

# RAJAJI NAGAR MATERNITY HOME.

## RTI ACT 2005 SECTION 4 (1)(b)

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

26/6/2014

Sl. No.	Name of the Organization	Address	Aims
1	Rajaji Nagar Maternity Home	Rajaji Nagar Maternity Home Rajajinagar 5 <sup>th</sup> Block, Bhasyam Circle Bangalore-560 010 Phon-22975666	Rendering Maternal and child health care services in order to reduce maternal and child mortality and morbidity

#### Functions:

#### Services rendered at this hospital

##### A. Outpatient services

- RCH Programme:
  - Antenatal care.
  - Postnatal care.
  - FW Programme.
- Immunization (7 preventable diseases).
- HIV / AIDS screening & ICTC Programme.
- Cancer detection & Treatment.
- Family Planning Counseling.
- RNTCP (Tuberculosis screening & DOTS).
- Treatments of Dog bite cases with ARV (Through Intradermal Route) tissue culture vaccine.
- 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.
- Sonography.

##### B. INPATIENT SERVICES AT YMH

- Normal deliveries.
- Baby Friendly Hospital.
- Medical termination of Pregnancy
- Prevention of mother to child transmission of HIV during labour (ICTC)
- Sonography
- Issue of one free copy of Birth Certificate to all Babies Born in Referral Hospitals & Maternity homes.
- Free One pound Bread and One Banana Supply to all Inpatients
- Free Madilu Kits – distributed to mothers delivered (With One or Two Children).
- Janani Suraksha Yojane Beneficiaries Are Given the Cheque at the time of discharge(From 1/3/08 onwards).

- Bhagya lakshmi Yojane beneficiaries are Identified and Referred to Social welfare dept.
- Incentive Money as per GOI Order is distributed to family planning beneficiaries.

**SECTION 4 (1)(b)(ii)- Powers and Duties of its Officers and Employees :**

<b>Sl. No.</b>	<b>Designation of the official I/Employee</b>	<b>Duties allotted</b>	<b>Powers</b>
1.	<b>Asst Surgeon</b>	Punctuality of all the staff to be ensured. Maintenance of cleanliness in and around the hospital and surrounding premises by giving proper instructions to the designated staff. Citizens Charter, Attendants and Patients Charter should be followed. Conducting ANC's deliveries 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 regularly otherwise action to be initiated for the clearance of bills. Sanction of Leave, Increments and submission of pension papers, etc. of all the 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. Issue of Birth and Death Certificates. Send reports and data of the performances. Conduct weekly meeting cum training of staff. Participate in all national programmes and any other work entrusted from time to time. Incharge of Bio Medical waste management and Incharge of Equipments, Instruments, Linen and Furnitures of YMH and Maintenance of Relevant Registers.	1. To draw salaries for establishment. 2. To sanction casual leaves to group B, C & D.
2.	<b>Staff Nurse</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>J.H.A (F)</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	

		<p>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 RH 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 RH and keeping records as indicated. Supervision of the work of Class IV staff. Maintaining records and submitting required records and reports from time to time to the higher officers. Preparation of the monthly reports / weekly reports and quarterly and Annual reports. Maintaining patients charts, registers and reports and appraising herself of the condition of the patient. Providing bedside care to mother as per Standard Management Protocols.</p>	
4	<b><u>S.D.C</u></b>	<p>Prepares salary bill of the staff- Follow-up of files- Maintains the receipt book and Cash registers of user fees - Notes done the proceedings Of various meetings held in Hospitals and board of visitors meetings Registration of the birth certificate and Distribution of birth certificates. Submits the annual reports to the statistical department Prepares payment of Water, electricity bills and Fuel bills of Ambulance. Preparation of the Budget Reports. Maintenance of Service Registers, Increments, Pension Claims and Surrender Leaves etc. of Employees.</p>	

