

HOSAHALLI REFERRAL HOSPITAL

RTA 2005 SECTION 4 (1)(b) Date: 26/6/2014

4(1)(b) (i) –Organisational Structures, aims and functions

Sl. No	Name of the Organisation	Address	Aims
1.	Hosahalli Referral Hospital	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 560040.	Rendering Maternal and child health care services in order to reduce maternal and child mortality and morbidity

Functions:

Services rendered at HRH

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 Counselling.
- RNTCP (Tuberculosis screening & DOTS).
- Treatment Of Dog bite cases with ARS & ARV through ID 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 & Calposcopy.

B. INPATIENT SERVICES AT HRH

- Normal deliveries.
- Baby Friendly Hospital.
- Management of High risk Pregnancies.
- Caesarian Sections.
- Gynaecological Surgery.
- Advanced endoscopic surgery.
- Sterilization / Tubectomy Laparoscopic Sterilization.No Scalpel Vasectomy.
- Medical termination of Pregnancy
- Prevention of mother to child transmission of HIV during labour.
- Sonography and colposcopy
- Issue of one **free copy of Birth Certificate to all Babies Born in Referral Hospitals**
- **Maternity homes.**
- Free Milk, 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.
- Conducting Highest Number of Major & Minor Surgeries among all BBMP Ref. Hospitals.
- Highest Number of Family Planning Operations among all BBMP Ref. Hospitals
- **Recognised Laparoscopic Training Centre for doctors from all over Karnataka**

Section 4(1)(b)(ii)-Power and duties of officers and employees

Sl. No	Densignation of the Official/ employee	duties allotted	Powers
1	Superintendent	<p>The Superintendents of the zone shall be responsible for the overall smooth and effective functioning of all the Health institutions in their jurisdiction. They shall inspect all the Health facilities, viz. Referral Hospitals, Maternity Homes, in their jurisdiction at least once a week. Referral Hospital and Maternity Home which function round the clock should be inspected at least twice a week. During inspection of the facility the superintendent should Review performances based on community needs. Inspect stores and redistribute the excess stock if any to other better performing hospitals. Ensure stock books are maintained properly as per norms. Check expiry or shelf life of drugs for redistribution. Should ensure electricity, Water Bills, etc. are paid regularly. Staff salary, increments, leave, etc. are properly attended. Should ensure patients are not put to hard ships due to staff behaviour and they receive timely appropriate care without being made to wait or attend hospital several times. The superintendents should verify records of patients referred. Reasons for referral, whether protocols are followed should also be reviewed. They shall investigate all cases of infant and maternal mortality. They will participate in Board of Visitors meeting and make it purposeful. They will attend to all grievances of public and ensure a complaint free functioning of health facilities. They will ensure all Health Services rendered are of high quality and will ensure that the patient's charter is strictly followed in all the health facilities.</p>	<p>Recommending officer for zonal administrative files. For repairs of ambulance; sanction of Rs 10,000/- at a time. Counter signing authority for contingency bills.</p>
2	<p>Senior Specialist</p> <p><u>Panel of Gynecologist is also working</u></p>	<p>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 operations 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 Conduct weekly meeting cum training of staff. Participate in all national programmes and any other work entrusted from time to time.</p> <p>To take LTO Training for trainees (Deputed Govt. Doctors)</p> <p>Medical reimbursement files scrutiny preparation of file & submission to superintendent</p> <p>Complete charge of establishment of HRH</p> <p>All service registers</p> <p>All types of Bills (Salary, BSNL, BWSSB, KEB, Incentive)</p>	<ul style="list-style-type: none"> • To draw salaries for establishment • To sanction casual leaves to group B,C & D.

13	<u>F.D.C</u>	Assist Dr. Thriveni in maintenance of user fee money cash books. To write cash book, maintenance of challan, payment to bank, maintaining the account. 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	
14	<u>S.D.C</u>	Prepares salary bill of the staff- Follow-up of files- 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.	
15	<u>Sub-Registrar</u>	Registration of the birth certificate and Distribution of birth certificates. Ambulance Indent Billing , Medical Reimbursement files	
16	<u>Drivers</u>	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 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.	
17	<u>Peon</u>	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.	
18	<u>Ayah</u>	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 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.	

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

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

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

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

SECTION 4 (1)(b)(v)- rules, Regulations, Instructions, Manuals and Records held / used

Sl No.	List of Acts, Rules, Regulations, Instructions, Manuals	Gist of Act, Rules etc.,
1	K.C.S.R	Govt. service rules for employees
2	K.M.C Act	Municipal rules for BBMP
3	KFC	Financial Matters
4	Karnataka Medical Rules	For Medical reimbursement
5	CCA Rules	Civil Conduct rules for employees
6	KTPP 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’

<i>Category Of the document</i>	<i>Title of the Document</i>	<i>Custodian of the Document</i>
Category A	Parturition Register	Record room officer Dr. Thriveni.C.N
	Birth and Death Register	
	Indent Book	
	Niyojana File	
	Transfer File	
	Circulars (Suttolegala Adesha)	
	Service Book (Old + New)	
	Acutance Rolls & Pay and Other Allowances	
	Incentive Payment Reg.	
	Incentive Cash Book	

Category – ‘B’

