

# MOODLA PALYA MATERNITY HOME.

RTA 2005 SECTION 4 (1)(b)

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

Date 26/6/2014

Sl. No.	Name of the Organization	Address	Aims
1	Moodala playa Maternity Home	Moodala Palya Maternity Home, Bhuvaneshwarinagar Main Road Bangalore- 560 096.	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).
- Cancer detection & Treatment.
- 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 MPMH

- 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.	<p align="center"><b>Assistant Surgeon(vacant)</b></p> <p align="center"><u>Panel Gynecologist is working</u></p>	<p>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, regularly otherwise action to be initiated for the clearance of bills. Sanction of Leave. 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 MPMH and Maintenance of Relevant Registers.</p>	<p>2. To sanction casual leaves to group B, C &amp; D.</p>
2.	<p align="center"><b>Staff Nurse</b></p> <p align="center"><u>Panel of Staff Nurse is also working</u></p>	<p>Supervise the work done by Ayah/Group D. Autoclave the instruments &amp; 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.</p>	
3.	<p align="center"><b><u>ANM</u></b></p>	<p>Supervise the work done by Ayah/Group D. Autoclave the instruments &amp; 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 MH Maintenance of the Immunization stock</p>	

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

<b><u>Ayah</u> Contract</b>	<p>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 Instrument OR, 150 gms of potassium permanganate in 500 ml of formalin + liter Water for 10X10X10X sized room. Carbonise OT every day. After surgery. Wash and soak the instruments, gloves and linen in Bleaching powder solution for half an hour use one cup of Bleaching powder with 10 cups of water. Thereafter clean and put up for drying. Clean the OT. Keep the equipments and instruments in order under the supervision of Staff Nurse. Help in preparation of the patient for OT. Maintain the cleanliness of the labour ward all the 24 hours. Intensive cleaning to be done once a week. Clean the instruments and Equipments. Help the Staff Nurse in keeping at least 5 sets of delivery kits ready at a given time. Provide a gown to each patient in Labour Ward before Delivery. Clean the Labour cot after each Delivery. Shift the mother and baby to the postnatal ward after 2 hours of delivery under the supervision of the Staff Nurse. Prepare the beds for the patients in advance. Supply milk/ bread to the patients as per Rules. Wash the soiled linen every day. Supply Hot water to the patients.</p>
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**SECTION 4 (1)(b)(iii)- Procedure Followed in decision making Process:**

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

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

<i>Sl . No</i>	<i>Function /Service</i>	<i>Norms/Standards of performance set</i>	<i>Time-Frame</i>	<i>Reference documents prescribing the norms (Citizen's Charter, Service Charter, etc..)</i>
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 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.Malathi(Incharger)
	Incentive Payment Register	
	Service Book	
	Circulars	
	Acquaintance Rolls for pay and other allowances	
	Indent Book	

**Category – ‘B’**

Category Of the document	Title of the Document	Custodian of the Document
Category B	Classified Register for Receipts / Payment (User Fee)	Record room officer Dr.Malathi(Incharger)
	Bank Pass Book	
	Stock Books	
	Counter foils of User fee Cheque Book	
	Audit Reports	
	UF Cash Book	

**Category – ‘C’**

Category Of the document	Title of the Document	Custodian of the Document
Category C	0	Record room officer Dr.Malathi(Incharger)

**Category – ‘D’**

Category Of the document	Title of the Document	Custodian of the Document
Category D	OPD Register	Record room officer Dr.Malathi(Incharger)
	Admission Register	
	Antenatal Register (UFWC)	
	Sterilization Register	

	E.C. Register	
	Immunization Register	
	Voucher's (Incentive)	
	Tappal Book	
	P.R. Register	
	Attendance Register Maternity Home	

**Category – 'E'**

Category Of the document	Title of the Document	Custodian of the Document
Category E	Causal Leave Application	Record room officer Dr.Malathi(Incharger)
	Condemn Register	
	Antenatal / Maternal Case Sheets	
	Antenatal Cards	
	M.T.P Register	
	IUCD Register	
	Immunization Card Foils	
	Lab Register	
	Referral Book	
	Doctor's Call Book	
	Dog bite Register	
	Night Instruction Register	

