

MAGADI ROAD MATERNITY HOME.

RTA 2005 SECTION 4

(1)(A)(B)2/7/2013SECTION 4 (1)(b)(i)- Organizational Structure, Aims and Functions

26/6/2014

Sl. No.	Name of the Organization	Address	Aims
1	Magadi Raod Maternity Home	Magadi Road, Maternity Home, 2 nd Cross, Magadi Road Bangalore- 560 023.	Rendering Maternal and child health care services in order to reduce maternal and child mortality and morbidity

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..
- Family Planning Counselling.
- RNTCP (Tuberculosis screening & DOTS).
- Treatment Of Dog bite cases with ARV tissue culture vaccine through IM
- 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.

B. INPATIENT SERVICES AT MRMH

- Normal deliveries.
- Baby Friendly Hospital.
- Medical termination of Pregnancy
- Prevention of mother to child transmission of HIV during labour (ICTC)
- 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, Gynecologist is also working (Panel)	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 operations 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 and Imprest amount 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 SRRH and Maintenance of Relevant Registers.	1. To draw salaries for establishment. 2. To sanction casual leaves to group B,C & D.
2.	Staff Nurse <u>Panel of Staff Nurse is also working</u>	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.	<u>ANM</u>	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. 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 MH 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 MH 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.	
4	FDC	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	
5	Group D Workers	Allow the visitors to see the patient only during the visiting hours. Allow only one attender per patient to stay during nights. Rem 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 when required, under the supervision of the Staff Nurse Using. OT care Insturement 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.	

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	Administrative	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 Recordsheld / 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) Maintinence 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.Raksha(Incharger)
	Birth and Death Register	
	Indent Book	
	Niyojana File	
	Transfer File	
	Circulars (Suttolegala Adesha)	
	Service Book (Old + New)	
	Acutance Rolls & Pay and Other Allowances	
	Incentive Payment Reg.	
	Incentive Cash Book	

Category – ‘B’

<i>Category Of the document</i>	<i>Title of the Document</i>	<i>Custodian of the Document</i>
Category B	Repairs and Maintenance Vehicle Register. <ul style="list-style-type: none">• Petrol Bill Book• Diesel Bill Book } D.C. Bill	Record room officer Dr.Raksha(Incharger)
	• Repair Bill Book – D.C. Bill	
	• Reading Record Book	
	• KGD Insurance Book	
	Festival Advance Register	
	Legal Files (Nyayaladha Kadatagalu)	
	Audit Report Follow up Register	
User Fees Register <ul style="list-style-type: none">• Challen Reg.• UF Cash Book• Bank Pass Book• Receipt Books counter foils		
Stock Book		

Category – ‘C’

<i>Category Of the document</i>	<i>Title of the Document</i>	<i>Custodian of the Document</i>
Category C	Scale Register of Establishment	Record room officer Dr.Raksha(Incharger)

Category – ‘D’

<i>Category Of the document</i>	<i>Title of the Document</i>	<i>Custodian of the Document</i>
Category D	P.R. Register	Record room officer Dr.Raksha(Incharger)
	Tappal Book	
	Attendance Register	
	Medical Reimbursement files (Reg.)	
	D.C. Bill Book	
	Log Books	
	LPC Register	
	Out Patient Register	
	Admission Register	
	Antenatal Register	
	Major O.T. Register	
	Minor O.T. Register	
Infant Death Register		

Category – ‘E’

<i>Category Of the document</i>	<i>Title of the Document</i>	<i>Custodian of the Document</i>
Category E	R.T.I Register	Record room officer Dr.Raksha(Incharger)
	Casual Leave Register	
	Dog Bite Register	
	Maternity Case Sheet (Delivery + Major case sheet)	
	Sterilization Case Sheets	
	M.T.P Register	
	IUCD Register	
	Lab Register	
	Referral Book	
	Complaint Files	
	Condemned Register	
	Scanning Register	
	Doctor’s call Book	

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;

<i>Sl.No</i>	<i>Function/Service</i>	<i>Arrangement for consultation with, or representation of public in relation with policy formulation</i>	<i>Arrangement for consultation with, or representation of public in relation with policy implementation</i>
Not Applicable			