<i>Category Of the document</i>	<i>Title of the Document</i>	<i>Custodian of the Document</i>
Category B	Repairs and Maintenance Vehicle Register. <ul style="list-style-type: none"> • Petrol Bill Book • Diesel Bill Book • Repair Bill Book – D.C. Bill • Reading Record Book • KGD Insurance Book 	Record room officer Dr. Thriveni.C.N
	Festival Advance Register	
	Legal Files (Nyayaladha Kadatagalu)	
	Audit Report Follow up Register	
	User Fees Register <ul style="list-style-type: none"> • Challen Reg. • UF Cash Book • Bank Pass Book • Receipt Books counter foils 	
	Stock Book	

Category – ‘C’

<i>Category Of the document</i>	<i>Title of the Document</i>	<i>Custodian of the Document</i>
Category C	Scale Register of Establishment	Record room officer Dr. Thriveni.C.N

Category – ‘D’

<i>Category Of the document</i>	<i>Title of the Document</i>	<i>Custodian of the Document</i>
Category D	P.R. Register	Record room officer Dr. Thriveni.C.N
	Tappal Book	
	Attendance Register	
	Medical Reimbursement files (Reg.)	
	D.C. Bill Book	
	Log Books	
	LPC Register	
	Out Patient Register	
	Admission Register	
	Antenatal Register	
	Major O.T. Register	
	Minor O.T. Register	
	Infant Death Register	
Dog Bite Register		

Category – ‘E’

<i>Category Of the document</i>	<i>Title of the Document</i>	<i>Custodian of the Document</i>
Category E	R.T.I Register	Record room officer Dr. Thriveni.C.N
	Casual Leave Register	
	Maternity Case Sheet (Delivery + Major case sheet)	
	Sterilization Case Sheets	
	M.T.P Register	
	IUCD Register	
	Lab Register	
	Referral Book	
	Complaint Files	
	Condemned Register	
	Scanning Register	
	Doctor’s call Book	

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;

<i>Sl.No</i>	<i>Function/Service</i>	<i>Arrangement for consultation with, or representation of public in relation with policy formulation</i>	<i>Arrangement for consultation with, or representation of public in relation with policy implementation</i>
Not Applicable			

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"> • Quarterly review meetings • Review of activities of the health facilities in the Jurisdiction • Review plans budgets Programmes and performances of the health facilities • Review and approve income from the user charges or other sources and expenditure out of such funds • Resource mobilization • Review and redressal of unresolved public complaints received • Proposal of measures for better governance • Any other subject of relevance 	Yes

SECTION 4 (1)(b)(ix)- A directory of its officers and employees;

Sl. No.	Name of the Officers / Employees	Designation	Office Address/ Contact No/ Email ID	Monthly remuneration etc.
1	Dr. Nirmala Buggi	Med. Superintendent	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 560040.22975766 Mobile: 9480683907	42,150 (36,300-53,850)
2	Dr. Thriveni	Senior Specialist	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanag Bangalore – 560040.22975766 Mobile: 9480683909	40,050 (36,300-53,850)
3	Dr.Lalitha	Asst Surgeon	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara,Bangalore – 560040.22975766 Mobile: 9480683798	36,300 (28,100-50,100)
4	Dr.Nalini kumari K	Panel Gynaecologist	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. 22975766	30,000
5	Dr.Vanitha M.G	Panel Gynaecologist	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 560040 22975766	30,000
6	Hemavathi T	F.D.C.	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. 22975766	15,600 (14,550-26,700)
7	Jayamma R	S.D.C	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara	12,000 (11,600-21,000)

			, Bangalore – 560040. 22975766	
8	K.C Seethamma	A.N.M	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 560040.22975766	29,600 (16,000-29,600)
9	C.Saroja	A.N.M	Ashokpuram Dispensari	20,500 (14,550-26,700)
10	B.M Shylaja	Staff Nurse	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 560040.22975766	27,400 (17,650-32,000)
11	Dhanalakshmi S	Staff Nurse	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 560040.22975766	16,800 (16,000-29,600)
12	Jyothi M.S	Panel Staff Nurse	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 560040.22975766	7000-00
13	Archana M.S	Panel Staff Nurse	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 560040.22975766	7000-00
14	Hemavathi M.G	Panel Staff Nurse	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 560040.22975766	7000-00
15	Bhagya S	Panel Staff Nurse	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 560040.22975766	7000-00
16	Shobha C.R	Panel Staff Nurse	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara Bangalore – 560040.22975766	7000-00
17	Asharani M	Panel Staff Nurse	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara Bangalore – 560040.22975766	7000-00
18	Sharadamma M	Ayah	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara Bangalore – 560040.22975766	18,400 (10,400-16,400)
19	Thulasamma D	P.K.	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara Bangalore – 560040.22975766	16,800 (10,400-16,400)
20	Mahadev	Driver	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara Bangalore – 560040.22975766	13,900 (11,600-21,000)
21	Hanumantha R	Peon	Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara Bangalore – 560040.22975766	10,200 (9,600-14,550)

SECTION 4 (1)(b)(xi)- The budget allocated to each of its agency including plans, etc.,

Agency	Plan/Programme /Scheme/Project	Proposed expenditure	Expected out comes	Report of disbursements made or where such details are Available (website, reports, notice board)
Budget allocation to each programme is done at higher officer's level.				

