

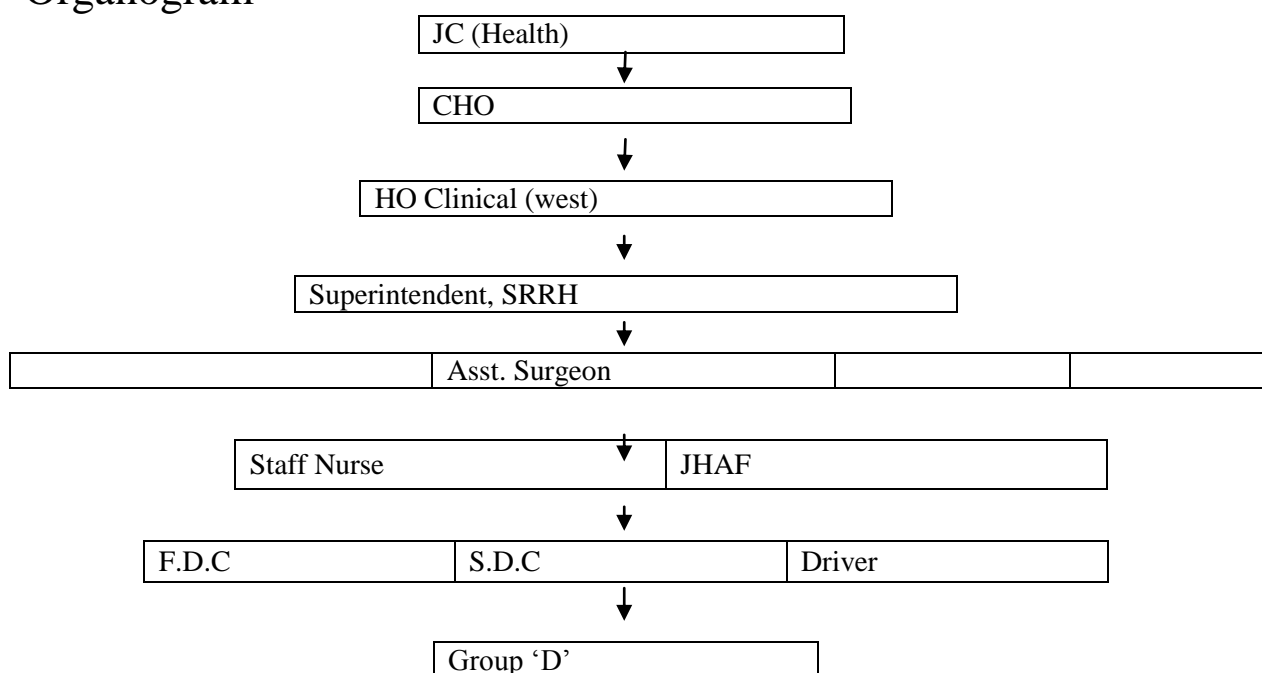
## MANVARTH PET MATERNITY HOME.

## 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	Manvarthpet Maternity Home	Manvarthpet Maternity Home, Near Ballepat Circle, K.V.Temple 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 hospitalA.Outpatient services

## RCH Programme:

Antenatal care.

Postnatal care.

FW Programme.

Immunization (7 preventable diseases).

HIV / AIDS screening &amp; ICTC Programme.

Cancer detection &amp; Treatment.

Family Planning Counseling.

RNTCP (Tuberculosis screening &amp; DOTS).

Treatments of Dog bite cases with ARV (Through Intradermal Route) tissue culture vaccine.

Treatment of RTI/STD Cases.

Treatment of ARI &amp; GE Cases.

Drawing Malarial Smears and Treatment.

