

SHANTHI NAGAR 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

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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	25-02-1989	CAT A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
2	23-08-1991	CAT A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
3	28-03-1995	CAT A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
4	01-04-1997	CAT A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
5	16-04-2001	CAT A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
6	02-02-2003	CAT A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
7	1/8/2008	CAT A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon
8	1/6/2011	CAT A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Asst. Surgeon

Category – 'A' Birth and 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
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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
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1	25-02-1989	CAT A	IDB 1	Indent Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
2	01-04-1997	CAT A	IDB 2	Indent Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon

Category – ‘A’ Nivojana 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 Flie

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	01-06-1999	CAT A	ADR 1	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 2	Asst. Surgeon

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	24-05-2002	CAT A	SRR 1	Service Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
2	02-02-1976	CAT A	SRR 2	Service Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
3	28-03-1994	CAT A	SRR 3	Service Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
4	28-07-2000	CAT A	SRR4	Service Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon

5	01-03-1980	CAT A	SRR 5	Service Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
6	03-12-1990	CAT A	SRR 6	Service Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
7	16-01-1993	CAT A	SRR 7	Service Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
8	01-06-2006	CAT A	SRR 8	Service Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
9	01-06-1994	CAT A	SRR 9	Service Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
10	03-04-1992	CAT A	SRR 10	Service Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
11	05-05-1988	CAT A	SRR 11	Service Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
12	01-04-1998	CAT A	SRR 12	Service Book	Record Room cupboard 1 Shelf No 2	Asst. Surgeon

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	01-01-1973	CAT A	AQR 1	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
2	16-09-1977	CAT A	AQR 2	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
3	01-04-1981	CAT A	AQR 3	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
4	01-06-1986	CAT A	AQR 4	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
5	01-03-1990	CAT A	AQR 5	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
6	01-05-1993	CAT A	AQR 6	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
7	01-08-1997	CAT A	AQR 7	Acutance Rols & Pay and Other	Record Room cupboard 1	Asst. Surgeon

8	20-05-2000	CAT A	AQR 8	Allowances Acutance Rols & Pay and Other Allowances	Shelf No 2 Record Room cupboard 1 Shelf No 2	Asst. Surgeon
9	21-06-2005	CAT A	AQR 9	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Asst. Surgeon
10	10-05-2009	CAT A	AQR 10	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Asst. Surgeon

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	RMV	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	01-01-2000	CAT B	1	FAR	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 31/1/2030

Category – ‘B’ Legal Files (Nyavaladha 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	2006	CAT B	1	AUR	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 1/4/2030
2	2007	CAT B	1	AUR	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 31/4/2030
3	2008	CAT B	1	AUR	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 1/4/2030

4	2009	CAT B	1	AUR	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 1/4/2030
5	2010	CAT B	1	AUR	Record Room cupboard 1 Shelf No 2	Asst. Surgeon 1/4/2030

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	31-08-2001	CAT B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 30/8/2030
2	02-08-2007	CAT B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 1/8/2030

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	01-04-2005	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 30/4/2035
2	<u>01-04-2007</u>	CAT B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 30/4/2037
3	<u>24-06-2009</u>	CAT B	UCB 3	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 23/6/2039

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	31-08-2001	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 30/8/2031
2	27-09-2005	CAT B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 26/9/2035
3	30-05-2006	CAT B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 29/5/2036
4	10-11-2006	CAT B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 9/11/2036
5	06-09-2007	CAT B	BPB 5	User Fees Register	Record Room	Asst.

				(Bank Pass Book)	cupboard 1 Shelf No 3	Surgeon 5/9/2037
6	15-07-2008	CAT B	BPB 6	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 14/7/2038
7	08-04-2009	CAT B	BPB 7	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 7/4/2039
8	21-01-2010	CAT B	BPB 7	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 20/1/2040

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	30-03-2009	CAT B	RCB 1	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 39/3/2039
2	03-04-2009	CAT B	RCB 2	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 2/4/2039
3	15-04-2009	CAT B	RCB 3	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 14/4/2039
4	20-04-2009	CAT B	RCB 4	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 19/4/2039
5	04-05-2009	CAT B	RCB 5	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 3/5/2039
6	11-05-2009	CAT B	RCB6	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 10/5/2039
7	18-05-2009	CAT B	RCB7	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 17/5/2039
8	25-05-2009	CAT B	RCB 8	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 24/5/2039
9	06-06-2009	CAT B	RCB 9	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 5/5/2039
10	15-06-2009	CAT B	RCB 10	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 14/6/2039
11	19-06-2009	CAT B	RCB 11	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 18/6/2039
12	24-06-2009	CAT B	RCB 12	Receipt Books	Record Room	Asst.