Section4(1)(b)(xii)-Manner of execution of subsidy Programmes

a. Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes

Sl.No	Name of Programme/Activity	Nature/Scale of subsidy	Eligibility for grant of subsidy	Designation of officer for grant of subsidy
Not applicable				

Section 4(1)(b)(xiii)-particulars of recipients of concessions, permits or authorizations granted by the public authority

Sl.No	Name and address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name of designation of granting authority
1	Patients with BPL and Anthyodaya Card holders	Exempted from user fees charges	-	As per commissioner's order

Section 4(1)(b) (xiv)-information available in electronic forms

Sl. No	Electronic data	Description (site Address/Location where available etc	Contents or title	Designation and address of the custodian of information (held by whom)
	<ul style="list-style-type: none"> IEC on health related topics like RCH, FP, Breast Feeding, Pulse Polio, RNTCP, HIV/AIDS, Dog Bite Management are in CD form. Establishment Bills (Salary), Budget, Contingency Bills, Fuel Indent Bills etc., of HSRH are in electronic Form (Online). Birth and Death events of RH/MH are registered online. 	<ul style="list-style-type: none"> OPD Counters of BBMP Hospitals Citizen's charters Notice Boards of Hospitals Anganawadi centers <p>Help Desk</p>	<p>IEC on Health related topics like RCH, Family Planning, Breast feeding, Pulse-Polio Programme, RNTCP, HIV, Dog-Bite Management in CD form</p> <p>User fees charges</p>	Commissioner (BBMP)

- IEC on health related topics like RCH, FP, Breast Feeding, Pulse Polio, RNTCP, HIV/AIDS, Dog Bite Management are in CD form.
- Establishment Bills (Salary), Budget, Contingency Bills, Fuel Indent Bills etc., of HRH are in electronic Form (Online).
- Birth and Death events of RH/MH are registered online.

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

Facility	Description (location of facility/ name Etc)	Details of information available
MCH & FW services	<ul style="list-style-type: none"> OPD Counters Help Desk in Hospitals 	Through IEC materials like Pamphlets, Charts, Posters, Arogya Samachar Vahini (Quarterly Magazine by Health Department) the following information is available to public:-

<ul style="list-style-type: none"> • Citizen's charters • Notice Boards of Hospitals • Anganawadi centers <p>Telephone numbers of doctors and superintendents are displayed at MH/RH- OPD Block</p>	<ul style="list-style-type: none"> • Out patients and In Patients services • User fees charges • Janani Suraksha Yojane • Madilu Yojane • Family planning Incentive. • Medicines availability. • Performance of hospitals. • Birth registration and issue of certificates etc., • Citizens charters.
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Section 4(1)(b) (xvi)- Names, designations and other particulars of public information officers

a . Public information officer(PIO)

Sl. No	Name of the office/ administrative unit	Name & Designation of PIO	Office tel.No Residence tel.No Fax	E-Mail
1	Dr. Nirmala Buggi Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 40.	Medical Superintendent	08022975766 9480683907	hosahalliwstzone@gmail.com

b. Asst. Public information officer

Sl. No	Name of the office/administrative unit	Name & designation of APIO	office Tel.No residence tel.No Fax	E-Mail
1	Dr. Thriveni.C.N Hosahalli Referral Hospital, 5 th Main, 7 th Cross, M.C.Layout, Vijayanagara , Bangalore – 40.	Senior Specialist	08022975766 9480683909	hosahalliwstzone@gmail.com

C. Appellate authority

Sl. No	Name of the office/administrative unit	Name & Designation of appellate authority	Office tel.No residence tel.no Fax	E-mail
1	Dr. Nirmala Buggi Health Officer (W) Clinical, 2 nd 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 and the information frequently asked by the public is published in citizens charters and in Aroghya Samachar Vahini Quarterly Magazine (for clinical information).

HOSAHALLI REFERRAL HOSPITAL

RTA 2005 SECTION 4 (1)(a) 26/6/2014

41(a) Maintenance of all Records of this hospital duly catalogued and Indexed in a manner and form as per RIT Act.

Category – ‘A’ Parturition Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	14/6/1977	CAT A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
2	24/9/1979	CAT A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
3	6/1/1981	CAT A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
4	24/9/1982	CAT A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
5	9/8/1983	CAT A	PAR 5	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
6	3/1/1987	CAT A	PAR 6	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
7	18/7/1987	CAT A	PAR 7	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
8	17/4/88	CAT A	PAR 8	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
9	17/7/88	CAT A	PAR 9	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
10	24/1/1989	CAT A	PAR 10	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
11	23/4/1990	CAT A	PAR 11	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
12	17/11/1990	CAT A	PAR 12	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
13	23/6/1991	CAT A	PAR 13	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
14	16/2/1992	CAT A	PAR 14	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
15	26/10/1992	CAT A	PAR 15	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
16	1/7/1993	CAT A	PAR 16	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
17	3/9/1994	CAT A	PAR 17	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
18	31/8/1994	CAT A	PAR 18	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
19	8/7/1995	CAT A	PAR 19	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
20	1/3/1996	CAT A	PAR 20	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
21	30/11/1996	CAT A	PAR 21	Parturition	Record Room cupboard	Dr. Thriveni.C.N

