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:

<u>Services rended at HRH</u> <u>A.Outpatient services</u>

- 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.
- \circ Baby Friendly Hospital.
- o Management of High risk Pregnancies.
- o Caesarian Sections.
- o Gynaecological Surgery.
- Advanced endoscopic surgery.
- o Sterilization / Tubectomy Laparoscopic Sterilization.No Scalpel Vasectomy.
- o Medical termination of Pregnacy
- 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.

o 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

<i>a</i> .	Section 4(1)(b)(ii)-Power and duties of officers and employees				
Sl.	Densignation of	duties allotted	Powers		
No	the Official/				
	employee				
1	Superintendent	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.	Recommending officer for zonal administrative files.For repairs of ambulance; sanction of Rs 10,000/- at a time. Counter signingauthority for contingency bills.		
2	Senior Specialist Panel of Gynecologist is also working	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. To take LTO Training for trainees (Deputed Govt. Doctors) Medical reimbursement files scrutiny preparation of file & submission to superintendent Complete charge of establishment of HRH All service registers All types of Bills (Salary, BSNL, BWSSB, KEB, Incentive)	 To draw salaries for establishment. To sanction casual leaves to group B,C & D. 		

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

		Overall Administration, In charge of JSY	
		Scrutinize Leave (CL/EL) Applications of Staff of HRH	
		Scrutilize Leave (CL/EL) Applications of Stall of HKH	
3	Anaesthetist	Punctuality of all the staff to be ensured. Maintenance of cleanliness in	
	7 maestnetist	and around the hospital and surrounding premises by giving proper	
		instructions to the designated staff. Citizens Charter, Attendants and	
		Patients Charter should be followed. In charge of OT	
4	(Pediatrician)	Complete charge of vaccines, indent, stock, maintenance of	
		all cold chain equipments, (Center/out reach immunization	
		relevant Registers.	
		To monitor, RNTCP–Programme & Ambulance Indents.	
		Preparation of Pediatric monthly & Annual (OPD, ARI, GE,	
		High risk N/B & N/B Referrals) reports	
		To supervise & send reports regarding outreach	
		immunization services (as a coregroup team member) in	
		HRH. Incharge of Duty Roster of Doctors (every month). And	
5	Staff Nurse	Bio medical waste ManagementSupervise the work done by Ayah/Group D. Autoclave the instruments &	
	Stall murse	linen required for the OT/Labour Ward. Ensure that these are kept ready a	
		day before the conduct of Operation. In case any instruments required for	
		the OT are not functioning, inform the MO at the earliest. Maintain the	
		chart/ Register for fumigation (and Autoclaving). Always keep ready the	
		emergency and pre-medication drugs in the OT and Labour Room.	
	Panel of Staff	Prepare the patient for surgery / delivery. Conduct Normal delivery.	
	Nurse is also	Administer pre-medications to the patient as per the instructions of the	
	working	MO. Assist the MO during surgery and delivery. Observe the patient	
	<u></u>	post-operatively as long as she is in OT. Assess the general condition of	
		the patient before shifting her to the ward. Maintained daily issue register for Inj. And Tablets.	
6	A NIM	Supervise the work done by Ayah/Group D. Autoclave the instruments &	
	ANM	linen required for the OT/Labour Ward. Ensure that these are kept ready a	
		day before the conduct of Operation. In case any instruments required for	
		the OT are not functioning, inform the MO at the earliest. Maintain the	
		chart/ Register for fumigation (and Autoclaving). Always keep ready the	
		emergency and pre-medication drugs in the OT. Prepare the patient for	
		surgery / delivery. Administer pre-medications to the patient as per the	
		instructions of the MO. Assist the MO during surgery. Observe the	
		patient post-operatively as long as she is in OT. Assess the general	
		condition of the patient before shifting her to the ward. Ensure premises	
		inside and outside the hospital is clean. Ensure clean linen is provided to patients and changed daily. Ensure toilets are cleaned at 7.00 AM, 2.00	
		P.M. & 9.00 PM. Ensure Major OT / Minor OT and Labour Ward are	
		funigated as per requirements. Ensure visiting hours are strictly regulated.	
		Check Biological Waste Handling and disposal in done as per Norms.	
		Monthly dairy rosters of all personnel are prepared. Attend to any patients	
		grievances. Ensure washing of wards, OPD as per schedule once a week.	
	Ensure washing of windows, sinks and lockers, fans, lights and roof is		
		cleaned weekly, Check emergency tray in OT., Labour ward and OPD	
		daily along with Oxygen Cylinder. Maintained daily issue register for Inj.	
11		And Tablets.	
11	<u>Pharmacist</u>	Manage Stores Completely, To assist Dr.Lalitha (stores)	
12	<u>Lab Tech.</u>	Performs Laboratory works like, Blood- HB%, Group and RH,	
		VDRL, HIV, RBs, HRs AG. MP Smear, Sputum examination for TB after	
		Diagnosis gives treatment as per doctors Advice, Urine Examn.:- Albumin,	
		Sugar, M/s etc.	