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

<i>Names of board council, committee, etc.,</i>	<i>Composition</i>	<i>Power and functions</i>	<i>Whether its meetings are open to the public/ whether minutes of meetings are accessible for public;</i>
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.Shilpshree	Gynicologist (Panel)	Magadi Road Meternity Home 2 nd Cross, Magadi Road Bangalore- 560 023 Office: 22975789 Mobile: 9480683918	50000
2	Rajeshwari	SDC	Magadi Road Meternity Home 2 nd Cross, Magadi Road Bangalore- 560 023 Office: 22975789	12250 (11600-21000)
3	Manjunath	Peon	Magadi Road Meternity Home 2 nd Cross, Magadi Road Bangalore- 560 023 Office: 22975789	9600 (9,600-14,550)
3	Giriyamma	PK	Govindrajnagara Primary School	16400 (10400-16400)
4	Narayana K	PK	Moodalapaly Matarnety Hospital	14450 (9600-14550)

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

Agency	Plan/Programme /Scheme/Project	Proposed expenditure	Expected out comes	Report of disbursements made or where such details are Available (website, reports, notice board)
Budget allocation to each programme is done at higher officer's level.				

Section4(1)(b)(xii)-Manner of execution of subsidy Programmes

a. Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer compeltent to grant subsidy under various programmes/schemes

Sl.No	Name of Programme/Activity	Nature/Scale of subsidy	Eligibility for grant of subsidy	Designation of officer for grant of subsidy
Not applicable				

Section4(1)(b)(xiii)-particulars of recipients of concessions, permits or authorizations granted by the public authority

Sl.No	Name and address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name of 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 forms

Sl. No	Electronic data	Description (site Address/Location where available etc	Contents or title	Designation and address of the custodian of information (held by whom)
Not applicable				

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

Facility	Description (location of facility/ name Etc)	Details of information available
MCH & FW	Displayed on the notice board put up in	• Out patients and In Patients services

services	the OPD block of hospital.	<ul style="list-style-type: none"> • 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.
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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. Raksha Magadi Road Meternity Home 2 nd Cross, Magadi Road Bangalore- 560 023	General Duty Medical Officer (Incharger)	08022975789 9480683663	mrmh.121road@gamil.com

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	Rajeshwari Magadi Road Meternity Home 2 nd Cross, Magadi Road Bangalore- 560 023	S.D.C	08022975789	mrmh.121road@gamil.com

c. Appellate authority

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	22975656 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).

MAGADI ROAD MATERNITY HOME

RTA 2005 SECTION 4 (1)(a)

41(a) Maintenance of all Records of this hospital duly catalogued and Indexed in a manner and form as per RICategory – ‘A’ Parturition Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	26/2/1952	CAT A	PAR 1	Parturition Record	Record Room cupboard	Record Officer
2	9/16/1959	CAT A	PAR 2	Parturition Record	Record Room cupboard	Record Officer
3	19/12/1963	CAT A	PAR 3	Parturition Record	Record Room cupboard	Record Officer
4	16/11/1964	CAT A	PAR 4	Parturition Record	Record Room cupboard	Record Officer
5	4/11/1966	CAT A	PAR 5	Parturition Record	Record Room cupboard	Record Officer
6	24/4/1967	CAT A	PAR 6	Parturition Record	Record Room cupboard	Record Officer
7	22/8/1968	CAT A	PAR 7	Parturition Record	Record Room cupboard	Record Officer
8	19/4/1969	CAT A	PAR 8	Parturition Record	Record Room cupboard	Record Officer
9	31/3/1972	CAT A	PAR 9	Parturition Record	Record Room cupboard	Record Officer
10	8/10/1973	CAT A	PAR 10	Parturition Record	Record Room cupboard	Record Officer
11	4/11/1976	CAT A	PAR 11	Parturition Record	Record Room cupboard	Record Officer
12	1/2/1978	CAT A	PAR 12	Parturition Record	Record Room cupboard	Record Officer
13	3/11/1979	CAT A	PAR 13	Parturition Record	Record Room cupboard	Record Officer
14	3/11/1980	CAT A	PAR 14	Parturition Record	Record Room cupboard	Record Officer
15	26/1/1983	CAT A	PAR 15	Parturition Record	Record Room cupboard	Record Officer
16	11/5/1983	CAT A	PAR 16	Parturition Record	Record Room cupboard	Record Officer
17	1/7/1984	CAT A	PAR 17	Parturition Record	Record Room cupboard	Record Officer
18	11/5/1986	CAT A	PAR 18	Parturition Record	Record Room cupboard	Record Officer
15	4/6/1987	CAT A	PAR 19	Parturition Record	Record Room cupboard	Record Officer
16	5/3/1989	CAT A	PAR 20	Parturition Record	Record Room cupboard	Record Officer
17	1/3/1990	CAT A	PAR 21	Parturition Record	Record Room cupboard	Record Officer
18	1/10/1991	CAT A	PAR 22	Parturition Record	Record Room cupboard	Record Officer
19	7/7/1993	CAT A	PAR 23	Parturition Record	Record Room cupboard	Record Officer
20	28/11/1994	CAT A	PAR 24	Parturition Record	Record Room cupboard	Record Officer
21	6/10/1995	CAT A	PAR 25	Parturition Record	Record Room cupboard	Record Officer
22	1/1/1996	CAT A	PAR 26	Parturition Record	Record Room cupboard	Record Officer
23	1/7/1997	CAT A	PAR 27	Parturition Record	Record Room cupboard	Record Officer
24	11/3/1999	CAT A	PAR 28	Parturition Record	Record Room cupboard	Record Officer
25	3/8/2001	CAT A	PAR 29	Parturition Record	Record Room cupboard	Record Officer
26	1/1/2003	CAT A	PAR 30	Parturition Record	Record Room cupboard	Record Officer

