

# NANDINI LAYOUT MATERNITY HOME.

RTA 2005 SECTION 4 (1)(b) Date:28/6/2014

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

| Sl. No. | Name of the Organization      | Address  | Aims  |
|---------|-------------------------------|--|---|
| 1       | Nandini Layout Maternity Home | <b>Nandini Layout Maternity Home</b><br>Jai Bhuvaneshwarinagar,<br>Nandini layout<br><b>Office: 22975667</b> | 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.
- FW Programme.
- Immunization (7 preventable diseases).
- HIV / AIDS screening & ICTC Programme.
- Family Planning Counselling.
- RNTCP (Tuberculosis screening & DOTS).
- Treatment Of Dog bite cases with ARV tissue culture vaccine through IM
- Treatment of RTI/STD Cases.
- Treatment of ARI & GE Cases.
- Drawing Malarial Smears and Treatment.
- Treatment of General illnesses & H1N1/Chikungunya/ Dengue Fever cases
- Basic lab facilities.

## 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.      | <b>Asst. Surgeon,</b><br><br>Gynecologist is also working(Panel) | Punctuality of all the staff to be ensured. Maintenance of cleanliness in and around the hospital and surrounding premises by giving proper instructions to the designated staff. Citizens Charter, Attendants and Patients Charter should be followed. Conducting ANC's and M.T.Ps as per the schedule. Maintenance of all the Registers like Admission, Parturition, O.T. and M.T.P Registers properly and also ensure the Maintenance of Call Book, Referral Book, Minutes Book, Visitors Book, Inspection Book, etc. Ensure up-to-date payment of bills like Water, Electricity, Telephone and Bread Bills and Imprest amount bills regularly otherwise action to be initiated for the clearance of bills. Sanction of Leave, Increments and submission of pension papers, etc. of all the | 1. To draw salaries for establishment.<br>2. To sanction casual leaves to group B,C & D. |

|    |                            |   |  |
|----|----------------------------|---|--|
|    |                            | 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. 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 NLMH and Maintenance of Relevant Registers.  |  |
| 2. | <b>Staff Nurse (Panel)</b> | 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. | <b><u>ANM</u></b>          | 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 MH Maintenance of the Immunization stock register. Ensuring cleanliness of the linen used for patients and supervising the disinfection, etc. of the linen prior to giving it to the laundry. Supervision of the cleanliness. Administering medicines and treatment as per MO's instructions. Admissions and discharges in the MH and keeping records as indicated. Supervision of the work of Class IV staff. Maintaining records and submitting required records and reports from time to time to the higher officers. Preparation of the monthly reports / weekly reports and quarterly and Annual reports. Maintaining patients charts, registers and reports and appraising herself of the condition of the patient. Providing bedside care to mother as per Standard Management Protocols. |  |
|    |                            |   |  |

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

### Process:

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

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

| Sl. No | Function /Service | Norms/Standards of performance set  | Time-Frame           | Reference documents prescribing the norms (Citizen's Charter, Service Charter, etc..)   |
|--------|-------------------|---|----------------------|---|
| 1      | Clinical          | 1. The Norms/Protocols set by World Health organization (WHO)& standard medical text books for diagnostic and therapeutic purposes are followed at BBMP Hospitals.                                | Immediate            | WHO& standard medical text books.   |
| 2      | Administrative    | 2. For Administrative purposes K.C.S.R, K.M.C act. KFC Karnataka Medical Rules, CCA Rules and Circulars, Official Memorandums and Guidelines issued from higher authorities of BBMP are followed. | Depends on the issue | K.C.S.R, K.M.C act, .KFC Karnataka Medical Rules, CCA Rules, Orders by Higher Officers. |

## SECTION 4 (1)(b)(v)- rules, Regulations, Instructions, Manuals and 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’**

| <b>Category Of the document</b> | <b>Title of the Document</b>                    | <b>Custodian of the Document</b> |
|---------------------------------|---|----------------------------------|
| Category A                      | Parturition Register                            | Record room officer<br>Dr.Raksha |
|                                 | Incentive Payment Register                      |                                  |
|                                 | Service Book                                    |                                  |
|                                 | Circulars                                       |                                  |
|                                 | Acquaintance Rolls for pay and other allowances |                                  |
|                                 | Indent Book                                     |                                  |

