



Date : 31/03/2015

**Statement Showing the Records Duly Indexed &
Catalogued & Kept in Cupboards of the Record Room at
POBBATHI MATERNITY HOME**

Sl No	Category	No. of Files	Remarks
1	A	59	-
2	B	276	-
3	C	01	-
4	D	53	-
5	E	708	-
Total		1907	0

POBBATHI MATERNITY HOSPITAL

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

SI 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	18/09/1951 TO 24/12/1953	A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
2	02/01/1954 TO 17/10/1956	A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
3	03/11/1956 TO 27/09/1958	A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
4	08/06/1963 TO 16/10/1965	A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
5	16/10/1965 TO 16/11/1967	A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
6	01/06/1970 TO 14/01/1973	A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
7	27/07/1979 TO 29/08/1980	A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
8	12/12/1982 TO 24/03/1984	A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
9	13/04/1984 TO 18/07/1985	A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
10	27/07/1985 TO 14/06/1986	A	PAR 10	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
11	21/08/1986 TO 26/10/1986	A	PAR 11	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
12	27/10/1986 TO 30/09/1987	A	PAR 12	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

13	01/10/1987 TO 30/11/1988	A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
14	01/12/1988 TO 31/12/1989	A	PAR 14	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
15	01/01/1990 TO 30/06/1991	A	PAR 15	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
16	01/07/1991 TO 29/03/1993	A	PAR 16	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
17	01/04/1993 TO 20/01/1995	A	PAR 17	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
18	21/01/1995 TO 31/08/1996	A	PAR 18	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
19	11/09/1996 TO 30/10/1998	A	PAR 19	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
20	29/10/1998 TO 31/12/1999	A	PAR 20	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
21	01/01/2000 TO 31/12/2000	A	PAR 21	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
22	01/01/2001 TO 28/10/2002	A	PAR 22	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
23	04/07/2006 TO 31/03/2014	A	PAR 23	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

Category – ‘A’ Indent Book

SI 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
24	07/11/1995 TO 05/09/1996	A	IDB-1	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
25	07/10/1996 TO 05/02/1997	A	IDB-2	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
26	09/01/1998	A	IDB-3	Indent Book	Record Room	Record

	TO 29/08/1998				cupboard 1 Shelf No 1	Officer
27	26/02/2001 TO 23/02/2003	A	IDB-4	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
28	23/07/2002 TO 19/02/2004	A	IDB-5	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
29	16/06/2001 TO 24/06/2002	A	IDB-6	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
30	23/07/2002 TO 25/05/2009	A	IDB-7	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
31	16/06/2006 TO 27/07/2009	A	IDB-8	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
32	02/11/2010 TO 25/03/2011	A	IDB-9	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
33	26/02/2001 TO 19/02/2004	A	IDB-10	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
34	23/07/2002 TO 01/03/2011	A	IDB-11	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
35	28/5/2014 To till date	A	IDB-12	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
36	28/5/2014 To 31/03/2014	A	IDB-13	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
37	01/04/2014 To 31/03/2015	A	IDB-14	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer

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
38	Apr-2006 TO 31/03/2010	A	ADR-1	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 2	Record Officer

39	01/04/2010 TO 31/03/2015	A	ADR-2	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 2	Record Officer
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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
40	05/01/1984	A	SRR-1	Service Register (B.K.Girija, A.N.M)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
41	02/11/2009	A	SRR-2	Service Register (R.Lokesh., S.D.A)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
42	14/08/1984	A	SRR-3	Service Register (Puttamma, Ayah)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
43	23/01/1995	A	SRR-4	Service Register (Kuppammal, Ayah)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
44	12/08/21994	A	SRR-5	Service Register (M.Chandra, Peon)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
45	01/01/1990	A	SRR-6	Service Register (Vimalamma, P.K.)	Record Room cupboard 1 Shelf No 1	Record Officer Current File
46	01/01/1990	A	SRR-7	Service Register (Puttamma, P.K)	Record Room cupboard 1 Shelf No 1	Record Officer Current File

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
47	May-1985 TO Jun-1987	A	AQR-1	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
48	Jul-1987 TO Jan-1990	A	AQR-2	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
49	Jan-1990 TO Jul-1992	A	AQR-3	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
50	Jul-1992 TO Jun- 1994	A	AQR-4	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
51	Jun-1994 TO May-1996	A	AQR-5	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
52	Jun-1996 TO Nov-1998	A	AQR-6	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
53	Nov-1998 TO Jan-2001	A	AQR-7	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
54	Jan-2001 TO Mar-2003	A	AQR-8	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
55	Mar-2003 TO Jul-2005	A	AQR-9	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
56	Aug-2005 TO Apr-2008	A	AQR-10	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
57	May-2008 TO Mar-2011	A	AQR-11	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
58	Apr-2011 TO 31/03/2014	A	AQR-12	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer
59	01/10/2014 TO Till Today	A	AQR-13	Aquittance Rolls	Record Room cupboard 1 Shelf No 1	Record Officer

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	01/01/1990 TO 31/03/2015	B	FAR-1	Festival Advance Register	Record Room cupboard 1 Shelf No 1	31/12/2020