5	<b><u>Lab. Tech.</u></b>	Performs Laboratory works like <ol style="list-style-type: none"> <li>i. Blood- HB%, Group and RH, VDRL,HIV, RBs, HRs AG.</li> <li>ii. MP Smear</li> <li>ii. Sputum examination for TB after Diagnosis gives treatment as per doctors Advice</li> <li>iv. Urine Examn.: - Albumin, Sugar, M/s etc</li> </ol>	
6	<b><u>Driver</u></b>	To attend to emergencies round the clock, including shifting of patients and bringing doctors not in the premises, to the hospitals, for emergencies. To ensure admission of patient at referral hospital and ensure accompanying staffs are returned to institution. To attend camps as per advance Programme. To attend Health units work as per advance programme. To maintain log book and movement register. To bring indents collectively for the zone as indicated by the superintendents. To make alternate arrangements during leave period and intimate the duty staff. Ensure the vehicle is cleaned and maintained, timely servicing is done and annual insurance is paid. First Aid Kit is available. To do duty at Control room once in a month for one week.	
7	<b><u>Group D Workers</u></b>	Allow the visitors to see the patient only during the visiting hours. Allow only one attender per patient to stay during nights. Remove the cobwebs in the entire hospital once in a week. Clean all the windows, lockers, veranda, and all the sofas every day and swab them once a week. Periodic cleaning of Roof. Help the Staff Nurse in autoclaving. Maintain working condition of the solar water heater. Ensure pumping of water regularly, and control lighting (switching on and off) in the hospital. Report any lapses/ problems immediately to the MO. Supply water to Ayahs for ward cleaning. Maintenance of the materials and furniture, which are kept outside. Look after Tappal Duties. Ensure that no one smokes tobacco and / or Chews Betel Leaves in the premises. Ensure security of the hospital. Maintain Garden. Wear Prescribed OT gowns while working in the OT. Sweep and swab the OT everyday and clean the OT Equipments. Use separate cleaning material (Broom, swab, etc) for the OT. Fumigate the OT once in 15 days for minor OT and once a week in Major OT and as and when required, under the supervision of the Staff Nurse Using. OT care Insturement OR, 150 gms of potassium permanganate in 500 ml of formalin + liter Water for 10X10X10X sized room. Carbonise OT every day. After surgery. Wash and soak the instruments, gloves and linen	

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

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	<b>Addl. Commissioner (Health)</b>

**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’**

Category Of the document	Title of the Document	Custodian of the Document
Category A	Parturition Register	Record room officer <b>Dr.Girish.S.M</b>
	Incentive Payment Register	
	Service Book	
	Circulars	
	Indent Book	

**Category – ‘B’**

Category Of the document	Title of the Document	Custodian of the Document
Category B	Audit Report Follow up Reg.	Record room officer <b>Dr.Girish.S.M</b>
	Counter foil of user cheque book	
	Stock Book	
	Cash Book (User fee)	
	Cash Book (Family Planning and Incentive)	

**Category – ‘C’**

Category Of the document	Title of the Document	Custodian of the Document
Category D	PR Register	Record room officer
	Tappal Books	

	Attendance Register	Dr.Girish.S.M
	Indent Books	
	OPD Register	
	Admission Register	
	Antenatal Register	
	Sterilization Register	
	E.C. Books	
	Immunization Register	
	Voucher Incentive	
	Voucher Users Fee	
	Casual Leave Application	
	Right to Information Act File	
	Maternity Case Sheets	
	Antenatal Cards	
	Sterilization Case Sheets	
	M.T.P Register	
	IUCD Register	
	Immunization Card Foils	
	Lab Register	
	Referral Book	
	Doctors call book	
	Dog Bite Register	

**Category – ‘D’**

Category Of the document	Title of the Document	Custodian of the Document
Category A	Casual Register	Record room officer Dr.Girish.S. M

**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;**

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

Names of board council, committee, etc.,	Composition	Power and functions	Whether its meetings are open to the public/ whether minutes of meetings are accessible for public;