				Record	1 Shelf No 1	Senior Specialist
22	21/9/1996	CAT A	PAR 22	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
23	28/4/1997	CAT A	PAR 23	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
24	9/10/1997	CAT A	PAR 24	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
25	17/7/1998	CAT A	PAR 25	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
26	29/4/1999	CAT A	PAR 26	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
27	30/4/1999	CAT A	PAR 27	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
28	1/10/1999	CAT A	PAR 28	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
29	31/1/2000	CAT A	PAR 29	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
30	25/2/2000	CAT A	PAR 30	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
31	1/9/2000	CAT A	PAR 31	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
32	25/12/2000	CAT A	PAR 32	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
33	3/1/2000	CAT A	PAR 33	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
34	3/9/2001	CAT A	PAR 34	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
35	1/5/2001	CAT A	PAR 35	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
36	8/1/2002	CAT A	PAR 36	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
37	3/5/2002	CAT A	PAR 37	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
38	17/8/2002	CAT A	PAR 38	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
39	16/12/2002	CAT A	PAR 39	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
40	31/3/2003	CAT A	PAR 40	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
41	2/7/2003	CAT A	PAR 41	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
42	1/10/2003	CAT A	PAR 42	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
43	19/4/2004	CAT A	PAR 43	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
44	3/7/2004	CAT A	PAR 44	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
45	1/8/2004	CAT A	PAR 45	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
46	1/11/2004	CAT A	PAR 46	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist

47	1/2/2005	CAT A	PAR 47	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
48	5/5/2005	CAT A	PAR 48	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
49	28/7/2005	CAT A	PAR 49	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
50	27/10/2005	CAT A	PAR 50	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
51	12/1/2006	CAT A	PAR 51	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
52	31/3/2006	CAT A	PAR 52	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
53	17/8/2006	CAT A	PAR 53	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
54	31/10/2006	CAT A	PAR 54	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
55	15/1/2007	CAT A	PAR 55	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
56	1/4/2007	CAT A	PAR 56	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
57	3/9/2007	CAT A	PAR 57	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
58	24/11/2007	CAT A	PAR 58	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
59	26/11/2007	CAT A	PAR 59	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
60	14/2/2008	CAT A	PAR 60	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
61	1/5/2008	CAT A	PAR 61	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
62	6/8/2008	CAT A	PAR 62	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
63	24/11/2008	CAT A	PAR 63	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
64	25/11/2008	CAT A	PAR 64	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
65	21/5/2009	CAT A	PAR 65	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
66	18/8/2009	CAT A	PAR 66	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
67	2/3/2009	CAT A	PAR 67	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
68	1/6/2011	CAT A	PAR 68	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
69	26/7/2013	CAT A	PAR 69	Parturition Record	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist

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
1	1/1/2013	CAT A	BDR 1	Birth and Death Register	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

Category – ‘A’ Incentive 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	15/3/1984	CAT A	CAB1	Incentve Cash Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	6/5/1994	CAT A	CAB2	Incentve Cash Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	3/11/1998	CAT A	CAB3	Incentve Cash Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	6/5/1994	CAT A	CAB4	Incentve Cash Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
5	4/11/1997	CAT A	CAB5	Incentve Cash Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

Category – ‘A’ Incentive Paymet 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	20/4/1996	CAT A	IPR1	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	8/7/1997	CAT A	IPR2	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	15/1/1998	CAT A	IPR3	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	6/4/1998	CAT A	IPR4	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
5	1/4/2001	CAT A	IPR5	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
6	25/6/2002	CAT A	IPR6	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
7	5/4/2005	CAT A	IPR7	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
8	5/10/2006	CAT A	IPR8	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
9	14/9/2008	CAT A	IPR9	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
10	5/4/2010	CAT A	IPR10	Incentve Payment Reg	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

Category – ‘A’ Indent Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	30/7/1999	CAT A	IDB 1	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	22/12/2000	CAT A	IDB 2	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	6/2/2002	CAT A	IDB 3	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	13/3/2008	CAT A	IDB 4	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
5	20/3/2008	CAT A	IDB 5	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
6	24/4/2010	CAT A	IDB 6	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
7	4/7/2003	CAT A	IDB 7	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
8	21/4/2004	CAT A	IDB 8	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
9	19/1/2005	CAT A	IDB 9	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
10	5/7/2006	CAT A	IDB 10	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
11	17/1/2007	CAT A	IDB 11	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
12	17/12/2008	CAT A	IDB 12	Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

Category – ‘A’ OPD Indent Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/4/2013	CAT A	OIDB 1	OPD Indent Book	Record Room cupboard 1 Shelf No 2	Dr. Lalitha Assitent Surgeon

Category – ‘A’ Niyojana 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	2006	CAT A	DPF 1	Niyojana File	Record Room cupboard 1 Shelf No 2S	Dr. Thriveni.C.N Senior Specialist

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	2006	CAT A	TFR 1	Transfer Flie	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

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	2006	CAT A	ADR 1	Circulars (Suttolegala Adesha)	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

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	5/6/1990	CAT A	SRR 1	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	28/7/2003	CAT A	SRR 2	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	18/9/2003	CAT A	SRR 3	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	14/3/1991	CAT A	SRR4	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
5	29/10/1998	CAT A	SRR 5	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
6	18/11/2008	CAT A	SRR 6	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
7	17/3/2006	CAT A	SRR 7	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
8	4/2/1976	CAT A	SRR 8	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
9	1/1/1990	CAT A	SRR 9	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
10	30/1/1976	CAT A	SRR 10	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
11	3/1/1975	CAT A	SRR 11	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
12	10/8/1988	CAT A	SRR 12	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
13	29/8/2006	CAT A	SRR 13	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
14	19/4/2002	CAT A	SRR 14	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
15	10/11/2010	CAT A	SRR 15	Service Book	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

