/10 | CAT B | RCB 227 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 228 | 14/05/10 | CAT B | RCB 228 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 229 | 21/05/10 | CAT B | RCB 229 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 230 | 27/05/10 | CAT B | RCB 230 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 231 | 03/06/10 | CAT B | RCB 231 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 232 | 08/06/10 | CAT B | RCB 232 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 233 | 14/06/10 | CAT B | RCB 233 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 234 | 18/06/10 | CAT B | RCB 234 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 235 | 25/06/10 | CAT B | RCB 235 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 236 | 27/10/10 | CAT B | RCB 236 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 237 | 10/07/10 | CAT B | RCB 237 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 238 | 17/07/10 | CAT B | RCB 238 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 239 | 23/07/10 | CAT B | RCB | Receipt Books | Record Room | Record |

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|-----|----------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| | | | 239 | Counter Foils | cupboard 1 Shelf No 4-5 | Officer |
| 240 | 28/07/00 | CAT B | RCB 240 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 241 | 04/08/10 | CAT B | RCB 241 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 242 | 09/08/10 | CAT B | RCB 242 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 243 | 16/08/10 | CAT B | RCB 243 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 244 | 25/08/10 | CAT B | RCB 244 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 245 | 31/08/10 | CAT B | RCB 245 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 246 | 06/09/10 | CAT B | RCB 246 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 247 | 13/09/10 | CAT B | RCB 247 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 248 | 21/09/10 | CAT B | RCB 248 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 249 | 29/09/10 | CAT B | RCB 249 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 250 | 05/10/10 | CAT B | RCB 250 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 251 | 14/10/10 | CAT B | RCB 251 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 252 | 25/10/10 | CAT B | RCB 252 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 253 | 03/11/10 | CAT B | RCB 253 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 254 | 15/11/10 | CAT B | RCB 254 | Receipt Books Counter Foils | Record Room cupboard 1 | Record Officer |

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|-----|----------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| | | | | | Shelf No 4-5 | |
| 255 | 23/11/10 | CAT B | RCB 255 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 256 | 27/11/10 | CAT B | RCB 256 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 257 | 04/12/10 | CAT B | RCB 257 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 258 | 10/12/10 | CAT B | RCB 258 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 259 | 20/12/10 | CAT B | RCB 259 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 260 | 24/12/10 | CAT B | RCB 260 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 261 | 04/01/11 | CAT B | RCB 261 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 262 | 07/01/11 | CAT B | RCB 262 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 263 | 13/01/11 | CAT B | RCB 263 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 264 | 20/01/11 | CAT B | RCB 264 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 265 | 29/01/11 | CAT B | RCB 265 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 266 | 03/02/11 | CAT B | RCB 266 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 267 | 10/02/11 | CAT B | RCB 267 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 268 | 18/02/11 | CAT B | RCB 268 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 269 | 24/02/11 | CAT B | RCB 269 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

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|-----|------------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| 270 | 05/03/2011 | CAT B | RCB 270 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 271 | 25/03/2011 | CAT B | RCB 271 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 272 | 10/04/2011 | CAT B | RCB 272 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 273 | 30/04/2011 | CAT B | RCB 273 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 274 | 20/05/2011 | CAT B | RCB 274 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 275 | 05/06/2011 | CAT B | RCB 275 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 276 | 01/07/2011 | CAT B | RCB 276 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 277 | 01/08/2011 | CAT B | RCB 277 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 278 | 02/09/2011 | CAT B | RCB 278 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 279 | 03/10/2011 | CAT B | RCB 279 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 280 | 10/11/2011 | CAT B | RCB 280 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 281 | 20/12/2011 | CAT B | RCB 281 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 282 | 01/02/2012 | CAT B | RCB 282 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 283 | 01/03/2012 | CAT B | RCB 283 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 284 | 04/04/2012 | CAT B | RCB 284 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 285 | 05/05/2012 | CAT B | RCB | Receipt Books | Record Room | Record |

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|-----|------------|-------|------------|--------------------------------|-------------------------------------------|-------------------|
| | | | 285 | Counter Foils | cupboard 1 Shelf No 4-5 | Officer |
| 286 | 06/06/2012 | CAT B | RCB 286 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 287 | 02/07/2012 | CAT B | RCB 287 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 288 | 02/08/2012 | CAT B | RCB 288 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 289 | 10/09/2012 | CAT B | RCB 289 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |
| 290 | 10/10/2012 | CAT B | RCB 290 | Receipt Books Counter Foils | Record Room cupboard 1 Shelf No 4-5 | Record Officer |