Treatment of General illnesses &amp; 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 /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 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.	
4	<u>S.D.C</u>	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	<u>Lab. Tech.</u>	Performs Laboratory works like Blood- HB%, Group and RH, VDRL,HIV, RBs, HRs AG. ii. MP Smear 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 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.</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	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	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) Maintenance 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 document	Title of the Document	Custodian of the 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
	Right to Information Act File	

	Maternity Case Sheets	Dr. Yoganand
	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	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.Poornima Pradeep Naik	Assistant Surgeon	Manvarthpet Maternity Home,Near Ballepet Circle, K.V.Temple Bangalore-53.Ph:-22975676 Working on OOD at Yashwanthapura M.H	37200-00
2	T.K.Sridevi	ANM	Manvarthpet Maternity Home,Near Ballepet Circle, K.V.Temple Bangalore-53.Ph:-22975676	29600-00

			Working on OOD at Dasappa Hospital	
4	D.Swathy	S.D.C	Manvarthpet Maternity Home,Near Ballepet Circle, K.V.Temple Bangalore-53.Ph:-22975676	12000-00
5	V.Subramanyam	Peon	Manvarthpet Maternity Home,Near Ballepet Circle, K.V.Temple Bangalore-53.Ph:-22975676	24426-00
6	Jayamma	Ayah	Manvarthpet Maternity Home,Near Ballepet Circle, K.V.Temple Bangalore-22.Ph:-22975676	13300-00
7	Smt Manohari	Peon	Manvarthpet Maternity Home,Near Ballepet Circle, K.V.Temple Bangalore-53.Ph:-22975676 Working on OOD Siddhaiah Refferal Ho.	13300-00
8	Anjanamma	P.K	Manvarthpet Maternity Home,Near Ballepet Circle, K.V.Temple Bangalore-53.Ph:-22975676 Working on OOD Gowripalya Refferal ho	16400-00
9	Dr Sulochana	Panel Gynecologist	Manvarthpet Maternity Home,Near Ballepet Circle, K.V.Temple Bangalore-53.Ph:-22975676	50000-00
10	Sumi.V	Panel Staff Nurse	Manvarthpet Maternity Home,Near Ballepet Circle, K.V.Temple Bangalore-53.Ph:-22975676	10000-00
11	Bhagya Lakshmi	Panel Staff Nurse	Manvarthpet Maternity Home,Near Ballepet Circle, K.V.Temple Bangalore-53.Ph:-22975676	10000-00

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.	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

##### 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 Manvarthpet Maternity Home,Near Ballepet Circle, K.V.Temple Bangalore-53	Asst Surgeon Medical Officer	08022975676 9480685325	manvarthpetmh@gmail.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	Prema Latha Manvarthpet Maternity Home,Near Ballepet Circle, K.V.Temple Bangalore-53	Lab Tec	08022975676	manvarthpetmh@gmail.com

##### 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 <sup>nd</sup> 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](http://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  
Manvarthpet Maternity Home

**MANVARTH PET MATERNITY HOME**

**RTA 2005 SECTION 4(1)(a)**

**41a Maintains of all Records of this hospital duly Catalogued  
Indexed in a manner and from as per RIT Act.,**

**Category – 'A' Parturition Register 1**

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	01.03.1967	CAT A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
2	01.12.1973	CAT A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
3	02.03.1976	CAT A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
4	03.08.1979	CAT A	PAR 4	Parturition Record (Incomplete)	Record Room cupboard 1 Shelf No 1	Record Officer
5	25.08.1980	CAT A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
6	01.03.1983	CAT A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
7	27.07.1984	CAT A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
8	01.09.1986	CAT A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
9	13.11.1987	CAT A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
10	01.11.1988	CAT A	PAR 10	Parturition Record	Record Room cupboard 1	Record Officer

					Shelf No 1	
11	01.01.1990	CAT A	PAR 11	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
12	01.02.1991	CAT A	PAR 12	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
13	25.05.1992	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
14	22.07.1993	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
15	26.10.1994	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
16	01.02.1996	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
17	31.08.1997	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
18	02.07.1999	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
19	01.07.1999	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
21	01.07.2001	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
22	28.02.2002	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
23	31.01.2006	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
24	01.02.2011	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