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

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

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

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

**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. Neelaja R.K	Gyanicologist (Panel)	<b>Moodala Palya Maternity Home,</b> Bhuvaneshwarinagar Main Road Bangalore- 560 040 <b>Mobile: 9845468885</b>	30,000
2	Renuka G.N	Staff Nurse (Panel)	<b>Moodala Palya Maternity Home,</b> Bhuvaneshwarinagar Main Road Bangalore- 560 040	7,000
3	Shobha Basavaraju	Staff Nurse(Panel)	<b>Moodala Palya Maternity Home,</b> Bhuvaneshwarinagar Main Road Bangalore- 560 040	7,000
4	Thippamma	Staff Nurse(Panel)	<b>Moodala Palya Maternity Home,</b> Bhuvaneshwarinagar Main Road Bangalore- 560 040	7,000

**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 compellent 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	-	<b>As per commissioner's order</b>

**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 services	Displayed on the notice board put up in the OPD block of hospital.	<ul style="list-style-type: none"> <li>• Out patients and In Patients services</li> <li>• User fees charges</li> <li>• Janani Suraksha Yojane</li> <li>• Madilu Yojane</li> <li>• Family planning Incentive.</li> <li>• Medicines availability.</li> <li>• Performance of hospitals.</li> <li>• Birth registration and issue of certificates etc.,</li> <li>• Citizens charters.</li> </ul>

**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. Malathi <b>Moodala Palya Maternity Home,</b> Bhuvaneshwarinagar Main Road Bangalore- 560 040	Medical Officer (Incharger)	9480685533	Mpmh.127@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	Saroja.S <b>Moodala Palya Maternity Home,</b> Bhuvaneshwarinagar Main Road Bangalore- 560 040	S/N	-	Mpmh.127@gmail.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 <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).





**MOODALA PALYA 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 RTI Act.**

**Category – ‘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	2/3/2007	CAT A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
2	1/4/2010	CAT A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
3	13/7/2011	CAT A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
4	26/6/2013	CAT A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
5	1/4/2014	CAT A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	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	21/3/2007	CAT A	IDB 1	Indent Book	Record Room cupboard 1	Record Officer
2	4/11/2008	CAT A	IDB 2	Indent Book	Record Room cupboard 1	Record Officer
3	11/2/2011	CAT A	IDB 3	Indent Book	Record Room cupboard 1	Record Officer
4	10/1/2013	CAT A	IDB 4	Indent Book	Record Room cupboard 1	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	11/7/2007	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1	Record Officer
2	22/10/2008	CAT B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1	Record Officer
3	7/9/2009	CAT B	UCB 3	User Fee Register (Cash Book)	Record Room cupboard 1	Record Officer
4	25/6/2010	CAT B	UCB 4	User Fee Register (Cash Book)	Record Room cupboard 1	Record Officer
5	19/5/2012	CAT B	UCB 5	User Fee Register (Cash Book)	Record Room cupboard 1	Record Officer
6	26/6/2013	CAT B	UCB 6	User Fee Register (Cash Book)	Record Room cupboard 1	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	17/1/2008	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1	Record Officer
2	2/8/2012	CAT B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1	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	11/7/2007 1Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
2	18/7/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
3	24/4/2008 2Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
4	15/5/2008 4Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
5	20/6/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
6	9/9/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
7	21/11/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
8	21/1/2009 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
9	12/5/2009 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
10	10/8/2009 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
11	21/10/2009 1Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
12	23/10/2009 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
13	14/12/2009 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
14	4/5/2010 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer

15	26/8/2010 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
16	7/12/2010 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
17	11/2/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
18	18/5/2011 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
19	18/5/2012	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	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	22/3/2007	CAT B	STB 1	Stock Book	Record Room cupboard 1	Record Officer
2	2/2/2007	CAT B	STB 2	Stock Book	Record Room cupboard 1	Record Officer
3	10/6/2010	CAT B	STB 3	Stock Book	Record Room cupboard 1	Record Officer
4	8/9/2010	CAT B	STB 4	Stock Book	Record Room cupboard 1	Record Officer
5	4/2/2013	CAT B	STB 5	Stock Book	Record Room cupboard 1	Record Officer