Category – ‘A’ Acquittance 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	5/6/1985	CAT A	AQR 1	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
2	23/3/1988	CAT A	AQR 2	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
3	20/9/1991	CAT A	AQR 3	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
4	1/11/1994	CAT A	AQR 4	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
5	5/2/1998	CAT A	AQR 5	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
6	10/2/2002	CAT A	AQR 6	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
7	4/5/2005	CAT A	AQR 7	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
8	2/6/2008	CAT A	AQR 8	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
9	1/4/ 2009	CAT A	AQR 9	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
10	4/5/2012	CAT A	AQR 10	Acquittance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior 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	26/6/2003	CAT B	RMV	RMV	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

Category – ‘B’ Festival Advance 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	7/8/1990	CAT B	FA 1	FAR	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

Category – ‘B’ Legal Files (Nyayaladha Kadatagalu)

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	0	0	0	0	0	0

Category – ‘B’ Audit Report Followup 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	1995	CAT B	1	AUR	Record Room cupboard 1 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

Category – ‘B’ User Fees Register (Challen Reg.)

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	1/8/2005	CAT B	CHL 1	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	3/4/2007	CAT B	CHL 2	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	1/10/2007	CAT B	CHL 3	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	24/12/2007	CAT B	CHL 4	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	4/2/2008	CAT B	CHL 5	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	29/4/2008	CAT B	CHL 6	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	10/6/2008	CAT B	CHL 7	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8	18/11/2009	CAT B	CHL 8	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9	1/4/2009	CAT B	CHL 9	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
10	29/5/2009	CAT B	CHL 10	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
11	31/8/2009	CAT B	CHL	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N

			11	(Challen Reg.)	1 Shelf No 3	Senior Specialist
12	25/1/2010	CAT B	CHL 12	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
13	29/5/2010	CAT B	CHL 13	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
14	1/10/2010	CAT B	CHL 14	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
15	25/1/2011	CAT B	CHL 15	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
16	14/7/2011	CAT B	CHL 16	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
17	27/8/2011	CAT B	CHL 17	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
18	12/7/2012	CAT B	CHL 18	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
19	1/4/2013	CAT B	CHL 19	User Fee Register (Challen Reg.)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

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	1/7/2002	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	23/6/2005	CAT B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	29/12/2007	CAT B	UCB 3	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	28/1/2010	CAT B	UCB 4	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5.	1/1/2012	CAT B	UCB 5	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	1/4/2013	CAT B	UCB 6	User Fee Register (Cash Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

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	10/7/2001	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	21/11/2003	CAT B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	24/7/2007	CAT B	BPB 3	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	22/9/2007	CAT B	BPB 4	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	16/7/2008	CAT B	BPB 5	User Fees Register	Record Room cupboard	Dr. Thriveni.C.N

				(Bank Pass Book)	1 Shelf No 3	Senior Specialist
6	31/8/2009	CAT B	BPB 6	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	12/7/2010	CAT B	BPB 7	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8.	30/6/2011	CAT B	BPB 8	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9.	1/3/2013	CAT B	BPB 9	User Fees Register (Bank Pass Book)	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

Category – ‘B’ User Fees Payment Voucher Register (UF PVBook)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/4/2010	CAT B	UF PVB 1	UF Payment Voucher Register	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	1/4/2011	CAT B	UF PVB 2	UF Payment Voucher Register	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	1/4/2013	CAT B	UF PVB 3	UF Payment Voucher Register	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

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	11/4/2007 25 Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
2	16/7/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
3	7/8/2007 50Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
4	17/9/2007 6Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
5	18/9/2007 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
6	2/9/2007 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
7	27/9/2009 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
8	4/9/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
9	30/10/2007 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
10	14/11/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
11	14/12/2007 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
12	18/12/2007 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
13	27/12/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N

	10Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
14	14/1/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
15	9/1/2008 7Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
16	17/1/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
17	31/1/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
18	7/2/08 35Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
19	29/2/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
20	13/3/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
21	19/3/08 1Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
22	25/3/08 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
23	15/4/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
24	24/4/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
25	3/5/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
26	12/5/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
27	14/5/08 4Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
28	22/5/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
29	26/5/05 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
30	29/5/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
31	6/6/08 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
32	21/6/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
33	27/6/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
34	4/7/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
35	15/7/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
36	29/7/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
37	31/7/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
38	8/8/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
39	29/8/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
40	9/9/08	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N

	10Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
41	12/9/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
42	19/9/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
43	24/9/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
44	3/10/08 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
45	21/11/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
46	24/11/08 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
47	1/12/08 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
48	11/12/08 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
49	6/1/2009 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
50	30/1/09 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
51	3/3/09 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
52	6/3/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
53	3/4/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
54	20/4/09 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
55	12/5/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
56	24/7/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
57	10/8/09 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
58	11/9/09 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
59	30/9/09 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
60	7/10/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
61	7/11/09 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
62	18/11/09 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
63	12/11/09 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
64	14/12/09 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
65	5/1/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
66	4/2/10 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
67	19/2/10	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N