25	01.10.12	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
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Category – ‘A’ Birth and Death Resgister

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

category – ‘A’ 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	10.06.1992	CAT A	IDB 1	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
2	26.03.1993	CAT A	IDB 2	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
3	16.12.1993	CAT A	IDB 3	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
4	06.03.1994	CAT A	IDB 4	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
5	28.11.1994	CAT A	IDB 5	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
6	21.11.1995	CAT A	IDB 6	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
7	17.04.1997	CAT A	IDB 7	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
8	16.05.1997	CAT A	IDB 8	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
9	05.01.1997	CAT A	IDB 9	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
10	05.01.1998	CAT A	IDB 10	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
11	10.08.1998	CAT A	IDB 11	Indent Book	Record Room cupboard 1	Record Officer

					Shelf No 1	
12	06.08.1999	CAT A	IDB 12	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
13	05.01.1999	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
14	15.07.2002	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
15	13.10.2003	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
16	17.07.2004	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
17	13.12.2005	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
18	18.06.2007	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
19	02.08.2008	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
20	20.10.2008	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
20	20.10.2008	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
21	17.10.2012	CAT A	IDB 13	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer

Category – ‘A’ Niyojana File

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

Category – ‘A’ Transfer File

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

Category – ‘A’ Circulars (Suttolegala Adesha)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	01.04.2001	CAT A	ADR 1	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 1	Record Officer
2	01.09.2009	CAT A	ADR 2	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 1	Record Officer
3	01.10.2012	CAT A	ADR 2	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 1	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	01.04.1966	CAT A	SRR 1	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
2	01.02.1957	CAT A	SRR 2	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
3	30.03.1960	CAT A	SRR 3	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
4	01.10.2012	CAT A	SRR 3	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer

Category – ‘A’ Acutance Rolls & Pay and Other Allowances

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	01.11.1987	CAT A	AQR 1	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
2	01.07.1991	CAT A	AQR 2	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer

3	01.01.1995	CAT A	AQR 3	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
4	01.11.1999	CAT A	AQR 4	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
5	01.12.2004	CAT A	AQR 5	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
6	01.03.2009	CAT A	AQR 6	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer

Category – ‘B’ Repairs and Maintenance Vehicle Register (Reading Record Book)

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

Category – ‘B’ Festival Advance Register

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

Category – ‘B’ Legal Files (Nyayaladha Kadatagalu)

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

Category – ‘B’ Audit Report Followup Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2002-03	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer



2	2003-04	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
3	2004-05	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
4	2005-06	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
5	2006-07	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
6	2007-08	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
7	2008-09	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
7	2009-12	CAT B	AUR	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer

Category – ‘B’ User Fees Register (Challen Reg.)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	03.09.2001	CAT B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 2	Record Officer
2	01.04.2008	CAT B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 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	03.06.1985	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
2	01.15/2009	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer

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

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	20.04.2002	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
2	16.07.2007	CAT B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
3	31.07.2008	CAT B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
4	22.07.2009	CAT B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
5	09.04.2010	CAT B	BPB 5	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
6	21.04.2008	CAT B	BPB 6	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
7	06.02.2009	CAT B	BPB 7	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
7	18.10.2012	CAT B	BPB 7	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer

Category – ‘B’ User Fees Register (Receipt Books Counter Foils)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	19.09.2001	CAT B	RCB 1	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
2	03.10.2001	CAT B	RCB 2	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
3	02.01.2002	CAT B	RCB 3	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
4	25.02.2002	CAT B	RCB 4	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
5	06.04.2002	CAT B	RCB 5	Receipt Books	Record Room	Record