27	9/3/2003	CAT A	PAR 31	Parturition Record	Record Room cupboard	Record Officer
28	1/1/2005	CAT A	PAR 32	Parturition Record	Record Room cupboard	Record Officer
29	1/12/2006	CAT A	PAR 33	Parturition Record	Record Room cupboard	Record Officer
30	1/12/2007	CAT A	PAR 34	Parturition Record	Record Room cupboard	Record Officer
31	1/1/2009	CAT A	PAR 35	Parturition Record	Record Room cupboard	Record Officer
32	31/3/2010	CAT A	PAR 36	Parturition Record	Record Room cupboard	Record Officer
33	1/6/2011	CAT A	PAR 37	Parturition Record	Record Room cupboard	Record Officer
34	26/10/2013	CAT A	PAR38	Parturition Record	Record Room cupboard	Record Officer

Category – ‘A’ Indent Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	17/11/1973	CAT A	IDB 1	Indent Book	Record Room cupboard	Record Officer
2	27/7/1980	CAT A	IDB 2	Indent Book	Record Room cupboard	Record Officer
3	12/9/1990	CAT A	IDB 3	Indent Book	Record Room cupboard	Record Officer
4	28/2/1997	CAT A	IDB 4	Indent Book	Record Room cupboard	Record Officer
5	28/4/1997	CAT A	IDB 5	Indent Book	Record Room cupboard	Record Officer
6	26/5/1998	CAT A	IDB 6	Indent Book	Record Room cupboard	Record Officer
7	30/12/1998	CAT A	IDB 7	Indent Book	Record Room cupboard	Record Officer
8	6/6/2000	CAT A	IDB 8	Indent Book	Record Room cupboard	Record Officer
9	3/3/2001	CAT A	IDB 9	Indent Book	Record Room cupboard	Record Officer
10	4/12/2001	CAT A	IDB 10	Indent Book	Record Room cupboard	Record Officer
11	21/8/2002	CAT A	IDB 11	Indent Book	Record Room cupboard	Record Officer
12	2/3/2003	CAT A	IDB 12	Indent Book	Record Room cupboard	Record Officer
13	16/4/2004	CAT A	IDB 13	Indent Book	Record Room cupboard	Record Officer
14	30/6/2005	CAT A	IDB 14	Indent Book	Record Room cupboard	Record Officer
15	2/1/2007	CAT A	IDB 15	Indent Book	Record Room cupboard	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	1/1/1990	CAT A	SRR 1	Service Book	Record Room cupboard	Record Officer
2	23/10/1982	CAT A	SRR 2	Service Book	Record Room cupboard	Record Officer

3	22/7/1995	CAT A	SRR 3	Service Book	Record Room cupboard	Record Officer
4	21/9/1979	CAT A	SRR4	Service Book	Record Room cupboard	Record Officer
5	1/3/2013	CAT A	SRR 5	Service Book	Record Room cupboard	Record Officer