	25Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
68	30/3/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
69	4/5/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
70	13/5/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
71	24/4/10 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
72	28/6/10 7Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
73	15/7/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
74	4/8//10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
75	28/8/10 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
76	29/9/10 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
77	8/10/10 15Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
78	29/10/10 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
79	22/11/10 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
80	7/12/10 12Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
81	24/12/10 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
82	10/1/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
83	28/1/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
84	4/3/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
85	24/3/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
86	20/5/2011 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
87	12/7/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
88	14/7/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
89	5/9/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
90	15/10/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
91	17/11/2011 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
92	16/12/2011 40Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
93	24/2/2012 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
94	26/3/2012	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N

	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
95	25/4/2012 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
96	12/6/2012 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
97	21/6/2012 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
98	3/7/2012 5Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
99	30/7/2012 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist
100	16/8/2012 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	Dr. Thriveni.C.N Senior Specialist

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	12/5/1988	CAT B	STB 1	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	18/3/1995	CAT B	STB 2	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	18/4/1996	CAT B	STB 3	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	24/7/2002	CAT B	STB 4	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	5/5/2004	CAT B	STB 5	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	30/9/2004	CAT B	STB 6	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	13/9/2004	CAT B	STB 7	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8	21/5/2004	CAT B	STB 8	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9	30/4/2007	CAT B	STB 9	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
10	1/8/2007	CAT B	STB 10	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
11	6/2/2008	CAT B	STB 11	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
12	20/4/2009	CAT B	STB 12	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
13	1/4/2013	CAT B	STB 13	Stock Book	Record Room cupboard 1 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

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	2005 & 2006	CAT D	PRR 1	P.R. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	2006 & 2007	CAT D	PRR 2	P.R. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	2008 & 2009	CAT D	PRR 3	P.R. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	2010	CAT D	PRR 3	P.R. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

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	23/3/1998	CAT D	TPB 1	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	23/11/1999	CAT D	TPB 2	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	30/1/2002	CAT D	TPB 3	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	25/4/2006	CAT D	TPB4	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	16/3/2007	CAT D	TPB 5	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	24/12/2008	CAT D	TPB 6	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	30/1/2009	CAT D	TPB 7	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8	29/10/09	CAT D	TPB 8	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9	5/6/2012	CAT	TPB 9	Tappal Book	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

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’ Remittance Register (Birth & Death Kirdi 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.	1/12/2000	CAT D	RR1	Kirdi	Record Room cupboard	Dr. Thriveni.C.N

					2 Shelf No 3	Senior Specialist
2.	1/4/2011	CAT D	RR2	Kirdi	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

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	2005-2006	CAT D	ATT 1	Attendance Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	2007-2008	CAT D	ATT 2	Attendance Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	2007-2008	CAT D	ATT 3	Attendance Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	2008-2009	CAT D	ATT 4	Attendance Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
5	2009-2010	CAT D	ATT 5	Attendance Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

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	1/4/2002	CAT D	DCB 1	D.C. Bill Book (Fuel)	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	1/4/2014	CAT D	DCB 2	D.C. Bill Book (Fuel)	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	2001	CAT D	DCB 3	D.C. Bill Book (K.E.B & BWSSB)	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	1/4/2011	CAT D	DCB 4	D.C. Bill Book (K.E.B & BWSSB)	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
5	2007	CAT D	DCB 5	D.C. Bill Book B.S.N.L)	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
6	1/4/2011	CAT C	DCB 6	D.C. Bill Book B.S.N.L)	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

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	26/6/2003	CAT D	LOG 1	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	KA-01-B-8134 1/6/07-27/9/07	CAT D	LOG 2	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	27/11/07 -31/5/07	CAT D	LOG 3	Log Book	Record Room cupboard	Dr. Thriveni.C.N

					2 Shelf No 2	Senior Specialist
4	28/9/07-23/5/08	CAT D	LOG 4	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
5	24/5/08-08/02/09	CAT D	LOG 5	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
6	9/2/09-11/5/10	CAT D	LOG 6	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
7	12/5/10-4/7/11	CAT D	LOG 7	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
8	11/7/11-9/2/12	CAT D	LOG 8	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
9	1/3/12-30/9/12	CAT D	LOG 9	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
10	KA-03-A-7418 1/8/02-30/9/03	CAT D	LOG 10	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
11	1/10/03-30/11/04	CAT D	LOG 11	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
12	1/7/06-30/8/07	CAT D	LOG 12	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
13	1/9/07-31/3/08	CAT D	LOG 13	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
14	1/4/08-31/10/08	CAT D	LOG 14	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
15	1/6/09-31/12/09	CAT D	LOG 15	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
16	1/11/08-30/5/09	CAT D	LOG 16	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
17	1/1/10-31/7/10	CAT D	LOG 17	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
18	1/3/11-20/10/11	CAT D	LOG 18	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
19	KA-01-7512 18/12/02- 27/10/03	CAT D	LOG 19	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
20	29/10/03-5/10/04	CAT D	LOG 20	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
21	6/10/04-8/8/05	CAT D	LOG 21	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
22	8/8/05-17/5/06	CAT D	LOG 22	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
23	1/2/07-22/9/07	CAT D	LOG 23	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
24	18/5/06-31/1/07	CAT D	LOG 24	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
25	16/5/08-31/1/08	CAT D	LOG 25	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
26	24/9/07-15/5/08	CAT D	LOG 26	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
27	1/1/09-29/9/09	CAT D	LOG 27	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
28	1/10/09-4/6/10	CAT D	LOG 28	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
29	5/6/10-11/2/11	CAT D	LOG 29	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
30	12/2/11-31/10/11	CAT D	LOG 30	Log Book	Record Room cupboard	Dr. Thriveni.C.N