				Counter Foils	cupboard 1 Shelf No 4-5	Officer
6	06.05.2002	CAT B	RCB6	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
7	29.05.2002	CAT B	RCB7	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
8	01.07.2002	CAT B	RCB 8	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
9	29.07.2002	CAT B	RCB 9	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
10	26.08.2002	CAT B	RCB 10	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
11	23.09.2002	CAT B	RCB 11	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
12	19.10.2002	CAT B	RCB 12	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
13	04.11.2002	CAT B	RCB 13	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
14	21.11.2002	CAT B	RCB 14	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
15	23.12.2002	CAT B	RCB 15	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
16	20.01.2003	CAT B	RCB 16	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
17	17.02.2003	CAT B	RCB 17	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
18	10.03.2003	CAT B	RCB 18	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
19	21.04.2003	CAT B	RCB 19	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
20	19.05.2003	CAT B	RCB 20	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
21	07.07.2003	CAT B	RCB 21	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
22	15.09.2003	CAT B	RCB 22	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
23	20.10.2003	CAT B	RCB23	Receipt Books	Record Room	Record

				Counter Foils	cupboard 1 Shelf No 4-5	Officer
24	24.11.2003	CAT B	RCB 24	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
25	12.01.2004	CAT B	RCB 25	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
26	27.03.2004	CAT B	RCB 26	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
27	05.06.2004	CAT B	RCB 27	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
28	31.07.2004	CAT B	RCB 28	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
29	30.10.2004	CAT B	RCB 29	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
30	01.01.2005	CAT B	RCB 30	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
31	29.01.2005	CAT B	RCB 31	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
32	26.02.2005	CAT B	RCB 32	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
33	26.03.2005	CAT B	RCB33	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
34	16.04.2005	CAT B	RCB 34	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
35	16.07.2005	CAT B	RCB 35	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
36	23.07.2005	CAT B	RCB 36	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
37	10.08.2005	CAT B	RCB 37	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
38	30.08.2005	CAT B	RCB 38	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
39	20.09.2005	CAT B	RCB 39	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
40	06.12.2005	CAT B	RCB 40	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
41	25.12.2005	CAT B	RCB 41	Receipt Books	Record Room	Record

				Counter Foils	cupboard 1 Shelf No 4-5	Officer
42	03.01.2006	CAT B	RCB 42	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
43	06.03.2006	CAT B	RCB 43	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
44	28.03.2006	CAT B	RCB 44	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
45	18.04.2006	CAT B	RCB 45	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
46	29.05.2006	CAT B	RCB 46	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
47	13.06.2006	CAT B	RCB 47	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
48	27.06.2006	CAT B	RCB 48	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
49	18.07.2006	CAT B	RCB 49	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
50	03.08.2006	CAT B	RCB 50	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
51	21.08.2006	CAT B	RCB 51	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
52	07.09.2006	CAT B	RCB 52	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
53	25.09.2006	CAT B	RCB 53	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
54	19.10.2006	CAT B	RCB 54	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
55	07.11.2006	CAT B	RCB 55	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
56	22.11.2006	CAT B	RCB 56	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
57	14.12.2006	CAT B	RCB 57	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
58	03.01.2007	CAT B	RCB 58	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
59	29.01.2007	CAT B	RCB 59	Receipt Books	Record Room	Record

				Counter Foils	cupboard 1 Shelf No 4-5	Officer
60	19.02.2007	CAT B	RCB 60	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
61	06.03.2007	CAT B	RCB 61	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
62	26.03.2007	CAT B	RCB 62	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
63	17.04.2007	CAT B	RCB 63	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
64	30.04.2007	CAT B	RCB 64	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
65	28.05.2007	CAT B	RCB 65	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
66	12.06.2007	CAT B	RCB 66	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
67	28.06.2007	CAT B	RCB 67	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
68	11.07.2007	CAT B	RCB68	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
69	16.07.2007	CAT B	RCB 69	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
70	23.07.2007	CAT B	RCB 70	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
71	19.07.2007	CAT B	RCB 71	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
72	25.07.2007	CAT B	RCB 72	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
73	28.07.2007	CAT B	RCB 73	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
74	31.07.2007	CAT B	RCB 74	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
75	06.08.2007	CAT B	RCB 75	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
76	09.08.2007	CAT B	RCB 76	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
77	14.08.2007	CAT B	RCB 77	Receipt Books	Record Room	Record