**Category – ‘B’**

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

**Category – ‘C’**

| <b>Category Of the document</b> | <b>Title of the Document</b> | <b>Custodian of the Document</b>  |
|---------------------------------|------------------------------|-----------------------------------|
| Category C                      | 0                            | Record room officer<br>Dr. Raksha |

**Category – ‘D’**

| <b>Category Of the document</b> | <b>Title of the Document</b> | <b>Custodian of the Document</b>  |
|---------------------------------|------------------------------|-----------------------------------|
| Category D                      | OPD Register                 | Record room officer<br>Dr. Raksha |
|                                 | 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’**

| <b>Category Of the document</b> | <b>Title of the Document</b>     | <b>Custodian of the Document</b>  |
|---------------------------------|----------------------------------|-----------------------------------|
| Category E                      | Causal Leave Application         | Record room officer<br>Dr. Raksha |
|                                 | 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                |                                   |

**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;**

Not Applicable

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

| <b>Names of board council, committee, etc.,</b> | <b>Composition</b>                         | <b>Power and functions</b>  | <b>Whether its meetings are open to the public/ whether minutes of meetings are accessible for public;</b> |
|---|--|---|--|
| Board of visitors                               | Ward Councilors<br>NGO’s<br>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> | 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.Raksha                        | Medical Officer        | <b>Nandini Layout Maternity Home</b><br>Jai Bhuvaneshwarinagar, Nandini layout<br><b>Office: 22975667 Mobile: 9480683782</b> | 29,600<br>(28100-5100)       |
| 2.      | Lakshamma                        | Ayah                   | <b>Sanjai Nagara Dispensory</b>  | 13,300<br>(10400-16400)      |
| 3.      | C Cheluvaih                      | peon                   | <b>Kamakshiplay Helath Centre</b>  | 16,400+2550<br>(10400-16400) |
| 4.      | C.M Ramanaik                     | peon                   | <b>Citizen Service Centre</b>  | 15,600<br>(10400-16400)      |
| 5.      | Boramma                          | P.K                    | <b>Anjanappa Garden Health Centre</b>  | 16,000<br>(10400-16400)      |
| 6.      | Jayamma                          | P.K                    | <b>Shankarnagara Health Centre</b>   | 15,600<br>(10400-16400)      |
| 7.      | K.M NirmalaDevi                  | P.K                    | <b>Tasker Town Health centre</b>   | 15,250<br>(10400-16400)      |
| 8.      | Dhanlakshmi                      | Ayah                   | <b>A.E.E Govindrajnagara</b>   | 11,800                       |
| 9.      | Dr. Bhavana                      | Gynecologist (Panel)   | <b>Nandini Layout Maternity Home</b><br>Jai Bhuvaneshwarinagar, Nandini layout<br><b>Office: 22975667</b>                    | 50,000                       |
| 10.     | Gangadevi T                      | Staff Nurse (Contract) | <b>Nandini Layout Maternity Home</b><br>Jai Bhuvaneshwarinagar, Nandini layout<br><b>Office: 22975667</b>                    | 10,000                       |
| 11.     | Latha D.N                        | Staff Nurse (Contract) | <b>Nandini Layout Maternity Home</b><br>Jai Bhuvaneshwarinagar, Nandini layout<br><b>Office: 22975667</b>                    | 10,000                       |
| 12.     | Manjula H                        | Staff Nurse (Contract) | <b>Nandini Layout Maternity Home</b><br>Jai Bhuvaneshwarinagar, Nandini layout<br><b>Office: 22975667</b>                    | 10,000                       |

**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                      | Exempted from user fees charges     | -             | <b>As per commissioner's</b>             |

|  |                         |  |  |              |
|--|-------------------------|--|--|--------------|
|  | Anthyodaya Card holders |  |  | <b>order</b> |
|--|-------------------------|--|--|--------------|

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

**Nil**

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

| <b>Facility</b>   | <b>Description (Location facility/name, etc.,</b>                  | <b>Details of information available</b>  |
|-------------------|--|--|
| 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 &amp; 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)**

| <b>Sl. No</b> | <b>Name of the officer / administrative</b>   | <b>Name &amp; Designation of PIO</b> | <b>Office tel. No. Residence tel no. fax</b> | <b>E-mail</b> |
|---------------|---|--------------------------------------|--|---------------|
| 1             | Dr. Raksha<br>Nandini Layout Maternity Home<br>Jai Bhuvaneshwarinagar, Nandini layout | General Duty<br>Medical Officer      | 08022975667<br>9480683663                    | -             |