					2 Shelf No 2	Senior Specialist
31	3/11/11-21/6/12	CAT D	LOG 31	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
32	22/6/12-18/2/13	CAT D	LOG 32	Log Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

Category – ‘D’ JSY 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	1/03/2008	CAT D	JSY 1	JsyBook	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

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	2000	CAT D	LPC 1	LPC Book	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

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	10/5/2002	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	31/1/2009	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	26/3/2001	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	14/4/2005	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	1/5/2004	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	31/12/2005	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	31/12/2005	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8	23/4/2007	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9	1/3/2008	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
10	1/2/2009	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
11	1/4/2013	CAT D	OPD 1	Out Patient Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

Category – ‘D’ Admission 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	26/8/1993	CAT D	ADR 1	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
2	10/5/1993	CAT D	ADR 2	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
3	20/11/1998	CAT D	ADR 3	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
4	26/4/1999	CAT D	ADR 4	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
5	16/8/1999	CAT D	ADR 5	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
6	11/11/1999	CAT D	ADR 6	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
7	3/2/2000	CAT D	ADR 7	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
8	11/7/2000	CAT D	ADR 8	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
9	1/10/2000	CAT D	ADR 9	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
10	29/4/2000	CAT D	ADR 10	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
11	14/2/2000	CAT D	ADR 11	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
12	4/4/2001	CAT D	ADR 12	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
13	19/10/2001	CAT D	ADR 13	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
14	5/11/2001	CAT D	ADR 14	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
15	14/7/2001	CAT D	ADR 15	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
16	4/12/2002	CAT D	ADR 16	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
17	27/11/2002	CAT D	ADR 17	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
18	1/9/2003	CAT D	ADR 18	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
19	13/3/2002	CAT D	ADR 19	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
20	4/12/2003	CAT D	ADR 20	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
21	4/6/2003	CAT D	ADR 21	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
22	5/10/2004	CAT D	ADR 22	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
23	17/3/2004	CAT D	ADR 23	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
24	1/7/2005	CAT D	ADR 24	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist

25	4/1/2005	CAT D	ADR 25	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
25	16/4/2005	CAT D	ADR 26	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
26	26/9/2005	CAT D	ADR 27	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
27	12/12/2005	CAT D	ADR 28	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
28	17/7/2006	CAT D	ADR 29	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
29	5/12/2006	CAT D	ADR 30	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
30	25/9/2006	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
31	28/2/2006	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
32	8/5/2006	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
33	14/2/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
34	25/4/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
35	5/7/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
36	2/9/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
37	11/12/2007	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
38	2/3/2008	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
39	14/5/2008	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
40	28/3/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
41	13/1/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
42	12/8/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
43	10/11/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
44	1/6/2009	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
45	19/2/2010	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
46	19/6/2010	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
47	11/10/2010	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist
48	26/7/2013	CAT D	ADR	Admission Register	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N Senior Specialist

Category – ‘D’ ANC 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	31/8/2001	CAT D	ANC 1	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	24/11/2003	CAT D	ANC 2	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	6/6/2005	CAT D	ANC 3	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	24/3/2006	CAT D	ANC 4	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	21/9/2007	CAT D	ANC 5	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	15/1/2007	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	19/7/2007	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8	21/9/2007	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9	2/5/2008	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
10	12/8/2008	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
11	21/12/2009	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
12	16/7/2012	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
13	31/5/2014	CAT D	ANC	ANC Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

Category – ‘D’ Old ANC 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	31/5/2013	CAT D	OldANC 1	OldANC Register	Record Room cupboard 2	Dr. Thriveni.C.N Senior Specialist

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	23/6/2000	CAT D	MAJ 1	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
2	13/10/2001	CAT D	MAJ 2	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
3	21/11/2005	CAT D	MAJ 3	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist
4	9/2/2010	CAT D	MAJ 4	Major O.T. Register	Record Room cupboard 2 Shelf No 2	Dr. Thriveni.C.N Senior Specialist

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	0	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	18/3/1998	CAT D	MIN 1	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
2	23/10/1999	CAT D	MIN 2	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
3	16/12/1999	CAT D	MIN 3	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
4	1/8/2000	CAT D	MIN 4	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
5	25/3/2003	CAT D	MIN 5	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
6	22/10/2005	CAT D	MIN 6	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
7	2/8/2007	CAT D	MIN 7	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
8	17/6/2009	CAT D	MIN 8	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
9	14/5/2001	CAT D	MIN 9	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist
10	31/10/2001	CAT D	MIN 10	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
11	10/5/2010	CAT D	MIN 11	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
12	1/6/2011	CAT D	MIN 12	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer
13	5/3/2014	CAT D	MIN 13	Minor O.T. Register	Record Room cupboard 2 Shelf No 3	Record Officer

Category – ‘E’ R.T.I. Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/5/2007	CAT D	RTI 1	R.T.I Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

Category – ‘E’ Sneha Clinic Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2/4/2003	CAT E	SC 1	Sneha Clinic Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

Category – ‘E’ Malnutrition (Sam Book) Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	6/6/2013	CAT E	MSB 1	Sam Book Register	Record Room cupboard 2 Shelf No 3	Dr. Lalitha K Assistant Surgeon