Board of visitors	Ward Councilors NGO's Social workers	<ul style="list-style-type: none"> <li>• Quarterly review meetings</li> <li>• Review of activities of the health facilities in the Jurisdiction</li> <li>• Review plans budgets Programmes and performances of the health facilities</li> <li>• Review and approve income from the user charges or other sources and expenditure out of such funds</li> <li>• Resource mobilization</li> <li>• Review and redressal of unresolved public complaints received</li> <li>• Proposal of measures for better governance</li> <li>• Any other subject of relevance</li> </ul>	Yes
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**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.Girish S.M	Assistant Surgeon	RajajiNagar Maternity Home,Near Rajajinagar 5 <sup>th</sup> Block, Bhasyam Circle Bangalore-560 010	28100.00
2	Paravathamma	Ayah	RajajiNagar Maternity Home,Near Rajajinagar 5 <sup>th</sup> Block, Bhasyam Circle Bangalore-560 010 Working on OOD at Mudalapalya HC	18400.00
3	Chandra.S	Peon	RajajiNagar Maternity Home,Near Rajajinagar 5 <sup>th</sup> Block, Bhasyam Circle Bangalore-560 010 Working on OOD at Yeshwanthpura MH	16400.00
4	Savithramma	P.K	RajajiNagar Maternity Home,Near Rajajinagar 5 <sup>th</sup> Block, Bhasyam Circle Bangalore-560 010 Working on OOD Hoshalli Referaal hos	16400.00

**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
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1	Patients with BPL and Anthyodaya Card holders	Exempted from user fees charges	-	As per commissioner's order
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#### **SECTION 4 (1)(b)(xiv)- information, available in electronic form**

- Details of the Staff , salary, Expenses towards electricity, Water supply, Telephone, POL are available in electronic form
- Details of the Births and Deaths registered of SRRH and Hospitals of the zone are available in electronic form.

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

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

#### **SECTION 4 (1)(b)(xvi)- names, designations and other particulars of Public information officers**

##### **a. Public information officer (PIO)**

Sl. No	Name of the officer / administrative	Name & Designation of PIO	Office tel. No. Residence tel no. fax	E-mail
1	Dr. Girish S.M. RajajiNagar Maternity Home,Near Rajajinagar 5 <sup>th</sup> Block, Bhasyam Circle Bangalore-560 010	General Duty Medical Officer	08022975666 9480693390	docgirishsm@gmail.com

##### **b. Asst. Public information Officer**

Sl. No	Name of the officer / administrative	Name & Designation of APIO	Office tel. No. Residence tel no. fax	E-mail
1	Dr. Girish S.M. RajajiNagar Maternity Home, Near Rajajinagar 5 <sup>th</sup> Block, Bhas Circle Bangalore-560 010	General Duty Medical Officer	08022975666 9480694967	docgirishsm@gmail.com

##### **b. 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 Health Officer (W) Clinical, 2 <sup>nd</sup> Floor Dasappa Hospital Compound, Bg.	Helath Officer (W)Clinical	22975656 9480683907	howest2@gmail.com

**SECTION 4 (1) (b) (xvii) - Any other useful information / information frequently asked by the public. Please give any other information or details of publications which are of relevance or of use to the citizens or which are frequently asked by the public.**

The information's with respect to this Hospital are available in website: [www.bbmp.gov.in](http://www.bbmp.gov.in) and the information frequently asked by the public is published in citizens charters and in Aroghya Samachar Vahini Quarterly Magazine (for clinical information).