**Category – ‘C’ Scale Register of Establishment**

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

**Category – ‘D’ Tappal Book**

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	12/3/2007	CAT D	TPB 1	Tappal Book	Record Room cupboard 1	Record Officer
2	29/11/2011	CAT D	TPB 2	Tappal Book	Record Room cupboard 1	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	28/12/2006	CAT D	ATT 1	Attendance Register	Record Room cupboard 1	Record Officer
2	1/1/2013	CAT D	ATT 2	Attendance Register	Record Room cupboard 1	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	2/3/2007	CAT D	ADR 1	Admission Register	Record Room cupboard 1	Record Officer
2	14/7/2011	CAT D	ADR 2	Admission Register	Record Room cupboard 1	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	11/7/2007	CAT D	OPD 1	Out Patient Register	Record Room cupboard 1	Record Officer
2	8/7/2008	CAT D	OPD 2	Out Patient Register	Record Room cupboard 1	Record Officer
3	11/3/2009	CAT D	OPD 3	Out Patient Register	Record Room cupboard 1	Record Officer
4	9/12/2009	CAT D	OPD 4	Out Patient Register	Record Room cupboard 1	Record Officer
5	15/11/2010	CAT D	OPD 5	Out Patient Register	Record Room cupboard 1	Record Officer
6	20/10/2012	CAT D	OPD 6	Out Patient Register	Record Room cupboard 1	Record Officer
7	1/4/2014	CAT D	OPD 7	Out Patient Register	Record Room cupboard 1	Record Officer

**Category – ‘D’ Peadiatric 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	1/4/2014	CAT D	OPD 1	Peadiatric Out Patient Register	Record Room cupboard 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	26/5/2008	CAT D	ANC 1	ANC Register	Record Room cupboard 1	Record Officer
2	3/5/2010	CAT D	ANC 2	ANC Register	Record Room cupboard 1	Record Officer
3	25/7/2011	CAT D	ANC 3	ANC Register	Record Room cupboard 1	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	9/6/2010	CAT E	DOG 1	Dog Bite Register	Record Room cupboard	Record Officer
2	6/2/2012	CAT E	DOG 2	Dog Bite Register	Record Room cupboard	Record Officer

**Category – ‘E’ Immunization 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	8/2/2007	CAT E	IMM 1	Immunization Reg.	Record Room cupboard 1	Record Officer
2	29/1/2009	CAT E	IMM 2	Immunization Reg.	Record Room cupboard 1	Record Officer
3	28/10/10	CAT E	IMM 3	Immunization Reg.	Record Room cupboard 1	Record Officer
4	19/7/2012	CAT E	IMM 4	Immunization Reg.	Record Room cupboard 1	Record Officer
5	1/4/2014	CAT E	IMM 5	Immunization Reg.	Record Room cupboard 1	Record Officer

**Category – ‘E’ M.T.P Register**

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	8/10/2007	CAT E	MTP 1	M.T.P. Register	Record Room cupboard	Record Officer
2	22/7/2011	CAT E	MTP 2	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	29/4/2007	CAT E	CUT 1	IUCD Register	Record Room cupboard	Record Officer
2	22/7/2011	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	11/7/2007	CAT E	LAB 1	Lab Register	Record Room cupboard	Record Officer
2	18/8/2010	CAT E	LAB 2	Lab Register	Record Room cupboard	Record Officer
3	15/11/2011	CAT E	LAB 3	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	20/07/2008	CAT E	Refe 1	Referral Book	Record Room cupboard	Record Officer
2	16/7/2011	CAT E	Refe 2	Referral Book	Record Room cupboard	Record Officer

**Category – ‘E’ OP & CC 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	7/8/2008	CAT E	OP CC	OP & CC	Record Room cupboard	Record Officer
2	19/5/2012	CAT E	OP CC	OP & CC	Record Room cupboard	Record Officer

**Category – ‘E’ Night Instruction Reg.**

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/4/2014	CAT E	NT	NT Regi	Record Room cupboard	Record Officer