Category – ‘B’ Stock 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 |
|-------|-----------------------------------------------------------|-----------------------------------------------------------------------------------|---------|-----------------|------------------------------------------------|--------------------------------------------------------|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Category – ‘D’ P.R. 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 |
|-------|-----------------------------------------------------------|-----------------------------------------------------------------------------------|---------|-----------------|------------------------------------------------|--------------------------------------------------------|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Category – ‘D’ Tappal 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 | 03/10/201 | CAT D | TPB 1 | Tappal Book | Record Room cupboard 2 Shelf No 4 | Record Officer |
| 2 | . 03/03/04 | CAT D | TPB 2 | Tappal Book | Record Room cupboard 2 Shelf No 4 | Record Officer |

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|---|----------|-------|-------|-------------|-----------------------------------------|-------------------|
| 3 | 29/11/06 | CAT D | TPB 3 | Tappal Book | Record Room cupboard 2 Shelf No 4 | Record Officer |
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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 | 01/08/04 | CAT D | ATT 1 | Attendance Register | Record Room cupboard 3 Shelf No 1 | Record Officer |
| 2 | 01/01/07 | CAT D | ATT 2 | Attendance Register | Record Room cupboard 3 Shelf No 1 | Record Officer |
| 3 | 01/02/08 | CAT D | ATT 3 | Attendance Register | Record Room cupboard 3 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 |
|-------|-----------------------------------------------------------|-----------------------------------------------------------------------------------|---------|-----------------|------------------------------------------------|--------------------------------------------------------|
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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 |
|-------|-----------------------------------------------------------|-----------------------------------------------------------------------------------|---------|-----------------|------------------------------------------------|--------------------------------------------------------|
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| 1 | 0 | 0 | 0 | 0 | 0 | 0 |
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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 | 03/06/04 | CAT D | OPD 1 | Out Patient Register | Record Room cupboard 1 Shelf No 4 | Record Officer |
| 2 | 10/01/06 | CAT D | OPD 2 | Out Patient Register | Record Room cupboard 1 Shelf No 4 | Record Officer |
| 3 | 03/03/07 | CAT D | OPD 3 | Out Patient Register | Record Room cupboard 1 Shelf No 4 | Record Officer |
| 4 | 12/02/09 | CAT D | OPD 4 | Out Patient Register | Record Room cupboard 1 Shelf No 4 | 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 | 09/09/03 | CAT D | ADR 1 | Admission Register | Record Room cupboard 1 Shelf No 3 | Record Officer |
| 2 | 09/02/06 | CAT D | ADR 2 | Admission Register | Record Room cupboard 1 Shelf No 3 | 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 | 12/04/04 | CAT D | ANC 1 | ANC Register | Record Room cupboard 1 Shelf No 4 | Record Officer |
| 2 | 2/06/2011 | CAT D | ANC 1 | ANC Register | Record Room cupboard 1 | Record Officer |

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|--|--|--|--|--|------------|--|
| | | | | | Shelf No 4 | |
|--|--|--|--|--|------------|--|

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 | 0 | 0 | 0 | 0 | 0 | 0 |

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 | 2000 | CAT E | CLR 1 | Casual Leave Register | Record Room cupboard 2 Shelf No 4 | Record Officer |
| 2 | 2011 | CAT E | CLR 1 | Casual Leave Register | Record Room cupboard 2 Shelf No 4 | Record Officer |
| 3 | 2012 | CAT E | CLR 1 | Casual Leave Register | Record Room cupboard 2 Shelf No 4 | 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 | 01/07/2011 | CATE | DOG-1 | Dog Bite Register | Record Room | Record |

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|--|--|--|--|--|--|---------|
| | | | | | | Officer |
|--|--|--|--|--|--|---------|

Category – ‘E’ Maternity Case Sheet

| 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>APL 2009 TO</u> <u>MARCH 10</u> | CAT E | MCS 61 | Maternity Case Sheet | Record Room cupboard 1 Shelf No 1 | 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 | <u>02/05/2012</u> | CAT -E | File-1 | M.T.P. Register | Record Room cupboard 1 Shelf No 1 | Record Officer |

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 | 01/04/2012 | CATE | CUT 1 | IUCD Register | Record Room cupboard 2 Shelf No 3 | 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 |
|-------|-----------------------------------------------------------|-----------------------------------------------------------------------------------|---------|-----------------|------------------------------------------------|--------------------------------------------------------|
| | | | | | | |

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|---|----------|-------|-------|--------------|-----------------------------------------|-------------------|
| 1 | 01/01/03 | CAT E | LAB 4 | Lab Register | Record Room cupboard 1 Shelf No 2 | 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 | 25/07/2011 | CAT -E | REF-4 | Referral Book | Record Room cupboard 1 Shelf No 2 | 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’ 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 |