Category – ‘A’ Acquittance 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	1/5/1985	CAT A	AQR 1	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistent Surgen
2	1/2/1994	CAT A	AQR 2	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistent Surgen
3	1/4/1997	CAT A	AQR 3	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistent Surgen
4	1/5/2000	CAT A	AQR 4	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistent Surgen
5	1/4/2003	CAT A	AQR 5	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistent Surgen
6	1/5/2008	CAT A	AQR 6	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistent Surgen
7	1/5/2012	CAT A	AQR 7	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Assistent Surgen

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	17/8/2000	CAT B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard	Record Officer

Category – ‘B’ User Fees Register (UF Cash Book)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2002	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard	Record Officer
2	2/10/2010	CAT B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard	Record Officer
3	1/7/2013	CAT B	UCB 3	User Fee Register (Cash Book)	Record Room cupboard	Record Officer

Category – ‘B’ User Fees Register (Bank Pass Book)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	5/4/2005	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard	Record Officer
2	23/3/2007	CAT B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard	Record Officer
3	24/8/2009	CAT B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard	Record Officer

4	29/9/2010	CAT B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard	Record Officer
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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	16/6/2007 10 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
2	18/7/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
3	14/11/2007 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
4	31/1/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
5	12/3/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
6	14/4/2008 3Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
7	15/5/2008 4Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
8	20/5/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
9	27/6/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
10	5/7/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
11	9/9/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
12	18/11/2008 2Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
13	28/11/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
14	3/1/2009 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
15	3/3/2009 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
16	12/5/2009 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
17	30/9/2009 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
18	6/11/2009 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
19	24/2/2010 30Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
20	15/9/2010 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
21	19/10/2010 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
22	3/3/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
23	21/11/2011	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer

Category – ‘B’ Stock Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	20/6/1992	CAT B	STB 1	Stock Book	Record Room	Record Officer

					cupboard	
2	20/6/1992	CAT B	STB 2	Stock Book	Record Room cupboard	Record Officer
3	8/7/1998	CAT B	STB 3	Stock Book	Record Room cupboard	Record Officer
4	1/7/2002	CAT B	STB 4	Stock Book	Record Room cupboard	Record Officer
5	3/11/2009	CAT B	STB 5	Stock Book	Record Room cupboard	Record Officer
6	8/7/2013	CAT B	STB 6	Stock Book	Record Room cupboard	Record Officer

Category – ‘B’ Audit Report Followup Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/8/1997	CAT B	1	AUR	Record Room cupboard 1 Shelf No 2	Record Officer

Category – ‘C’ Scale Register of Establishment

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	0	0	0	0	0	0

Category – ‘D’ P.R. Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/4/2008	CAT D	PRR 1	P.R. Register	Record Room cupboard	Record Officer
2	1/4/2012	CAT D	PRR 2	P.R. Register	Record Room cupboard	Record Officer
3	1/4/2013	CAT D	PRR 3	P.R. Register	Record Room cupboard	Record Officer

Category – ‘D’ Tappal Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	12/8/1990	CAT D	TPB 1	Tappal Book	Record Room cupboard	Record Officer
2	6/5/2006	CAT D	TPB 2	Tappal Book	Record Room cupboard	Record Officer
3	10/4/2008	CAT D	TPB 3	Tappal Book	Record Room cupboard	Record Officer
1	1/3/2009	CAT D	TPB 4	Tappal Book	Record Room cupboard	Record Officer
2	11/7/2011	CAT D	TPB 5	Tappal Book	Record Room cupboard	Record Officer

Category – ‘D’ Attendance Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/3/2005	CAT D	ATT 1	Attendance Register	Record Room cupboard	Record Officer
2	1/3/2011	CAT D	ATT 2	Attendance Register	Record Room cupboard	Record Officer

Category – ‘D’ D.C. Bill Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	23/3/1997	CAT D	DCB 1	D.C. Bill Book (K.E.B & BWSSB)	Record Room cupboard	Record Officer
2	21/5/1997	CAT D	DCB 2	D.C. Bill Book (K.E.B & BWSSB)	Record Room cupboard	Record Officer
3	1/9/2007	CAT D	DCB 3	D.C. Bill Book (K.E.B & BWSSB)	Record Room cupboard	Record Officer
4	1/9/2007	CAT D	DCB 4	D.C. Bill Book (K.E.B & BWSSB)	Record Room cupboard	Record Officer
5	31/4/2010	CAT D	DCB 5	D.C. Bill Book (B.S.N.L)	Record Room cupboard	Record Officer