**a. Asst. Public information Officer**

| <b>Sl. No</b> | <b>Name of the officer / administrative</b>   | <b>Name &amp; Designation of APIO</b> | <b>Office tel. No. Residence tel no. fax</b> | <b>E-mail</b> |
|---------------|---|---------------------------------------|--|---------------|
| 1             | Dr. Raksha<br>Nandini Layout Maternity Home<br>Jai Bhuvaneshwarinagar, Nandini layout | General Duty<br>Medical Officer       | 0802297667<br>9480683663                     | -             |

**c.Appellate authority**

| <b>Sl. No</b> | <b>Name of the officer / administrative</b>  | <b>Name &amp; Designation of Appellate authority</b> | <b>Office tel. No. Residence tel no. Fax</b> | <b>E-mail</b>                       |
|---------------|--|--|--|-------------------------------------|
| 1             | Dr. Nirmala Buggi<br>Health Officer (W) Clinical, 2 <sup>nd</sup><br>Floor Dasappa Hospital<br>Compound, Bg. | Helath Officer<br>(W)Clinical                        | 22975656<br>9480683907                       | Healthofficerwestclinical@yahoo.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).



**NANDINI LAYOUT 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 RIT 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     | 5/10/2001   | CAT A   | PAR 1   | Parturition Record | Record Room cupboard                           | Record Officer   |
| 2     | 29/1/2004   | CAT A   | PAR 2   | Parturition Record | Record Room cupboard                           | Record Officer   |
| 3     | 4/9/2005  | CAT A   | PAR 3   | Parturition Record | Record Room cupboard                           | Record Officer   |
| 4     | 1/2/2006  | CAT A   | PAR 4   | Parturition Record | Record Room cupboard                           | Record Officer   |
| 5     | 27/12/2007  | CAT A   | PAR 5   | Parturition Record | Record Room cupboard                           | Record Officer   |
| 6     | 31/3/2008   | CAT A   | PAR 6   | Parturition Record | Record Room cupboard                           | Record Officer   |

**Category – ‘A’ Indent Book**

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|-----------------|--|--|
| 1     | 4/9/1996  | CAT A   | IDB 1   | Indent Book     | Record Room cupboard                           | Record Officer   |
| 2     | 21/7/1997   | CAT A   | IDB 2   | Indent Book     | Record Room cupboard                           | Record Officer   |
| 3     | 4/9/2007  | CAT A   | IDB 3   | Indent Book     | Record Room cupboard                           | Record Officer   |
| 4     | 26/10/1999  | CAT A   | IDB 4   | Indent Book     | Record Room cupboard                           | Record Officer   |
| 5     | 16/10/2001  | CAT A   | IDB 5   | Indent Book     | Record Room cupboard                           | Record Officer   |
| 6     | 19/7/2002   | CAT A   | IDB 6   | Indent Book     | Record Room cupboard                           | Record Officer   |
| 7     | 3/12/2003   | CAT A   | IDB 7   | Indent Book     | Record Room cupboard                           | Record Officer   |
| 8     | 15/7/2005   | CAT A   | IDB 8   | Indent Book     | Record Room cupboard                           | Record Officer   |
| 9     | 15/7/2006   | CAT A   | IDB 9   | Indent Book     | Record Room cupboard                           | Record Officer   |
| 10    | 10/4/2007   | CAT A   | IDB 10  | Indent Book     | Record Room cupboard                           | Record Officer   |
| 11    | 5/12/2008   | CAT A   | IDB 11  | Indent Book     | Record Room cupboard                           | Record Officer   |
| 12    | 4/8/2009  | CAT A   | IDB 12  | Indent Book     | Record Room cupboard                           | Record Officer   |
| 13    | 10/9/2011   | CAT A   | IDB 13  | Indent Book     | Record Room cupboard                           | Record Officer   |
| 14    | 30/1/2012   | CAT A   | IDB 14  | Indent Book     | Record Room cupboard                           | Record Officer   |
| 15    | 29/6/2013   | CAT A   | IDB 15  | Indent Book     | Record Room cupboard                           | Record Officer   |