**Assistant Surgeon  
Rajaji Nagar Maternity Home**

**RAJAJI NAGAR MATERNITY HOME****RTA 2005 SECTION 4(1) (a)****41a Maintains of all Records of this hospital duly Catalogued  
Indexed in a manner and from as per RIT Act.,26/6/2014**

<b>Sl No</b>	<b>Date on which opened (Files to be listed chronologically)</b>	<b>Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)</b>	<b>File No</b>	<b>Subject of file</b>	<b>Location of file: Room/ cupboard/ shelf number</b>	<b>Date on which file can be destroyed/ custodian of file</b>
1	06.01.1986	CAT A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
2	04.08.1988	CAT A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
3	16.09.1989	CAT A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
4	22.02.1995	CAT A	PAR 4	Parturition Record (Incomplete)	Record Room cupboard 1 Shelf No 1	Record Officer
5	04.11.1986	CAT A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
6	09.04.2004	CAT A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
7	25.06.2005	CAT A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
8	20.07.2006	CAT A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
9	01.01.2008	CAT A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
10	03.05.2013	CAT A	PAR 10	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

**Category – ‘ A ’ Birth and Death Resgister**

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

**category – ‘A’ Indent Book**

<b>Sl No</b>	<b>Date on which opened (Files to be listed chronologically)</b>	<b>Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)</b>	<b>File No</b>	<b>Subject of file</b>	<b>Location of file: Room/ cupboard/ shelf number</b>	<b>Date on which file can be destroyed/ custodian of file</b>
1	29.01.2007	CAT A	IDB 1	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer
2	03.05.2013	CAT A	IDB 2	Indent Book	Record Room cupboard 1 Shelf No 1	Record Officer

**Category – ‘A’ Nivojana File**

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

**Category – ‘A’ Transfer Flie**

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

**Category – ‘A’ Circulars (Suttolegala Adesha)**

<b>Sl No</b>	<b>Date on which opened (Files to</b>	<b>Category A,B,C,D,E,</b>	<b>File No</b>	<b>Subject of file</b>	<b>Location of file: Room/</b>	<b>Date on which file</b>
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	<b>be listed chronologically)</b>	<b>etc.(files to be listed alphabetically according to category)</b>			<b>cupboard/ shelf number</b>	<b>can be destroyed/ custodian of file</b>
2	01.09.2009	CAT A	ADR 2	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 1	Record Officer
3	01.10.2013	CAT A	ADR 2	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 1	Record Officer

**Category – ‘A’ Service Book (Old + New)**

<b>Sl No</b>	<b>Date on which opened (Files to be listed chronologically)</b>	<b>Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)</b>	<b>File No</b>	<b>Subject of file</b>	<b>Location of file: Room/ cupboard/ shelf number</b>	<b>Date on which file can be destroyed/ custodian of file</b>
1	01.04.1966	CAT A	SRR 1	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
2	01.02.1957	CAT A	SRR 2	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
3	30.03.1960	CAT A	SRR 3	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer
4	18.12.2012	CAT A	SRR 3	Service Book	Record Room cupboard 1 Shelf No 2	Record Officer

**Category – ‘A’ Acutance Rolls & Pay and Other Allowances**

<b>Sl No</b>	<b>Date on which opened (Files to be listed chronologically)</b>	<b>Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)</b>	<b>File No</b>	<b>Subject of file</b>	<b>Location of file: Room/ cupboard/ shelf number</b>	<b>Date on which file can be destroyed/ custodian of file</b>
1	01.11.1987	CAT A	AQR 1	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
2	01.07.1991	CAT A	AQR 2	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
3	01.01.1995	CAT A	AQR 3	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
4	01.11.1999	CAT A	AQR 4	Acutance Rols &	Record Room	Record

				Pay and Other Allowances	cupboard 1 Shelf No 2	Officer
5	01.12.2004	CAT A	AQR 5	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
6	01.03.2009	CAT A	AQR 6	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer
7	01.03.2012	CAT A	AQR 6	Acutance Rols & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Record Officer

**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	0	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	01/06/2007	CAT B	FES	FESTIVAL ADVANCE REGISTER	Record Room cupboard 1 Shelf No 2	Record Officer

**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	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian
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		<b>according to category)</b>				<b>of file</b>
<b>1</b>	01/06/2007	CAT B	AUDI	<b>Audit Report Register</b>	Record Room cupboard 1 Shelf No 2	Record Officer