Category – ‘E’ Lenen Book(Old) 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	1/6/2013	CAT E	LNB 1	Lenen Book Register	Record Room cupboard 2 Shelf No 3	Dr. Thriveni.C.N Senior Specialist

Category – ‘E’ Madilu Kit Stok Book Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/4/2013	CAT E	MDSB 1	MadiluKit StockBook Register	Record Room cupboard 2 Shelf No 3	Dr. Lalitha K Assistant Surgeon

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	2008	CAT E	CLR 1	Casual Leave Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

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	18/10/2007	CAT E	MTP 1	M.T.P. Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	1/4/2009	CAT E	MTP 2	M.T.P. Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
3	2/4/2010	CAT E	MTP 3	M.T.P. Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

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	1-3-2005	CAT E	DOG 1	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	20/1/2004	CAT E	DOG 2	Dog Bite	Record Room cupboard	Dr. Thriveni.C.N

				Register	2 Shelf No 4	Senior Specialist
3	20/5/2010	CAT E	DOG 3	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
4	19/8/2010	CAT E	DOG 4	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
5	26/11/2010	CAT E	DOG 5	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
6	3/6/2009	CAT E	DOG 6	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
7	8/3/2010	CAT E	DOG 7	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
8	29/11/2012	CAT E	DOG 8	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
9	8/7/2013	CAT E	DOG 9	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
10	18/2/2014	CAT E	DOG 10	Dog Bite Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

Category – ‘E’ Dog bite 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.	1/3/2013	CAT E	DOG SB 1	Dog Bite Stockbook	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

Category – ‘E’ Dog Bite Report 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.	26/1/2012	CAT E	DOG RB	Dog Bite Reportbook	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

Category – ‘E’ 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
1	2003 2448 Case Sheets	CAT E	MCS 1	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Dr. Thriveni.C.N Senior Specialist
2	2004 2800 Case Sheets	CAT E	MCS 2	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Dr. Thriveni.C.N Senior Specialist
3	2005 3235 Case Sheets	CAT E	MCS3	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Dr. Thriveni.C.N Senior Specialist
4	2006 3679 Case Sheets	CAT E	MCS 4	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Dr. Thriveni.C.N Senior Specialist
5	2007 3529 Case Sheets	CAT E	MCS 5	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Dr. Thriveni.C.N Senior Specialist
6	2008 3039 Case Sheets	CAT E	MCS 6	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Dr. Thriveni.C.N Senior Specialist
7	2009 2825 Case Sheets	CAT E	MCS 7	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Dr. Thriveni.C.N Senior Specialist
8	2010 2323 Case Sheets	CAT E	MCS 8	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Dr. Thriveni.C.N Senior Specialist

9	2013 441 Case Sheets	CAT E	MCS 9	Maternity Case Sheet	Record Room cupboard 2 Shelf No 5	Dr. Thriveni.C.N Senior Specialist
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Category – ‘E’ IUCD 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	3/5/2001	CAT E	CUT 1	IUCD Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	3/5/2008	CAT E	CUT 2	IUCD Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
3	1/6/2011	CAT E	CUT 3	IUCD Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

Category – ‘E’ Sterlization 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	2003 1182 Case Sheets	CAT E	Sterl 1	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	2004 1300 Case Sheets	CAT E	Sterl 2	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
3	2005 2229 Case Sheets	CAT E	Sterl 3	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
4	2006 1898 Case Sheets	CAT E	Sterl 4	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
5	2007 1689 Case Sheets	CAT E	Sterl 5	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
6	2008 1793 Case Sheets	CAT E	Sterl 6	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
7	2009 1791 Case Sheets	CAT E	Sterl 7	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
8	2010 1558 Case Sheets	CAT E	Sterl 8	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
9	2013 329 Case Sheets	CAT E	Sterl 9	Sterlization Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

Category – ‘E’ Lab 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	2007	CAT E	LAB 1	Lab Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	2008	CAT E	LAB 2	Lab Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
3	2009	CAT E	LAB 3	Lab Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
4	2010	CAT E	LAB 4	Lab Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
5	2010	CAT E	LAB 5	Lab Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

Category – ‘E’ Referral Book

SI No	Date on which opened (Files to be listed)	Category A,B,C,D,E, etc.(files to be listed alphabetically)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
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	chronologically)	according to category)				
1	10/4/2001	CAT E	Refe 1	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	8/12/2002	CAT E	Refe 2	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
3	20/1/2004	CAT E	Refe 3	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
4	30/6/2005	CAT E	Refe 4	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
5	1/7/2006	CAT E	Refe 5	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
6	4/7/2007	CAT E	Refe 6	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
7	19/5/2007	CAT E	Refe 7	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
8	2/1/214	CAT E	Refe 8	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

Category – ‘E’ Complaint Files

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	2007	CAT E	Complaint 1	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	2008	CAT E	Complaint 1	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
3	2009	CAT E	Complaint 1	Referral Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

Category – ‘E’ Condemned 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	2002	CAT E	Condem Reg 1	Condem Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

Category – ‘E’ Scanning 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	1/7/2007	CAT E	SCN 1	Scanning Register	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

Category – ‘E’ Doctor’s Call 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
1	2002	CAT E	Call Book 1	Call Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist
2	2005	CAT E	Call Book 2	Call Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