**Category – ‘B’ Stock Book**

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|-----------------|--|--|
| 1     | 10/9/1996   | CAT B   | STB 1   | Stock Book      | Record Room cupboard                           | Record Officer   |
| 2     | 4/7/1997  | CAT B   | STB 2   | Stock Book      | Record Room cupboard                           | Record Officer   |
| 3     | 2/7/2001-18/9/1999  | CAT B   | STB 3   | Stock Book      | Record Room cupboard                           | Record Officer   |
| 4     | 1/6/2007-1/7/2012   | CAT B   | STB 4   | Stock Book      | Record Room cupboard                           | Record Officer   |
| 5     | 26/11/96-10/3/2006  | CAT B   | STB 5   | Stock Book      | Record Room cupboard                           | Record Officer   |
| 6     | 31/5/2001   | CAT B   | STB 6   | Stock Book      | Record Room cupboard                           | Record Officer   |
| 7     | 18/9/2006   | CAT B   | STB 7   | Stock Book      | Record Room cupboard                           | Record Officer   |
| 8     | 7/11/2012   | CAT B   | STB 8   | Stock Book      | Record Room cupboard                           | Record Officer   |

**Category – ‘B’ Audit Report Followup Register**

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|-----------------|--|--|
| 1     | 15/5/2005   | CAT B   | 1       | AUR             | Record Room cupboard                           | Record Officer   |

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

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file               | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|-------------------------------|--|--|
| 1     | 30/1/2001   | CAT B   | UCB 1   | User Fee Register (Cash Book) | Record Room cupboard                           | Record Officer   |
| 2     | 1/1/2005  | CAT B   | UCB 1   | User Fee Register (Cash Book) | Record Room cupboard                           | Record Officer   |
| 3     | 1/10/2007   | CAT B   | UCB 1   | User Fee Register (Cash Book) | Record Room cupboard                           | Record Officer   |
| 4     | 23/3/2009   | CAT B   | UCB 1   | User Fee Register (Cash Book) | Record Room cupboard                           | Record Officer   |
| 5     | 23/7/2009   | CAT B   | UCB 1   | User Fee Register (Cash Book) | Record Room cupboard                           | Record Officer   |
| 6     | 1/2/2010  | CAT B   | UCB 1   | User Fee Register (Cash Book) | Record Room cupboard                           | Record Officer   |
| 7     | 1/4/2012  | CAT B   | UCB 1   | User Fee Register (Cash Book) | Record Room cupboard                           | Record Officer   |
| 8     | 1/4/2013  | CAT B   | UCB 1   | User Fee Register (Cash Book) | Record Room cupboard                           | Record Officer   |

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

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file                     | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|-------------------------------------|--|--|
| 1     | 30/11/2001  | CAT B   | BPB 1   | User Fees Register (Bank Pass Book) | Record Room cupboard                           | Record Officer   |
| 2     | 28/3/2003   | CAT B   | BPB 2   | User Fees Register (Bank Pass Book) | Record Room cupboard                           | Record Officer   |
| 3     | 22/11/2005  | CAT B   | BPB 3   | User Fees Register (Bank Pass Book) | Record Room cupboard                           | Record Officer   |
| 4     | 31/1/2008   | CAT B   | BPB 3   | User Fees Register (Bank Pass Book) | Record Room cupboard                           | Record Officer   |
| 5     | 20/6/2008   | CAT B   | BPB 3   | User Fees Register (Bank Pass Book) | Record Room cupboard                           | Record Officer   |
| 6     | 17/12/2008  | CAT B   | BPB 3   | User Fees Register (Bank Pass Book) | Record Room cupboard                           | Record Officer   |
| 7     | 14/12/2009  | CAT B   | BPB 3   | User Fees Register (Bank Pass Book) | Record Room cupboard                           | Record Officer   |
| 8     | 2/2/2011  | CAT B   | BPB 3   | User Fees Register (Bank Pass Book) | Record Room cupboard                           | Record Officer   |
| 9     | 1/10/2012   | CAT B   | BPB 3   | User Fees Register (Bank Pass Book) | Record Room cupboard                           | Record Officer   |