**Category – 'B' User Fees Register (Challen Reg.)**

<b>Sl No</b>	<b>Date on which opened (Files to be listed chronologically)</b>	<b>Category A,B, C,D,E, etc. (files to be listed alphabetically according to category)</b>	<b>File No</b>	<b>Subject of file</b>	<b>Location of file: Room/ cupboard/ shelf number</b>	<b>Date on which file can be destroyed/ custodian of file</b>
1	29.08.2005	CAT B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 2	Record Officer
2	09.08.2006	CAT B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 2	Record Officer
3	18.12.2007	CAT B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 2	Record Officer
4	01.08.2008	CAT B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 2	Record Officer
5	27.5.2009	CAT B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 2	Record Officer
6	04.08.2010	CAT B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 2	Record Officer
7	03.05.2013	CAT B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 2	Record Officer

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

<b>Sl No</b>	<b>Date on which opened (Files to be listed chronologically)</b>	<b>Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)</b>	<b>File No</b>	<b>Subject of file</b>	<b>Location of file: Room/ cupboard/ shelf number</b>	<b>Date on which file can be destroyed/ custodian of file</b>
1	02.01.2007	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
2	02.11.2007	CAT B	UCB 1	User Fee Register	Record Room	Record

				(Cash Book)	cupboard 1 Shelf No 3	Officer
3	03.07.2009	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer
4	03.11.2009	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Record Officer

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

<b>Sl No</b>	<b>Date on which opened (Files to be listed chronologically)</b>	<b>Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)</b>	<b>File No</b>	<b>Subject of file</b>	<b>Location of file: Room/ cupboard/ shelf number</b>	<b>Date on which file can be destroyed/ custodian of file</b>
1	27.05.2005	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
2	18.12.2007	CAT B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
3	01.08.2008	CAT B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer
4	27.05.2009	CAT B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Record Officer

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

<b>Sl No</b>	<b>Date on which opened (Files to be listed chronologically)</b>	<b>Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)</b>	<b>File No</b>	<b>Subject of file</b>	<b>Location of file: Room/ cupboard/ shelf number</b>	<b>Date on which file can be destroyed/ custodian of file</b>
1	30.09.2002	CAT B	RCB 1	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
2	01.11.2002	CAT B	RCB 2	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
3	01.12.2002	CAT B	RCB 3	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer



4	02.02.2002	CAT B	RCB 4	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
5	01.03.2002	CAT B	RCB 5	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
6	01.04.2002	CAT B	RCB6	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
7	02.05.2002	CAT B	RCB7	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
8	01.06.2002	CAT B	RCB 8	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
9	01.07.2002	CAT B	RCB 9	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
10	02.08.2002	CAT B	RCB 10	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
11	02.09.2002	CAT B	RCB 11	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
12	03.01.2003	CAT B	RCB 12	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
13	01.02.2003	CAT B	RCB 13	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
14	01.03.2003	CAT B	RCB 14	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
15	04.04.2003	CAT B	RCB 15	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
16	02.05.2003	CAT B	RCB 16	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
17	02.06.2003	CAT B	RCB 17	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
18	02.07.2003	CAT B	RCB 18	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
19	02.08.2003	CAT B	RCB 19	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
20	01.09.2003	CAT B	RCB 20	Receipt Books	Record Room	Record

				Counter Foils	cupboard 1 Shelf No 4-5	Officer
21	01.10.2003	CAT B	RCB 21	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
22	02.11.2003	CAT B	RCB 22	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
23	01.12.2003	CAT B	RCB23	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
24	01.01.2004	CAT B	RCB 24	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
25	03.02.2004	CAT B	RCB 25	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
26	03.03.2004	CAT B	RCB 26	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
27	02.04.2004	CAT B	RCB 27	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
28	02.05.2004	CAT B	RCB 28	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
29	02.06.2004	CAT B	RCB 29	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
30	01.07.2004	CAT B	RCB 30	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
31	02.08.2004	CAT B	RCB 31	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
32	01.09.2004	CAT B	RCB 32	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
33	02.10.2004	CAT B	RCB33	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
34	02.11.2004	CAT B	RCB 34	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
35	02.12.2004	CAT B	RCB 35	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
36	03.01.2005	CAT B	RCB 36	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer

					Shelf No 4-5	
37	04.02.2005	CAT B	RCB 37	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
38	03.03.2005	CAT B	RCB 38	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
39	01.04.2005	CAT B	RCB 39	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
40	02.05.2005	CAT B	RCB 40	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
41	03.06.2005	CAT B	RCB 41	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
42	04.07.2005	CAT B	RCB 42	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
43	01.08.2005	CAT B	RCB 43	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
44	01.09.2005	CAT B	RCB 44	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
45	05.10.2005	CAT B	RCB 45	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
46	03.11.2005	CAT B	RCB 46	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
47	02.11.2005	CAT B	RCB 47	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
48	02.12.2005	CAT B	RCB 48	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
49	12.01.2007	CAT B	RCB 49	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
50	22.01.2007	CAT B	RCB 50	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
51	29.1.2007	CAT B	RCB 51	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
52	7.02.2007	CAT B	RCB 52	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer

53	23.02.2007	CAT B	RCB 53	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
54	27.02.2007	CAT B	RCB 54	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
55	09.03.2007	CAT B	RCB 55	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
56	03.05.2013	CAT B	RCB56	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
57	25.05.2013	CAT B	RCB 57	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
58	10.03.2013	CAT B	RCB 58	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
59	30.06.2013	CAT B	RCB 59	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer
60	05.07.2013	CAT B	RCB60	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Record Officer

**Category – ‘C’ Stock Book**

<b>Sl No</b>	<b>Date on which opened (Files to be listed chronologically)</b>	<b>Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)</b>	<b>File No</b>	<b>Subject of file</b>	<b>Location of file: Room/cupboard/shelf number</b>	<b>Date on which file can be destroyed/custodian of file</b>
1	21.01.2003	CAT B	STB 1	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
2	27.04.2006	CAT B	STB 2	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
3	15.10.2007	CAT B	STB 3	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
4	01.03.2008	CAT B	STB 4	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
5	02.04.2008	CAT B	STB 5	Stock Book	Record	Record

					Room cupboard 1 Shelf No 3	Officer
6	16.04.2009	CAT B	STB 5	Stock Book	Record Room cupboard 1 Shelf No 3	Record Officer
7	29.04.2013	CAT B	STB 5	Stock Book	Record Room cupboard 1 Shelf No 3	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 – ‘C’ 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	01.10.2007	CAT D	PRR 1	P.R. Register	Record Room cupboard 2 Shelf No 3	Record Officer

**Category – ‘C’ 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	15.05.1998	CAT D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
2	12.07.2003	CAT D	TPB 2	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
3	19.02.2005	CAT D	TPB 3	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer

4	01.08.2007	CAT D	TPB 4	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer
5	03.05.2013	CAT D	TPB 5	Tappal Book	Record Room cupboard 2 Shelf No 3	Record Officer

**Category – ‘C’ 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	01.01.2007	CAT D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
2	01.11.2007	CAT D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer
3	29.04.2013	CAT D	ATT 3	Attendance Register	Record Room cupboard 2 Shelf No 2	Record Officer

**Category – ‘C’ 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 – ‘C’ 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	0	0	0	0	0	0

**Category – ‘C’ 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	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)				
1	0	0	0	0	0	0

**Category – ‘C’ 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	01.08.2008	CAT C	LPC	LPC Register	Record Room cupboard 2 Shelf No 2	Record Officer

**Category – ‘C’ 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	28.07.2006	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
2	04.01.2007	CAT D	OPD 2	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
3	13.10.2008	CAT D	OPD 3	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer
4	29.04.2013	CAT D	OPD 4	Out Patient Register	Record Room cupboard 2 Shelf No 3	Record Officer

**Category – ‘C’ 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	05.04.1982	CAT D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
2	01.02.1992	CAT D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
3	04.05.2002	CAT D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer

3	25.11.2003	CAT D	ADR 4	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
4	01.07.2005	CAT D	ADR 5	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
5	20.07.2006	CAT D	ADR 6	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
6	01.11.2007	CAT D	ADR 7	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer
7	03.05.2013	CAT D	ADR 8	Admission Register	Record Room cupboard 1 Shelf No 1	Record Officer

**Category – ‘C’ 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	02.01.2006	CAT D	ANC 1	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
2	05.01.2007	CAT D	ANC 2	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
3	23.11.2007	CAT D	ANC 3	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
4	18.01.2008	CAT D	ANC 4	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
5	13.03.2009	CAT D	ANC 5	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer
5	29.04.2013	CAT D	ANC 6	ANC Register	Record Room cupboard 2 Shelf No 3	Record Officer

**Category – ‘C’ 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	0	0	0	0	0	0



**Category – ‘C’ 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 alpha betically 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 – ‘C’ 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	0	0	0	0	0	0

**Category – ‘C’ 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	01/07/2013	CAT-E	1	R.T.I Register	Record Room cupboard 2 Shelf No 4	Record Officer

**Category – ‘C’ 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	05.10.2002	CAT E	DOG 1	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record Officer
2	20.02.2008	CAT E	DOG 2	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record Officer
3	09.03.2009	CAT E	DOG 3	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record Officer
4	02.05.2013	CAT E	DOG 4	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Record Officer

**Category – ‘C’ Maternity Case Sheet**

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	02/05/2013	CAT E	MCS 1	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Record Officer

**Category – ‘C’ 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	05.01.2007	CAT E	MTP 1	M.T.P Register	Record Room cupboard 2 Shelf No 4	Record Officer
2	04.05.2013	CAT E	MTP 2	M.T.P Register	Record Room cupboard 2 Shelf No 4	Record Officer

**Category – ‘C’ 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	11.07.2007	CAT E	CUT 1	IUCD Register	Record Room cupboard 2 Shelf No 4	Record Officer
2	04.05.2013	CAT E	CUT 1	IUCD Register	Record Room cupboard 2 Shelf No 4	Record Officer

**Category – ‘C’ 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	02.01.2007	CAT E	LAB 4	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
2	02.11.2007	CAT E	LAB 4	Lab Register	Record Room cupboard 2	Record Officer

					Shelf No 4	
3	03.07.2009	CAT E	LAB 4	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
4	03.11.2009	CAT E	LAB 4	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer
5	02.05.2013	CAT E	LAB 4	Lab Register	Record Room cupboard 2 Shelf No 4	Record Officer

**Category – ‘C’ 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	02.01.2007	CAT E	REF	Referral book	Record Room cupboard 2 Shelf No 4	Record Officer
2	02.05.2013	CAT E	REF	Referral book	Record Room cupboard 2 Shelf No 4	Record Officer

**Category – ‘C’ 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 – ‘C’ 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 – ‘C’ 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	0	0	0	0	0	0

**Category – ‘C’ Doctor’s Call Book**

<b>Sl No</b>	<b>Date on which opened (Files to be listed chronologically)</b>	<b>Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)</b>	<b>File No</b>	<b>Subject of file</b>	<b>Location of file: Room/ cupboard/ shelf number</b>	<b>Date on which file can be destroyed/ custodian of file</b>
1	02.05.2013	CAT E	DOC	Doctor’s Call book	Record Room cupboard 2 Shelf No 4	Record Officer

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

<b>Sl No</b>	<b>Date on which opened (Files to be listed chronologically)</b>	<b>Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)</b>	<b>File No</b>	<b>Subject of file</b>	<b>Location of file: Room/ cupboard/ shelf number</b>	<b>Date on which file can be destroyed/ custodian of file</b>
1	1/1/2000	CAT E	CLR 1	Casual Leave Register	Record Room cupboard 2 Shelf No 4	Record Officer
2	01/06/2013	CAT E	CLR 1	Casual Leave Register	Record Room cupboard 2 Shelf No 4	Record Officer