				Counter Foils	cupboard 1 Shelf No 4-5	Officer
78	21.08.2007	CAT B	RCB 78	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
79	26.08.2007	CAT B	RCB 79	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
80	31.08.2007	CAT B	RCB 80	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
81	05.09.2007	CAT B	RCB 81	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
82	21.09.2007	CAT B	RCB 82	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
83	18.09.2007	CAT B	RCB 83	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
84	24.09.2007	CAT B	RCB 84	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
85	27.09.2007	CAT B	RCB 85	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
86	05.10.2007	CAT B	RCB 86	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
87	12.10.2007	CAT B	RCB 87	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
88	17.10.2007	CAT B	RCB 88	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
89	23.10.2007	CAT B	RCB 89	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
90	29.10.2007	CAT B	RCB 90	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
91	05.11.2007	CAT B	RCB 91	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
92	28.12.2007	CAT B	RCB 92	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
93	24.12.2007	CAT B	RCB 93	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
94	17.12.2007	CAT B	RCB 94	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
95	08.12.2007	CAT B	RCB 95	Receipt Books	Record Room	Record

				Counter Foils	cupboard 1 Shelf No 4-5	Officer
96	01.12.2007	CAT B	RCB 96	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
97	27.11.2007	CAT B	RCB97	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
98	22.11.2007	CAT B	RCB 98	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
99	19.11.2007	CAT B	RCB99	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
100	15.11.2007	CAT B	RCB 100	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
101	12.11.2007	CAT B	RCB 101	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
102	07.01.2008	CAT B	RCB 102	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
103	17.01.2008	CAT B	RCB 103	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
104	22.01.2008	CAT B	RCB 104	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
105	27.01.2008	CAT B	RCB 105	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
106	01.02.2008	CAT B	RCB 106	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
107	05.02.2008	CAT B	RCB107	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
108	07.02.2008	CAT B	RCB 108	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
109	16.02.2008	CAT B	RCB 109	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
110	20.02.2008	CAT B	RCB 110	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
111	25.02.2008	CAT B	RCB 111	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
112	28.02.2008	CAT B	RCB 112	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
113	03.03.2008	CAT B	RCB 113	Receipt Books	Record Room	Record



				Counter Foils	cupboard 1 Shelf No 4-5	Officer
114	06.03.2008	CAT B	RCB 114	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
115	11.03.2008	CAT B	RCB 115	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
116	13.03.2008	CAT B	RCB 116	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
117	19.03.2008	CAT B	RCB 117	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
118	27.03.2008	CAT B	RCB 118	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
119	31.03.2008	CAT B	RCB 119	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
120	05.04.2008	CAT B	RCB 120	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
121	15.04.2008	CAT B	RCB 121	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
122	17.04.2008	CAT B	RCB 122	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
123	22.04.2008	CAT B	RCB 123	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
124	26.04.2008	CAT B	RCB 124	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
125	29.04.2008	CAT B	RCB 125	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
126	05.05.2008	CAT B	RCB 126	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
127	12.05.2008	CAT B	RCB 127	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
128	16.05.2008	CAT B	RCB 128	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
129	20.05.2008	CAT B	RCB 129	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
130	24.05.2008	CAT B	RCB 130	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
131	29.05.2008	CAT B	RCB 131	Receipt Books	Record Room	Record