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

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file             | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|-----------------------------|--|--|
| 1     | 22/11/2001<br>1 Books                                     | CAT B   | RCB     | Receipt Books Counter Foils | Record Room cupboard                           | Record Officer   |

|    |                       |       |     |                                |                         |                |
|----|-----------------------|-------|-----|--------------------------------|-------------------------|----------------|
| 2  | 10/1/2002<br>1 Books  | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 3  | 6/2/2002<br>2 Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 4  | 11/7/2001<br>10 Books | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 5  | 30/7/2003<br>10 Books | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 6  | 17/8/2003<br>3 Books  | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 7  | 1/1/2004<br>10Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 8  | 3/6/2004<br>15Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 9  | 28/10/2005<br>20Books | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 10 | 23/6/2006<br>10Books  | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 11 | 29/11/2006<br>15Books | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 12 | 10/4/2007<br>20Books  | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 13 | 20/8/2007<br>25Books  | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 14 | 26/10/2007<br>15Books | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 15 | 28/11/2007<br>5Books  | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 16 | 17/12/2007<br>15Books | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 17 | 17/1/2008<br>10Books  | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 18 | 8/2/2008<br>15Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 19 | 29/2/2008<br>10Books  | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 20 | 17/3/2008<br>9Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 21 | 16/4/2008<br>10Books  | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 22 | 12/5/2008<br>2Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 23 | 14/5/2008<br>3Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 24 | 14/5/2008<br>10Books  | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 25 | 4/6/2008<br>5Books    | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 26 | 18/6/2008<br>5Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 27 | 23/6/2008<br>5Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 28 | 4/7/2008<br>10Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 29 | 31/7/2008<br>10Books  | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 30 | 13/8/2008             | CAT B | RCB | Receipt Books Counter          | Record Room             | Record Officer |

|    |                       |       |     |                                |                         |                |
|----|-----------------------|-------|-----|--------------------------------|-------------------------|----------------|
|    | 5Books                |       |     | Foils                          | cupboard                |                |
| 31 | 9/9/2008<br>10Books   | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 32 | 15/10/2008<br>5Books  | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 33 | 14/11/2008<br>5Books  | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 34 | 21/11/2008<br>10Books | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 35 | 11/12/2008<br>15Books | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 36 | 9/3/2009<br>25Books   | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 37 | 4/5/2009<br>25Books   | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 38 | 9/6/2009<br>25Books   | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 39 | 7/7/2009<br>25Books   | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 40 | 5/8/2009<br>25Books   | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 41 | 10/9/2009<br>25Books  | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 42 | 22/10/2009<br>10Books | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 43 | 4/12/2009<br>25Books  | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 44 | 15/3/2010<br>25Books  | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 45 | 6/7/2010<br>25Books   | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 46 | 6/9/2010<br>10Books   | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 47 | 21/10/2010<br>10Books | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 48 | 30/11/2010<br>10Books | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 49 | 22/12/2010<br>20Books | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 50 | 25/3/2011<br>20Books  | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 51 | 1/7/2011<br>4Books    | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 52 | 26/7/2011<br>20Books  | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 53 | 19/9/2011<br>20Books  | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 54 | 28/12/2011<br>40Books | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 55 | 22/6/2012<br>5Books   | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 56 | 6/8/2012<br>5Books    | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 57 | 10/8/2012<br>20Books  | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |
| 58 | 30/10/2012<br>20Books | CAT B | RCB | Receipt Books Counter<br>Foils | Record Room<br>cupboard | Record Officer |

|    |                       |       |     |                                |                         |                |
|----|-----------------------|-------|-----|--------------------------------|-------------------------|----------------|
| 59 | 16/11/2012<br>20Books | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 60 | 3/1/2013<br>20Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 61 | 8/2/2013<br>20Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 62 | 20/5/2013<br>25Books  | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 63 | 22/7/2013<br>5Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 64 | 30/7/2013<br>15Books  | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 65 | 23/12/2013<br>30Books | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |
| 66 | 28/1/2014<br>5Books   | CAT B | RCB | Receipt Books Counter<br>Foins | Record Room<br>cupboard | Record Officer |

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

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

### Category – ‘D’ Tappal Book

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|-----------------|--|--|
| 1     | 7/3/2000  | CAT D   | TPB 1   | Tappal Book     | Record Room cupboard                           | Record Officer   |
| 2     | 14/3/2004   | CAT D   | TPB 2   | Tappal Book     | Record Room cupboard                           | Record Officer   |
| 3     | 9/12/2005   | CAT D   | TPB 3   | Tappal Book     | Record Room cupboard                           | Record Officer   |