10			
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.	
	Orth Destatues		
15	<u>Sub-Registrar</u>	Registration of the birth certificate and Distribution of birth certificates.	
15		Ambulance Indent Billing , Medical Reimbursement files	
16	Drivers	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	Peon	Allow the visitors to see the patient only during the visiting hours. Allow	
	1 001	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 word all the 24 hours. Intensive algoring to be done once a work	
		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.	
LI			

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 Administrative	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. 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	List of Acts, Rules, Regulations,	Gist of Act, Rules etc,
No.	Instructions, Manuals	
1	K.C.S.R	Govt. service rules for employees
2	K.M.C Act	Municipal rules for BBMP
3	KFC	Financial Matters
4	Karnataka Medical Rules	For Medical reimbursement
5	CCA Rules	Civil Conduct rules for employees
6	KTTP act	For purchase of medicines / equipments etc,
7	RTA	RTA rules

SECTION 4 (1)(b)(vi)- categories of documents held <u>41(a) Maintainence of all Records of this hospital duly catalogued and Indexed</u> <u>in a manner and form as per RIT Act.</u>

Category - 'A'

Category Of the document	Title of the Document	Custodian of the Document
	Parturition Register	
	Birth and Death Register	
	Indent Book	D 1
	Niyojana File	Record room officer Dr.
Cotogomy	Transfer File	Thriveni.C.N
Category A	Circulars (Suttolegala Adesha)	
	Service Book (Old + New)	
	Acutance Rolls & Pay and Other Allowances	•
	Incentive Payment Reg.	
	Incentive Cash Book	

<i>Category</i> <i>Of the document</i>	Title of the Document	Custodian of the Document
Category B	Repairs and Maintenance Vehicle Register. • Petrol Bill Book • Diesel Bill Book • Repair Bill Book • Reading Record Book • KGD Insurance Book • KGD Insurance Register Legal Files (Nyayaladha Kadatagalu) Audit Report Follow up Register User Fees Register • Challen Reg. • UF Cash Book • Bank Pass Book • Receipt Books counter foils Stock Book	Record room officer Dr. Thriveni.C.N

<u>Category – 'C'</u>

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

Category – 'B'

Category - 'D'

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

Category - 'E'

Category Of the document	Title of the Document	Custodian of the Document
	R.T.I Register	
	Casual Leave Register	
	Maternity Case Sheet	
	(Delivery + Major case sheet)	
	Sterilization Case Sheets	Descritors
	M.T.P Register	Record room officer
Category E	IUCD Register	Dr. Thriveni.C.N
	Lab Register	DI. IIIIIveiii.C.N
	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;

Sl.No	Function/Service	Arrangement for consultation with, or representation of public in relation with policy formulation	Arrangement for consultation with, or representation of public in relation with policy implementation			
	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	 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	2 Dr. Thriveni Senior Specialist 5 th Main, 7 th Bangalore –		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...

	plans, etc,					
Agency	Plan/Programme	Proposed	Expected	Report of disbursements made or where such details		
	/Scheme/Project	expenditure	out comes	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						

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

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

		various progr	amm	es/schemes					
<i>Sl.1</i>	Sl.No Name of Programme/Activity		Nature/Scale	Eligibility j	for gi		esignation of officer for		
				of subsidy of subsidy			g	grant of subsidy	
				Not applicabl				-	
		Section4(1)(b)(xiii)-p		• •	0	essio	ns, perm	its or	
		authorizations grant							
Sl.	No	Name and address of	Natu	re/Quantum of be	enefit	Dat	e of grant	÷ ÷	
		recipient institutions	gran	ted				of granting authority	
		Patients with BPL						As per	
	1	and Anthyodaya Card	Exer	npted from user f	ees charges		-	commissioner's	
		holders						order	
		Section 4(1)(b) (xiv)	info	rmation availab	<u>le in e</u> lectro	nic f	orms		
Sl.	Elec	tronic data		Description (site		(Contents	Designation and	
No				Address/Locatio	n where	0	or title	address of the	
				available etc				custodian of	
								information (held by	
								whom)	
	•	IEC on health related		 OPD Court 	nters of BBMP	,	IEC on	Commissioner	
		topics like RCH, FP,		Hospitals			Health related	(BBMP)	
		Breast Feeding, Pulse					topics like		
		Polio, RNTCP,		Citizen's charters			RCH,		
		HIV/AIDS, Dog Bite					Family		
		Management are in C	D	Notice Boards of			Planning, Breast		
		form.		Hospitals			feeding,		
	•	Establishment Bills					Pulse-Polic		
		(Salary), Budget,		 Anganaw 	adi centers		Programme	,	
		Contingency Bills, Fu	el	Help Desk			RNTCP,		
	Indent Bills etc, of		help Desk			HIV, Dog- Bite			
	HSRH are in electronic				1	Managemer	t		
		Form (Online).					in CD form		
		Birth and Death event	sof			1	User fees		
		RH/MH are registered				0	charges		
		online.	•						
	I	***							

- 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.