Category – ‘D’ Out Patient Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	11/7/2006	CAT D	OPD 1	Out Patient Register	Record Room cupboard	Record Officer
2	1/7/2007	CAT D	OPD 2	Out Patient Register	Record Room cupboard	Record Officer
3	1/1/2010	CAT D	OPD 3	Out Patient Register	Record Room cupboard	Record Officer
4	19/2/2013	CAT D	OPD 4	Out Patient Register	Record Room cupboard	Record Officer

Category – ‘D’ LPC Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	16/8/2008	CAT D	LPC 1	LPC Book	Record Room cupboard	Record Officer
2	10/25/2013	CAT D	LPC 2	LPC Book	Record Room cupboard	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	28/7/1952	CAT D	ADR 1	Admission Register	Record Room cupboard	Record Officer

2	14/1/1961	CAT D	ADR 2	Admission Register	Record Room cupboard	Record Officer
3	27/2/1963	CAT D	ADR 3	Admission Register	Record Room cupboard	Record Officer
4	14/12/1966	CAT D	ADR 4	Admission Register	Record Room cupboard	Record Officer
5	24/8/1967	CAT D	ADR 5	Admission Register	Record Room cupboard	Record Officer
6	4/10/1968	CAT D	ADR 6	Admission Register	Record Room cupboard	Record Officer
7	24/2/1972	CAT D	ADR 7	Admission Register	Record Room cupboard	Record Officer
8	1/11/1974	CAT D	ADR 8	Admission Register	Record Room cupboard	Record Officer
9	19/9/1975	CAT D	ADR 9	Admission Register	Record Room cupboard	Record Officer
10	24/8/1975	CAT D	ADR 10	Admission Register	Record Room cupboard	Record Officer
11	14/8/1980	CAT D	ADR 11	Admission Register	Record Room cupboard	Record Officer
12	23/7/1982	CAT D	ADR 12	Admission Register	Record Room cupboard	Record Officer
13	15/12/1982	CAT D	ADR 13	Admission Register	Record Room cupboard	Record Officer
14	10/11/1988	CAT D	ADR 14	Admission Register	Record Room cupboard	Record Officer
15	20/2/1989	CAT D	ADR 15	Admission Register	Record Room cupboard	Record Officer
16	22/6/1991	CAT D	ADR 16	Admission Register	Record Room cupboard	Record Officer
17	10/4/1996	CAT D	ADR 17	Admission Register	Record Room cupboard	Record Officer
18	4/4/1997	CAT D	ADR 18	Admission Register	Record Room cupboard	Record Officer
19	7/9/1997	CAT D	ADR 19	Admission Register	Record Room cupboard	Record Officer
20	14/10/1998	CAT D	ADR 20	Admission Register	Record Room cupboard	Record Officer
21	1/1/1999	CAT D	ADR 21	Admission Register	Record Room cupboard	Record Officer
22	5/5/1999	CAT D	ADR 22	Admission Register	Record Room cupboard	Record Officer
23	5/1/2002	CAT D	ADR 23	Admission Register	Record Room cupboard	Record Officer
24	17/1/2002	CAT D	ADR 24	Admission Register	Record Room cupboard	Record Officer
25	6/1/2003	CAT D	ADR 25	Admission Register	Record Room cupboard	Record Officer
26	1/7/2004	CAT D	ADR 26	Admission Register	Record Room cupboard	Record Officer
27	4/4/2006	CAT D	ADR 27	Admission Register	Record Room cupboard	Record Officer
28	1/2/2009	CAT D	ADR 28	Admission Register	Record Room cupboard	Record Officer
29	5/4/2010	CAT D	ADR 29	Admission Register	Record Room cupboard	Record Officer
30	30/7/2010	CAT D	ADR 30	Admission Register	Record Room cupboard	Record Officer