### Category – ‘D’ Attendance Register

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file     | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|---------------------|--|--|
| 1     | 1/10/2001   | CAT D   | ATT 1   | Attendance Register | Record Room cupboard                           | Record Officer   |
| 2     | 1/5/2007  | CAT D   | ATT 2   | Attendance Register | Record Room cupboard                           | Record Officer   |
| 3     | 1/2/2010  | CAT D   | ATT 3   | Attendance Register | Record Room cupboard                           | Record Officer   |
| 4     | 7/9/2011  | CAT D   | ATT 4   | Attendance Register | Record Room cupboard                           | Record Officer   |
| 5     | 1/7/2012  | CAT D   | ATT 5   | Attendance Register | Record Room cupboard                           | Record Officer   |
| 6     | 1/1/2013  | CAT D   | ATT 6   | Attendance Register | Record Room cupboard                           | Record Officer   |

### Category – ‘D’ Admission Register

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file    | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|--------------------|--|--|
| 1     | 2/11/2001   | CAT D   | ADR 1   | Admission Register | Record Room cupboard                           | Record Officer   |
| 2     | 7/6/2004  | CAT D   | ADR 2   | Admission Register | Record Room cupboard                           | Record Officer   |
| 3     | 1/9/2005  | CAT D   | ADR 3   | Admission Register | Record Room cupboard                           | Record Officer   |
| 4     | 6/8/2006  | CAT D   | ADR 4   | Admission Register | Record Room cupboard                           | Record Officer   |
| 5     | 7/7/2007  | CAT D   | ADR 5   | Admission Register | Record Room cupboard                           | Record Officer   |

|   |           |       |       |                    |                      |                |
|---|-----------|-------|-------|--------------------|----------------------|----------------|
| 6 | 30/7/2008 | CAT D | ADR 6 | Admission Register | Record Room cupboard | Record Officer |
|---|-----------|-------|-------|--------------------|----------------------|----------------|

**Category – ‘D’ Out Patient Register**

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file      | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|----------------------|--|--|
| 1     | 6/11/2001   | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 2     | 26/8/2003   | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 3     | 25/5/2004   | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 4     | 31/1/2005   | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 5     | 12/9/2005   | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 6     | 2/1/2006  | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 7     | 4/6/2006  | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 8     | 22/3/2007   | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 9     | 18/2/2008   | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 10    | 31/3/2008   | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 11    | 4/7/2009  | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 12    | 23/11/2009  | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 13    | 15/7/2010   | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 14    | 31/1/2011   | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 15    | 23/11/2011  | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 16    | 12/10/2012  | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 17    | 17/6/2013   | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |
| 18    | 10/12/2013  | CAT D   | OPD 1   | Out Patient Register | Record Room cupboard                           | Record Officer   |

**Category – ‘D’ Antenatal Register**

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|-----------------|--|--|
| 1     | 12/1/1999   | CAT D   | ANC 1   | ANC Register    | Record Room cupboard                           | Record Officer   |
| 2     | 22/4/1999   | CAT D   | ANC 2   | ANC Register    | Record Room cupboard                           | Record Officer   |
| 3     | 6/10/2004   | CAT D   | ANC 3   | ANC Register    | Record Room cupboard                           | Record Officer   |
| 4     | 1/6/2006  | CAT D   | ANC 4   | ANC Register    | Record Room cupboard                           | Record Officer   |
| 5     | 5/12/2006   | CAT D   | ANC 5   | ANC Register    | Record Room cupboard                           | Record Officer   |
| 6     | 16/2/2007   | CAT D   | ANC 6   | ANC Register    | Record Room cupboard                           | Record Officer   |
| 7     | 24/6/2007   | CAT D   | ANC 7   | ANC Register    | Record Room cupboard                           | Record Officer   |
| 8     | 1/8/2008  | CAT D   | ANC 8   | ANC Register    | Record Room cupboard                           | Record Officer   |
| 9     | 5/1/2010  | CAT D   | ANC 9   | ANC Register    | Record Room cupboard                           | Record Officer   |
| 10    | 6/9/2010  | CAT D   | ANC 10  | ANC Register    | Record Room cupboard                           | Record Officer   |
| 11    | 27/12/2012  | CAT D   | ANC 11  | ANC Register    | Record Room cupboard                           | Record Officer   |
| 12    | 1/4/2013  | CAT D   | ANC 12  | ANC Register    | Record Room cupboard                           | Record Officer   |