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

informe	ation	
Facility	Description (location of facility/ name	Details of information available
	Etc)	
MCH & FW	OPD Counters	Through IEC materials like Pamphlets, Charts, Posters, Arogya Samachar Vahini (Quarterly Magazine by Health
services	Help Desk in Hospitals	Department) the following information is available to public:-

Citizen's charters	• Out patients and In Patients services
Notice Boards of Hospitals	User fees chargesJanani Suraksha Yojane
Anganawadi centers	Madilu YojaneFamily planning Incentive.
Telephone numbers of doctors and superintendents are displayed at MH/RH- OPD Block	

Section 4(1)(b) (xvi)- Names, designations and other particulars of public information officers a Public information officer(PIO)

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

b. Asst. Public information officer

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

C. Appellate authority

	H							
Sl.	Name of the	Name &	Office tel.No					
No	office/administrative unit	Designation of	residence	E-mail				
		appellate	tel.no Fax					
		authority						
1	Dr. Nirmala Buggi							
	Health Officer (W) Clinical,	Helath Officer	22975656	howest2@gmail.com				
	2 nd Floor Dasappa Hospital	(W)Clinical	9480683907					
	Compound, Bg.							

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: <u>www.bbmp.gov.in</u> 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) Maintainence 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 Room cupboard	Dr. Thriveni.C.N
		-		Record	1 Shelf No 1	Senior Specialist
2	24/9/1979	CAT A	PAR 2	Parturition	Record Room cupboard	Dr. Thriveni.C.N
				Record	1 Shelf No 1	Senior Specialist
3	6/1/1981	CAT A	PAR 3	Parturition	Record Room cupboard	Dr. Thriveni.C.N
5	0/1/1/01		111105	Record	1 Shelf No 1	Senior Specialist
4	24/9/1982	CAT A	PAR 4	Parturition	Record Room cupboard	Dr. Thriveni.C.N
-	2-7/7/1702		171114	Record	1 Shelf No 1	Senior Specialist
5	9/8/1983	CAT A	PAR 5	Parturition	Record Room cupboard	Dr. Thriveni.C.N
5	9/0/1905	CALA	I AK J	Record	1 Shelf No 1	Senior Specialist
6	3/1/1987	CAT A	PAR 6	Parturition	Record Room cupboard	Dr. Thriveni.C.N
0	5/1/1907	CALA	IAKO	Record	1 Shelf No 1	Senior Specialist
7	18/7/1987	CAT A	PAR 7	Parturition	Record Room cupboard	Dr. Thriveni.C.N
/	10/ // 1907	CALA	TAK /	Record	1 Shelf No 1	Senior Specialist
8	17/4/88	CAT A	PAR 8	Parturition	Record Room cupboard	Dr. Thriveni.C.N
0	1//4/00	CALA	FAKO	Record	1 Shelf No 1	Senior Specialist
9	17/7/88	CAT A	PAR 9	Parturition	Record Room cupboard	Dr. Thriveni.C.N
9	1////00	CALA	PAR 9	Record	1 Shelf No 1	Senior Specialist
10	24/1/1989	CAT A	PAR 10	Parturition	Record Room cupboard	Dr. Thriveni.C.N
10	24/1/1909	CALA	PAK 10	Record	1 Shelf No 1	Senior Specialist
11	23/4/1990	CAT A	PAR 11	Parturition	Record Room cupboard	Dr. Thriveni.C.N
11	23/4/1990	CALA	FAK 11	Record	1 Shelf No 1	Senior Specialist
12	17/11/1990	CAT A	PAR 12	Parturition	Record Room cupboard	Dr. Thriveni.C.N
12	17/11/1990	CALA	TAK 12	Record	1 Shelf No 1	Senior Specialist
13	23/6/1991	CAT A	PAR 13	Parturition	Record Room cupboard	Dr. Thriveni.C.N
15	23/0/1991	CALA	TAK 15	Record	1 Shelf No 1	Senior Specialist
14	16/2/1992	CAT A	PAR 14	Parturition	Record Room cupboard	Dr. Thriveni.C.N
14	10/2/1992	CALA	FAK 14	Record	1 Shelf No 1	Senior Specialist
15	26/10/1002		PAR 15	Parturition	Record Room cupboard	Dr. Thriveni.C.N
15	26/10/1992	CAT A	PAKIJ	Record	1 Shelf No 1	Senior Specialist
16	1/7/1002	CAT A	DAD 16	Parturition	Record Room cupboard	Dr. Thriveni.C.N
10	1/7/1993	CALA	PAR 16	Record	1 Shelf No 1	Senior Specialist
17	2/0/1004		DAD 17	Parturition	Record Room cupboard	Dr. Thriveni.C.N
17	3/9/1994	CAT A	PAR 17	Record	1 Shelf No 1	Senior Specialist
10	21/0/1004		DAD 10	Parturition	Record Room cupboard	Dr. Thriveni.C.N
18	31/8/1994	CAT A	PAR 18	Record	1 Shelf No 1	Senior Specialist
10	Q/7/1005	CAT A	DAD 10	Parturition	Record Room cupboard	Dr. Thriveni.C.N
19	8/7/1995	CAI A	PAR 19	Record	1 Shelf No 1	Senior Specialist
20	1/2/100c			Parturition	Record Room cupboard	Dr. Thriveni.C.N
20	1/3/1996	CAT A	PAR 20	Record	1 Shelf No 1	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

