

**M.R. PALYA U.F.W.C.**  
**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’ (50 Years)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Code</b>	<b>Total</b>
1.	Parturition Register	PAR	--
2.	Incentive Payment Reg.	IPR	7
3.	Incentive Cash Book	CAB	7
4.	Birth and Death Register	BDR	--
5.	Indent Book	IDB	21
6.	Deputation Files	DPF	2
7.	Transfer Files	TRF	3
8.	Circular	ADR	1
9.	Service Register	SRR	6
10.	Acquaintance Role & Log and Other Allowances	AQR	4
			<b>51</b>

**Category – ‘B’ (30 Years)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Code</b>	<b>Total</b>
1.	Repair and Maintenances of Vehicle Register <ul style="list-style-type: none"> <li>• Petrol Bill Book</li> <li>• Diesel Bill Book</li> <li>• Repair Bill Book</li> <li>• Reading and Record Book</li> <li>• KGD Insurance Book</li> </ul>	RMV	--
2.	F.A. Advance Reg.	FAR	01
3.	Legal Files	LGF	--
4.	Audit Report – Follow up Reg.	AUR	01
5.	User Fee Registration <ul style="list-style-type: none"> <li>• Challen Reg.</li> <li>• Cash Book</li> <li>• Bank Pass Book</li> <li>• Receipt Book Counter Files</li> </ul>	CHL CBU BPB RCB	
6.	Stock Book	STB	
			<b>02</b>

**Category – ‘C’ (10 Years)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Code</b>	<b>Total</b>
1.	0	0	0

**Category – ‘D’ (5 Years) (April 2004 – March 2009)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Code</b>	<b>Total</b>
1.	P.R. Reg.	PRR	--
2.	Tappal Book	TPB	1
3.	Attendance Reg.	ATT	4
4.	Medical Reimbursement Files	MRF	--
5.	D.C. Bill Book	DCB	6
6.	Log Book	LOG	--
7.	LPC Reg.	LPC	1
8.	OPD Register	OPD	3
9.	Admission Reg.	ADR	--
10.	Antenatal Reg.	ANC	14
11.	Major OT Reg.	MAT	--
12.	Minor OT Reg.	MIN	--
13.	Immunization Reg.	IMM	4
14.	Infant Death Register (IUD)	IFD	--
15.	E.C. Register	ECR	360
16.	Sterilization Register	STR	8
			<b>401</b>

**Category - 'E' (1 Year) (April 2008 to March 2009)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Code</b>	<b>Total</b>
1.	RTI Reg.	RTI	1
2.	Casual Leave Reg.	CLR	1
3.	Dog Bit Reg.	DOG	--
4.	Maternity Case Sheet a) Delivery and Major Case Sheets b) Sterilization Case Sheets	MCS SCS	1 Box
5.	M.T.P. Register	MTP	--
6.	IUCD Reg.	CUT	10
7.	Lab Reg.	LAB	--
8.	Referral Book	RFF	--
9.	Complaint File	CPF	--
10.	Condemned Reg. File	CON	--
11.	Scanning Reg.	SCN	--
12.	Dr. Call Book	DOC	--
13.	Method Wise Reg.	MWR	
	a) T.O. Register		8
	b) LTO Reg.		
	c) IUCD		10
	d) OP		4
	e) CC		4
			<b>39</b>