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
2	1987 TO 2009 31/03/2015	B	AUR-1	Audit Report Followup Register	Record Room cupboard 1 Shelf No 1	2017

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
3	04-09/2002 TO 01/03/2002	B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	3/9/2032
4	01/07/2002 TO 31/07/2004	B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	30/6/2032
5	01/03/2003 TO 31/07/2003	B	CHL 3	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	29/2/2031
6	02/08/2006 TO 20/5/2008	B	CHL 4	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	01/17/2036
7	21/05/2008 TO 30/10/2010	B	CHL 5	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	20/04/2038
8	01/11/2010 TO 31/03/2015	B	CHL 6	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	31/12/2040

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
9	01/04/2002 TO 16/06/2004	B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	30/03/2032
10	04/11/2002 TO 10/06/2010	B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	05/12/2032
11	01/06/2010 TO 24/05/2014	B	UCB 3	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	31/7/2040
12	25/05/2014 TO Till Today	B	UCB 4	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	

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
13	31/08/2001 TO 09/08/2007	B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	1/9/2032
14	17/07/2007 TO 11/04/2008	B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	10/05/2038
15	11/04/2008 TO 14/11/2008	B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	12/05/2038
16	17/11/2008 TO 05/10/2009	B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	16/12/2038
17	06/10/2009 TO 21/05/2011	B	BPB 5	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	05/11/2040
18	31/05/2011 TO 01/10/2012	B	BPB6	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	30/06/2042

19	10/10/2012 TO 27/10/2013	B	BPB7	User Fees Register (Bank Pass Book	Record Room cupboard 1 Shelf No 3	09/11/2043
20	28/10/2013 TO 31/03/2015	B	BPB8	User Fees Register (Bank Pass Book	Record Room cupboard 1 Shelf No 3	27/10/2043

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

SI 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
21	04/092000 TO 31/03/2015	B	RCB-1	Total Receipt Books Counter Foils - <u>230</u>	Record Room cupboard 1 Shelf No 4-5	05/09/2030

Category – ‘B’ Stock Book

SI 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
22	13/081975 TO Till Today	B	STB 1	Total Stock Book- <u>26</u>	Record Room cupboard 1 Shelf No 3	14/9/2005

Category – ‘C’ Scale Register of Establishment

SI 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	Apr-2005	C	SRE-1	Scale Register of Establishment	Record Room cupboard 1 Shelf No 3	Apr-2015

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	10/05/1991 TO 09/02/1990	D	PRR 1	P.R. Register	Record Room cupboard 2 Shelf No 3	31/7/1996
2	Apri-1999 TO 31/03/2014	D	PRR 2	P.R. Register	Record Room cupboard 2 Shelf No 3	Apr-2004
3	01/04/2014 TO 31/03/2015	D	PRR 3	P.R. Register	Record Room cupboard 2 Shelf No 3	Apr-2004

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
4	01/02/1987 TO 31/03/2015	D	TPB 1	Total Tapal Book- <u>11</u>	Record Room cupboard 2 Shelf No 3	31/03/1992

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
5	01/05/1997 TO 30/05/2000	D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	31/06/2003
6	01/06/2000 TO 31/05/2005	D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	30/05/2005
7	01/06/2000 TO 30/11/2006	D	ATT 3	Attendance Register	Record Room cupboard 2 Shelf No 2	30/07/2005

8	01/06/2005 TO 17/06/2011 Till Today	D	ATT 4	Attendance Register	Record Room cupboard 2 Shelf No 2	30/05/2011
9	01/03/2013 TO Till today	D	ATT 5	Attendance register	Record Room cupboard 2 Shelf No 2	31/02/2018

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
9	Jun-1990 TO Mar-2010 Till Today	D	DCB 1	D.C. Bill Book (BESCOM) Total- <u>3</u>	Record Room cupboard 2 Shelf No 2	Jun-1995
10	Jan-1992 TO Apr-2010 Till Today	D	DCB 2	D.C. Bill Book (B.W.S.S.B.) Total- <u>3</u>	Record Room cupboard 2 Shelf No 2	31/12/1997
11	Apr-2002 TO Till Today	D	DCB 3	D.C. Bill Book (Telephone) Total- <u>2</u>	Record Room cupboard 2 Shelf No 2	31/12/2007

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
12	12/07/1993 TO Till Today	D	LPC-1	LPC Register	Record Room cupboard 2 Shelf No 2	31/12/1998

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
13	17/04/2002 TO 22/12/2004	D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	31/12/2007

14	25/09/2005 TO 30/10/2007	D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	31/12/2010
15	02/01/2007 TO 02/07/2009	D	OPD 3	Out Patient Register	Record Room cupboard 2 Shelf No 3	31/12/2012
16	03/07/2009 TO 31/12/2010	D	OPD 4	Out Patient Register	Record Room cupboard 2 Shelf No 3	31/12/2014
17	01/01/2011 TO 05/08/2012	D	OPD 5	Out Patient Register	Record Room cupboard 2 Shelf No 3	31/12/2016
18	06/08/2012 TO 20/05/2013	D	OPD6	Out Patient Register	Record Room cupboard 2 Shelf No 3	05/08/2017
19	20/05/2013 TO 28/05/2014	D	OPD7	Out Patient Register	Record Room cupboard 2 Shelf No 3	19/05/2018
20	29/05/2014	D	OPD7	Out Patient Register	Record Room cupboard 2 Shelf No 3	28/05/2019