Category – ‘D’ Antenatal Register

Sl	Date on which	Category A,B,C,D,E,	File No	Subject of file	Location of file:	Date on which
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No	opened (Files to be listed chronologically)	etc.(files to be listed alphabetically according to category)			Room/ cupboard/ shelf number	file can be destroyed/ custodian of file
1	21/9/2007	CAT D	ANC 1	ANC Register	Record Room cupboard	Record Officer
2	15/12/2008	CAT D	ANC 2	ANC Register	Record Room cupboard	Record Officer
3	1/4/2010	CAT D	ANC 3	ANC Register	Record Room cupboard	Record Officer
4	5/10/2009	CAT D	ANC 4	ANC Register	Record Room cupboard	Record Officer
5	3/6/2011	CAT D	ANC 5	ANC Register	Record Room cupboard	Record Officer
6	3/6/2013	CAT D	ANC 6	ANC Register	Record Room cupboard	Record Officer

Category – ‘D’ O.T. Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	18/3/1998	CAT D	MIN 1	O.T. Register	Record Room cupboard	Record Officer
2	23/10/199	CAT D	MIN 2	O.T. Register	Record Room cupboard	Record Officer
3	1/8/2013	CAT D	MIN 3	O.T. Register	Record Room cupboard	Record Officer

Category – ‘D’ Minor O.T. Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	18/3/1998	CAT D	MIN 1	Minor O.T. Register	Record Room cupboard	Record Officer
2	23/10/1999	CAT D	MIN 2	Minor O.T. Register	Record Room cupboard	Record Officer
3	22/7/2002	CAT D	MIN 3	Minor O.T. Register	Record Room cupboard	Record Officer
4	3/4/2007	CAT D	MIN 4	Minor O.T. Register	Record Room cupboard	Record Officer

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	1/4/2007	CAT D	RTI 1	R.T.I Register	Record Room cupboard	Record Officer

Category – ‘E’ Dog Bite Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/8/2003	CAT E	DOG 1	Dog Bite Register	Record Room cupboard	Record Officer
2	1/1/2009	CAT E	DOG 2	Dog Bite Register	Record Room cupboard	Record Officer
3	2/4/2007	CAT E	DOG 3	Dog Bite Register	Record Room cupboard	Record Officer
4	19/11/2007	CAT E	DOG 4	Dog Bite Register	Record Room cupboard	Record Officer

5	1/8/2009	CAT E	DOG 5	Dog Bite Register	Record Room cupboard	Record Officer
6	1/1/2010	CAT E	DOG 6	Dog Bite Register	Record Room cupboard	Record Officer
7	23/8/2010	CAT E	DOG 7	Dog Bite Register	Record Room cupboard	Record Officer
8	29/4/2011	CAT E	DOG 8	Dog Bite Register	Record Room cupboard	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	1/4/1992	CAT E	MTP 1	M.T.P. Register	Record Room cupboard	Record Officer
2	5/4/2008	CAT E	MTP 2	M.T.P. Register	Record Room cupboard	Record Officer
3	19/7/2013	CAT E	MTP 3	M.T.P. Register	Record Room cupboard	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	2/4/2007	CAT E	CUT 1	IUCD Register	Record Room cupboard	Record Officer
2	28/5/2011	CAT E	CUT 2	IUCD Register	Record Room cupboard	Record Officer

Category – ‘E’ Lab Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/11/2010	CAT E	LAB 1	Lab Register	Record Room cupboard	Record Officer
2	5/11/2013	CAT E	LAB 2	Lab Register	Record Room cupboard	Record Officer

Category – ‘E’ T.B.Lab Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2/7/2013	CAT E	LAB 1	T.B Lab Register	Record Room cupboard	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	27/4/2004	CAT E	Refe 1	Referral Book	Record Room cupboard	Record Officer
2	1/1/2010	CAT E	Refe 2	Referral Book	Record Room cupboard	Record Officer
3	3/6/2011	CAT E	Refe 3	Referral Book	Record Room cupboard	Record Officer

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	4/4/2008	CAT E	Condem Reg 1	Condem Book	Record Room cupboard	Record Officer

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	22/4/2011	CAT E	Call Book 1	Call Book	Record Room cupboard	Record Officer

Category ‘E’– Health Card Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	8/6/2008	CAT E	Book 1	H.C Book	Record Room cupboard	Record Officer

Category ‘E’– Night Instruction 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	21/10/2013	CAT E	Book 1	N.Inst. Book	Record Room cupboard	Record Officer