				Counter Foils	cupboard 1 Shelf No 4-5	Surgeon 23/6/2039
13	30-06-2009	CAT B	RCB 13	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 29/6/2039
14	09-07-2009	CAT B	RCB 14	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 8/7/2039
15	14-07-2009	CAT B	RCB 15	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 13/7/2039
16	21-07-2009	CAT B	RCB 16	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 20/7/2039
17	26-07-2009	CAT B	RCB 17	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 25/7/2039
18	30-07-2009	CAT B	RCB 18	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 29/7/2039
19	03-08-2009	CAT B	RCB 19	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 2/8/2039
20	05-08-2009	CAT B	RCB 20	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 4/8/2039
21	10-08-2009	CAT B	RCB 21	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 9/8/2039
22	13-08-2009	CAT B	RCB 22	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 12/8/2039
23	17-08-2009	CAT B	RCB23	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 16/8/2039
24	19-08-2009	CAT B	RCB 24	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 18/8/2039
25	21-08-2008	CAT B	RCB 25	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 20/8/2038
26	25-08-2009	CAT B	26	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 24/8/2039
27	31-08-2009	CAT B	27	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 30/8/2039
28	05-09-2009	CAT B	28	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 4/9/2039

29	11-09-2009	CAT B	29	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 10/9/2039
30	25-09-2009	CAT B	30	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 24/9/2039
31	01-10-2009	CAT B	31	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 30/9/2039
32	07-10-2009	CAT B	32	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 6/10/2039
33	12-10-2009	CAT B	33	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 11/10/2039
34	17-10-2009	CAT B	34	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 16/10/2039
35	23-10-2009	CAT B	35	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 22/10/2039
36	28-10-2009	CAT B	36	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 27/10/2039
37	04-11-2009	CAT B	37	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 3/11/2039
38	08-11-2009	CAT B	38	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 7/11/2039
39	13-11-2009	CAT B	39	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 12/11/2039
40	23-11-2009	CAT B	40	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 22/11/2039
41	30-11-2009	CAT B	41	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 29/11/2039
42	02-12-2009	CAT B	42	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 1/12/2039
43	07-12-2009	CAT B	43	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 6/12/2039
44	15-12-2009	CAT B	44	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 14/12/2039
45	24-12-2009	CAT B	45	Receipt Books Counter Foils	Record Room cupboard 1	Asst. Surgeon

					Shelf No 4-5	23/12/2039
46	04-01-2010	CAT B	46	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 3/1/2040
47	18-01-2010	CAT B	47	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 17/12/2040
48	25-01-2010	CAT B	48	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 24/1/2040
49	02-02-2010	CAT B	49	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 1/2/2040
50	15-02-2010	CAT B	50	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 14/2/2040
51	20-02-2010	CAT B	51	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 19/2/2040
52	25-02-2010	CAT B	52	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 24/2/2040
53	06-03-2010	CAT B	53	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 5/3/2040
54	15-03-2010	CAT B	54	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 14/3/2040
55	23-03-2010	CAT B	55	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 22/3/2040
56	29-03-2010	CAT B	56	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 28/3/2040
57	07-04-2010	CAT B	57	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 6/4/2040
58	13-04-2010	CAT B	58	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 12/4/2040
59	20-04-2010	CAT B	59	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 19/4/2040
60	26-04-2010	CAT B	60	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 25/4/2040
61	04-05-2010	CAT B	61	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 3/5/2040
62	14-05-2010	CAT B	62	Receipt Books	Record Room	Asst.

				Counter Foils	cupboard 1 Shelf No 4-5	Surgeon 13/5/2040
63	21-05-2010	CAT B	63	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 20/5/2040
64	26-05-2010	CAT B	64	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 25/5/2040
65	03-06-2010	CAT B	65	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 2/6/2040
66	09-06-2010	CAT B	66	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 8/6/2040
67	14-06-2010	CAT B	67	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 13/6/2040
68	22-06-2010	CAT B	68	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 21/6/2040
69	28-06-2010	CAT B	69	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 27/6/2040
70	06-07-2010	CAT B	70	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 5/7/2040
71	12-07-2010	CAT B	71	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 11/7/2040
72	16-07-2010	CAT B	72	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 15/7/2040
73	26-07-2010	CAT B	73	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 25/7/2040
74	02-08-2010	CAT B	74	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 1/8/2040
75	09-08-2010	CAT B	75	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 8/8/2040
76	18-08-2010	CAT B	76	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 17/8/2040
77	27-08-2010	CAT B	77	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 26/8/2040
78	01-09-2010	CAT B	78	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 31/9/2040