				Counter Foils	cupboard 1 Shelf No 4-5	Officer
132	03.06.2008	CAT B	RCB 132	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
133	09.06.2008	CAT B	RCB 133	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
134	12.06.2008	CAT B	RCB 134	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
135	20.06.2008	CAT B	RCB 135	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
136	24.06.2008	CAT B	RCB 136	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
137	30.06.2008	CAT B	RCB 137	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
138	03.07.2008	CAT B	RCB 138	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
139	08.07.2008	CAT B	RCB 139	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
140	12.07.2008	CAT B	RCB 140	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
141	15.07.2008	CAT B	RCB 141	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
142	21.07.2008	CAT B	RCB 142	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
143	24.07.2008	CAT B	RCB 143	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
144	30.07.2008	CAT B	RCB 144	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
145	02.08.2008	CAT B	RCB 145	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
146	07.08.2008	CAT B	RCB 146	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
147	12.08.2008	CAT B	RCB 147	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
148	16.08.2008	CAT B	RCB 148	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
149	23.08.2008	CAT B	RCB 149	Receipt Books	Record Room	Record

				Counter Foils	cupboard 1 Shelf No 4-5	Officer
150	28.08.2008	CAT B	RCB 150	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
151	01.09.2008	CAT B	RCB 151	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
152	05.09.2008	CAT B	RCB 152	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
153	09.09.2008	CAT B	RCB 153	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
154	15.09.2008	CAT B	RCB 154	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
155	18.09.2008	CAT B	RCB 155	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
156	23.09.2008	CAT B	RCB 156	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
157	30.09.2008	CAT B	RCB 157	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
158	11.10.2008	CAT B	RCB 158	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
159	16.10.2008	CAT B	RCB 159	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
160	21.10.2008	CAT B	RCB 160	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
161	28.10.2008	CAT B	RCB 161	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
162	24.11.2008	CAT B	RCB 162	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
163	07.11.2008	CAT B	RCB 163	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
164	13.11.2008	CAT B	RCB 164	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
165	18.11.2008	CAT B	RCB 165	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
166	22.11.2008	CAT B	RCB 166	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
167	29.11.2008	CAT B	RCB 167	Receipt Books	Record Room	Record

				Counter Foils	cupboard 1 Shelf No 4-5	Officer
168	04.12.2008	CAT B	RCB 168	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
169	11.12.2008	CAT B	RCB 169	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
170	18.12.2008	CAT B	RCB 170	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
171	29.12.2008	CAT B	RCB 171	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
172	02.01.2009	CAT B	RCB 172	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
173	09.01.2009	CAT B	RCB 173	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
174	19.01.2009	CAT B	RCB 174	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
175	27.01.2009	CAT B	RCB 175	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
176	30.01.2009	CAT B	RCB 176	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
177	03.02.2009	CAT B	RCB 177	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
178	12.02.2009	CAT B	RCB 178	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
179	28.02.2009	CAT B	RCB 179	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
180	05.02.2009	CAT B	RCB 180	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
181	12.03.2009	CAT B	RCB 181	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
182	17.03.2009	CAT B	RCB 182	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
183	23.03.2009	CAT B	RCB 183	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
184	29.03.2009	CAT B	RCB 184	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
185	30.03.2009	CAT B	RCB 185	Receipt Books	Record Room	Record

				Counter Foils	cupboard 1 Shelf No 4-5	Officer
186	01.10.2009	CAT B	RCB 186	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
187	01.12.2009	CAT B	RCB 187	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
188	01.01.2010	CAT B	RCB 188	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
189	01.01.2010	CAT B	RCB 189	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
190	12.02.2010	CAT B	RCB 190	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
191	12.04.2010	CAT B	RCB 191	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
192	20.06.2010	CAT B	RCB 192	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
193	26.08.2010	CAT B	RCB 193	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
194	25.11.2010	CAT B	RCB 194	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
195	03.06.2011	CAT B	RCB 195	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
196	11.10.2011	CAT B	RCB 196	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
197	19.03.2012	CAT B	RCB 197	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
198	20.05.2012	CAT B	RCB 198	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
199	23.07.2012	CAT B	RCB 199	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
200	27.08.2012	CAT B	RCB 200	Receipt File Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer

Category – 'B' Stock Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian
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		according to category)				of file
1	06.12.1980	CAT B	STB 1	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
2	01.04.1989	CAT B	STB 2	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
3	02.05.1996	CAT B	STB 3	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
4	11.05.2001	CAT B	STB 4	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
5	12.04.2001	CAT B	STB 5	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer

Category – ‘C’ Scale Register of Establishment

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

Category – ‘D’ P.R. Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	01.04.2004	CAT D	PRR 1	P.R. Register	Record Room cupboard 2 Shelf No 3	Record Officer
2	05.07.2010	CAT D	PRR 2	P.R. Register	Record Room cupboard 2 Shelf No 3	Record Officer
2	05.07.2012	CAT D	PRR 2	P.R. Register	Record Room cupboard 2 Shelf No 3	Record Officer

Category – ‘D’ Tappal Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
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1	01.04.1999	CAT D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
2	01.06.2003	CAT D	TPB 2	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
3	01.07.2007	CAT D	TPB 3	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
4	31.06.2010	CAT D	TPB 4	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
5	25.03.2011	CAT D	TPB 5	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
6	25.03.2011	CAT D	TPB 5	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer

Category – ‘D’ Attendance Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	01.01.2002	CAT D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
2	01.04.2005	CAT D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
3	01.02.2010	CAT D	ATT 3	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
3	01.02.2012	CAT D	ATT 3	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer

Category – ‘D’ Medical Reimbursement files (Reg)

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

Category – ‘D’ D.C. Bill Book

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

Category – ‘D’ Log Books

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

Category – ‘D’ LPC Register

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

Category – ‘D’ Out Patient Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	15.01.2004	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
2	03.01.2006	CAT D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
3	31.10.2006	CAT D	OPD 3	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
4	05.09.2006	CAT D	OPD 4	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
5	30.06.2008	CAT D	OPD 5	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
6	17.04.2009	CAT D	OPD 6	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer



7	28.01.2010	CAT D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
7	29.01.2011	CAT D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
7	01.01.2012	CAT D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer

Category – ‘D’ Admission Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	05.04.2004	CAT D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
2	01.09.2001	CAT D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
3	02.02.2008	CAT D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
3	02.10.2012	CAT D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 1	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	06.05.1998	CAT D	ANC 1	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
2	01.04.2007	CAT D	ANC 2	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
3	01.04.2008	CAT D	ANC 3	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
4	26.10.2009	CAT D	ANC 4	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
5	13.11.2009	CAT D	ANC 5	ANC Register	Record Room cupboard 2	Record Officer

					Shelf No 3	
5	15.10.2012	CAT D	ANC 5	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer

Category – ‘D’ Major O.T. Register

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

Category – ‘D’ Minor O.T. Register

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

Category – ‘D’ Infant Death Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	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	1/1/2000	CAT E	CLR 1	Casual Leave	Record Room	Record

				Register	cupboard 2 Shelf No 4	Officer
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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	01.02.2008	CAT E	DOG 1	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record Officer
2	01.07.2010	CAT E	DOG 2	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record 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	01.04.2010	CAT E	MCS 1	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Record Officer
2	31.03.2011	CAT E	MCS 2	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Record Officer

Category – ‘E’ M.T.P Register

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

Category – ‘E’ IUCD Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	01.06.2008	CAT E	CUT 1	IUCD Register	Record Room	Record

					cupboard 2 Shelf No 4	Officer
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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	02.01.2007	CAT E	LAB 4	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer

Category – ‘E’ Referral Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	10.04.2010	CAT E	REF	Referral book	Record Room cupboard 2 Shelf No 4	Record Officer

Category – ‘E’ Complaint Files

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

Category – ‘E’ Condemned Register

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

Category – ‘E’ Scanning Register

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

		according to category)				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	01.12.2009	CAT E	DOC	Doctor's Call book	Record Room cupboard 2 Shelf No 4	Record Officer