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
21	04/05/1969 TO 20/02/1970	D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 1	31/12/1974
22	22/02/1971 TO 2/12/1973	D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 1	31/12/1976
23	07/02/1971 TO 16/12/1974	D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 1	31/12/1976
24	02/07/1978 TO 11/07/1979	D	ADR 4	Admission Register	Record Room cupboard 1 Shelf No 1	31/12/1983
25	07/07/1982 TO 20/07/1983	D	ADR 5	Admission Register	Record Room cupboard 1 Shelf No 1	31/12/1987
26	07/01/1992 TO 20/02/1993	D	ADR 6	Admission Register	Record Room cupboard 1 Shelf No 1	31/12/1997
27	01/03/1993 TO	D	ADR 7	Admission Register	Record Room cupboard 1	31/12/1998

	02/03/1994				Shelf No 1	
28	05/09/1994 TO 01/04/1995	D	ADR 8	Admission Register	Record Room cupboard 1 Shelf No 1	31/21/1999
29	01/09/1996 TO 30/12/1997	D	ADR 9	Admission Register	Record Room cupboard 1 Shelf No 1	31/12/2001
30	01/01/1998 TO 14/05/1999	D	ADR 10	Admission Register	Record Room cupboard 1 Shelf No 1	31/12/2003
31	14/05/1999 TO 10/03/2000	D	ADR 11	Admission Register	Record Room cupboard 1 Shelf No 1	31/04/2004
32	11/03/2000 TO 20/03/2001	D	ADR 12	Admission Register	Record Room cupboard 1 Shelf No 1	31/12/2005
33	21/01/2001 TO 03/07/2007	D	ADR 13	Admission Register	Record Room cupboard 1 Shelf No 1	31/12/2006
34	04/07/2006 TO 07/08/2010 Till Today	D	ADR 14	Admission Register	Record Room cupboard 1 Shelf No 1	31/12/2011

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
35	10/12/2001 TO 29/03/2010	D	ANC 1	ANC Register	Record Room cupboard 2 Shelf No 3	31/12/2006
36	12/04/2010 TO Till Today	D	ANC 2	ANC Register	Record Room cupboard 2 Shelf No 3	31/12/2015

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
37	10/05/2006 TO Till Today	D	IFD-1	Infant Death Register	Record Room cupboard 2 Shelf No 3	31/12/2011

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	28/07/2007 TO Till Today	E	RTI-1	R.T.I. Register	Record Room cupboard 2 Shelf No 3	31/06/2008

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
2	03/01/2001 TO 21/12/2002	E	DOG 1	Dog Bite Register	Record Room cupboard 2 Shelf No 4	31/12/2002
3	01/01/2003 TO 25/06/2011	E	DOG 2	Dog Bite Register	Record Room cupboard 2 Shelf No 4	31/12/2004
4	26/06/2011	E	DOG3	Dog bite register	Record Room cupboard 2 Shelf No 4	25/06/2012

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
5	Apr-2006 TO Till Today	E	CLR 1	Casual Leave Register	Record Room cupboard 2 Shelf No 4	31/03/2007

Category – ‘E’ Maternity Case Sheet (Delivery)

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
6	11/09/1997 TO Till Today	E	MCS 1	Total Maternity Case Sheet- 693	Record Room cupboard 2 Shelf No 5	31/08/1998

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
7	06/05/2002 TO Till Today	E	MTP 1	M.T.P. Register	Record Room cupboard 2 Shelf No 4	31/04/2003

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
8	01/04/1997 TO 02/04/2008	E	CUT 1	IUCD Register	Record Room cupboard 2 Shelf No 4	31/03/1998
9	03/04/2008 TO 26/06/2011	E	CUT 2	IUCD Register	Record Room cupboard 2 Shelf No 4	31/03/2009
10	27/06/2011 Till date	E	CUT 3	IUCD Register	Record Room cupboard 2 Shelf No 4	26/05/2012

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
11	Jan-2002 TO Till Today	E	LAB -1	Lab Register	Record Room cupboard 2 Shelf No 4	31/12/2003

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
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12	20/03/2002 TO Till Today	E	REF-1	Referral Book	Record Room cupboard 2 Shelf No 4	28/02/2003
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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
13	15/06/2006 TO Till Today	E	CPF-1	Complaint Files	Record Room cupboard 2 Shelf No 4	31/05/2007

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
14	26/06/2006 TO Till Today	E	CON-1	Condemned Register	Record Room cupboard 2 Shelf No 4	31/05/2007

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
15	25/10/1996 TO 27/05/2002	E	DOC-1	Doctor’s Call Book	Record Room cupboard 2 Shelf No 4	30/09/1997
16	04/02/2001 TO Till Today	E	DOC-2	Doctor’s Call Book	Record Room cupboard 2 Shelf No 4	31/1/2002