**Category – ‘E’ R.T.I. Register**

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|-----------------|--|--|
| 1     | 20/8/2007   | CAT D   | RTI 1   | R.T.I Register  | Record Room cupboard                           | Record Officer   |

**Category – ‘E’ Casual Leave Register**

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file   | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|-------------------|--|--|
| 1     | 1/4/2010  | CAT E   | CLR 1   | Casual Leave Reg. | Record Room cupboard                           | Record Officer   |

**Category – ‘E’ Dog Bite Register**

| Sl No | Date on which opened (Files to be listed) | 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/ |
|-------|---|---|---------|-----------------|--|--------------------------------------|
|-------|---|---|---------|-----------------|--|--------------------------------------|

|   | chronologically) | according to category) |       |                   |                      | custodian of file |
|---|------------------|------------------------|-------|-------------------|----------------------|-------------------|
| 1 | 1/10/2001        | CAT E                  | DOG 1 | Dog Bite Register | Record Room cupboard | Record Officer    |
| 2 | 24/1/2004        | CAT E                  | DOG 2 | Dog Bite Register | Record Room cupboard | Record Officer    |
| 3 | 14/4/2005        | CAT E                  | DOG 3 | Dog Bite Register | Record Room cupboard | Record Officer    |
| 4 | 11/11/2006       | CAT E                  | DOG 4 | Dog Bite Register | Record Room cupboard | Record Officer    |
| 5 | 1/7/2007         | CAT E                  | DOG 5 | Dog Bite Register | Record Room cupboard | Record Officer    |
| 6 | 13/7/2007        | CAT E                  | DOG 6 | Dog Bite Register | Record Room cupboard | Record Officer    |
| 7 | 13/7/2009        | CAT E                  | DOG 7 | Dog Bite Register | Record Room cupboard | Record Officer    |
| 8 | 1/7/2011         | CAT E                  | DOG 8 | Dog Bite Register | Record Room cupboard | Record Officer    |
| 9 | 12/9/2013        | CAT E                  | DOG 9 | 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     | 5/4/1997  | CAT E   | IMM 1   | Immunization Reg. | Record Room cupboard 1                         | Record Officer   |
| 2     | 23/10/1998  | CAT E   | IMM 2   | Immunization Reg. | Record Room cupboard 1                         | Record Officer   |
| 3     | 9/2/2011  | CAT E   | IMM 3   | Immunization Reg. | Record Room cupboard 1                         | Record Officer   |
| 4     | 11/10/2002  | CAT E   | IMM 4   | Immunization Reg. | Record Room cupboard 1                         | Record Officer   |
| 5     | 27/3/2003   | CAT E   | IMM 5   | Immunization Reg. | Record Room cupboard 1                         | Record Officer   |
| 6     | 3/3/2011  | CAT E   | IMM 6   | Immunization Reg. | Record Room cupboard 1                         | Record Officer   |

**Category – ‘E’ IUCD Register**

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No | Subject of file | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|---------|-----------------|--|--|
| 1     | 10/8/2004   | CAT E   | CUT 1   | IUCD Register   | Record Room cupboard                           | Record Officer   |
| 2     | 1/6/2007  | CAT E   | CUT 2   | IUCD Register   | Record Room cupboard                           | Record Officer   |
| 3     | 4/4/2009  | CAT E   | CUT 3   | 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     | 9/10/2003   | CAT E   | LAB 1   | Lab Register    | Record Room cupboard                           | Record Officer   |
| 2     | 14/12/2007  | CAT E   | LAB 2   | Lab Register    | Record Room cupboard                           | Record Officer   |
| 3     | 6/8/2010  | CAT E   | LAB 3   | Lab Register    | Record Room cupboard                           | Record Officer   |

**Category – ‘E’ Doctor’s Call Book**

| Sl No | Date on which opened (Files to be listed chronologically) | Category A,B,C,D,E, etc.(files to be listed alphabetically according to category) | File No     | Subject of file | Location of file: Room/ cupboard/ shelf number | Date on which file can be destroyed/ custodian of file |
|-------|---|---|-------------|-----------------|--|--|
| 1     | 8/3/2008  | CAT E   | Call Book 1 | Call Book       | Record Room cupboard                           | Record Officer   |