79	07-09-2010	CAT B	79	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 6/9/2040
80	14-09-2010	CAT B	80	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 13/9/2040
81	20-09-2010	CAT B	81	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 19/9/2040
82	27-09-2010	CAT B	82	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 26/9/2040
83	04-10-2010	CAT B	83	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 3/10/2040
84	15-10-2010	CAT B	84	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 14/10/2040
85	21-10-2010	CAT B	85	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 20/10/2040
86	26-10-2010	CAT B	86	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 25/10/2040
87	02-11-2010	CAT B	87	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 1/11/2040
88	09-11-2010	CAT B	88	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 8/11/2040
89	25-03-2011	CAT B	89	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 24/3/2041
90	18-03-2011	CAT B	90	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 17/3/2041
91	28-03-2011	CAT B	91	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 27/3/2041
92	13-04-2011	CAT B	92	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 12/4/2041
93	20-04-2011	CAT B	93	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 19/4/2041
94	27-04-2011	CAT B	94	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 26/4/2041
95	02-05-2011	CAT B	95	Receipt Books Counter Foils	Record Room cupboard 1	Asst. Surgeon

96	09-05-2011	CAT B	96	Receipt Books Counter Foils	Shelf No 4-5 Record Room cupboard 1 Shelf No 4-5	1/5/2041 Asst. Surgeon 8/5/2041
97	22/7/2011	CAT B	97	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 21/7/2041
98	22/2/13	CAT B	98	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 21/2/2043
99	12/9/2013	CAT B	99	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Asst. Surgeon 11/9/2043

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	19-11-2003	CAT B	STB 1	Stock Book	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 18/11/2033
2	09-03-2008	CAT B	STB 2	Stock Book	Record Room cupboard 1 Shelf No 3	Asst. Surgeon 8/3/2038

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	01-07-1993	CAT D	PRR 1	P.R. Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon
2	01-03-2002	CAT D	PRR 2	P.R. Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon

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	1973	CAT D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	Asst. Surgeon
2	1998	CAT D	TPB 2	Tappal Book	Record Room cupboard 2 Shelf No 3	Asst. Surgeon
3	2000	CAT D	TPB 3	Tappal Book	Record Room cupboard 2 Shelf No 3	Asst. Surgeon

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	02-05-2008	CAT D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Asst. Surgeon 2/5/2013
2	01-02-2011	CAT D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	Asst. Surgeon 1/2/2016
3	1/1/2012	CAT D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	Asst. Surgeon 1/1/2017

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 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	01-04-2009	CAT D	DCB 1	D.C. Bill Book (K.E.B & B.S.N.L)	Record Room cupboard 2 Shelf No 2	Asst. Surgeon 30/4/2014
2	01-04-2009	CAT D	DCB 2	D.C. Bill Book	Record Room	Asst.

				(K.E.B & B.S.N.L)	cupboard 2	Surgeon
					Shelf No 2	30/4/2014
3	01-04-2009	CAT D	DCB 2	D.C. Bill Book	Record Room	Asst.
				(K.E.B & B.S.N.L)	cupboard 2	Surgeon
					Shelf No 2	30/4/2014

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	00	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	09-07-2000	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon
2	1/4/2013	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon

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	1/6/2011	CAT D	ADR 1	Admission Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon

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	3/6/2011	CAT D	ANC 1	ANC Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon 3/6/2016

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	<u>0</u>	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	<u>29/6/2011</u>	CAT D	MOTR 1	Minor O.T Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon 29/6/2016

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	04-09-1980	CAT D	IDR 1	Infant Death Register	Record Room cupboard 2 Shelf No 3	Asst. Surgeon

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
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	listed chronologically)	to be listed alphabetically according to category)				shelf number	can be destroyed/ custodian of file
1	0	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	<u>0</u>	.0	0	0	0	0

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	<u>1/1/2012</u>	CAT E	DOG 1	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Asst. Surgeon 30/1/2013

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	22/9/2011	CAT E	MTP 1	M.T.P. Register	Record Room cupboard 2 Shelf No 4	Asst.Surgeon 22/9/2016

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	<u>4/6/2011</u>	CAT E	CUT 1	IUCD Register	Record Room cupboard 2 Shelf No 4	Asst.Surgeon 4/6/2016

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	2001	CAT E	LAB 1	Lab Register	Record Room	Asst.Surgeon

2	8/7/2011	CATE	LAB 2	Lab Register	cupboard 2 Shelf No 4 Record Room cupboard 2 Shelf No 4	Asst.Surgeon
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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	2002	CATE	R 1	Referral Book	Record Room cupboard 2 Shelf No 4	Asst.Surgeon
2	8/6/2011	CATE	R 2	Referral Book	Record Room cupboard 2 Shelf No 4	Asst.Surgeon

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 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	<u>0</u>	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	12/10/2011	CAT E	DCB 1	Doctor call book	Record Room cupboard 2 Shelf No 4	Asst.Surgeon