		ſ				
47	1/2/2005	CAT A	PAR 47	Parturition	Record Room cupboard	Dr. Thriveni.C.N
				Record	1 Shelf No 1	Senior Specialist
48	5/5/2005	CAT A	PAR 48	Parturition	Record Room cupboard	Dr. Thriveni.C.N
				Record	1 Shelf No 1	Senior Specialist
49	28/7/2005	CAT A	PAR 49	Parturition	Record Room cupboard	Dr. Thriveni.C.N
				Record	1 Shelf No 1	Senior Specialist
50	27/10/2005	CAT A	PAR 50	Parturition	Record Room cupboard	Dr. Thriveni.C.N
				Record	1 Shelf No 1	Senior Specialist
51	12/1/2006	CAT A	PAR 51	Parturition	Record Room cupboard	Dr. Thriveni.C.N
				Record Parturition	1 Shelf No 1	Senior Specialist
52	31/3/2006	CAT A	PAR 52		Record Room cupboard	Dr. Thriveni.C.N
				Record	1 Shelf No 1	Senior Specialist
53	17/8/2006	CAT A	PAR 53	Parturition Record	Record Room cupboard	Dr. Thriveni.C.N
				Parturition	1 Shelf No 1 Record Room cupboard	Senior Specialist Dr. Thriveni.C.N
54	31/10/2006	CAT A	PAR 54	Record	1 Shelf No 1	Senior Specialist
				Parturition		Dr. Thriveni.C.N
55	15/1/2007	CAT A	PAR 55	Record	Record Room cupboard 1 Shelf No 1	Senior Specialist
				Parturition	Record Room cupboard	Dr. Thriveni.C.N
56	1/4/2007	CAT A	PAR 56	Record	1 Shelf No 1	Senior Specialist
				Parturition	Record Room cupboard	Dr. Thriveni.C.N
57	3/9/2007	CAT A	PAR 57	Record	1 Shelf No 1	Senior Specialist
				Parturition	Record Room cupboard	Dr. Thriveni.C.N
58	24/11/2007	CAT A	PAR 58	Record	1 Shelf No 1	Senior Specialist
				Parturition	Record Room cupboard	Dr. Thriveni.C.N
59	26/11/2007	CAT A	PAR 59	Record	1 Shelf No 1	Senior Specialist
				Parturition	Record Room cupboard	Dr. Thriveni.C.N
60	14/2/2008	CAT A	PAR 60	Record	1 Shelf No 1	Senior Specialist
				Parturition	Record Room cupboard	Dr. Thriveni.C.N
61	1/5/2008	CAT A	PAR 61	Record	1 Shelf No 1	Senior Specialist
				Parturition	Record Room cupboard	Dr. Thriveni.C.N
62	6/8/2008	CAT A	PAR 62	Record	1 Shelf No 1	Senior Specialist
		~		Parturition	Record Room cupboard	Dr. Thriveni.C.N
63	24/11/2008	CAT A	PAR 63	Record	1 Shelf No 1	Senior Specialist
				Parturition	Record Room cupboard	Dr. Thriveni.C.N
64	25/11/2008	CAT A	PAR 64	Record	1 Shelf No 1	Senior Specialist
		C + T +		Parturition	Record Room cupboard	Dr. Thriveni.C.N
65	21/5/2009	CAT A	PAR 65	Record	1 Shelf No 1	Senior Specialist
	10/0/2000			Parturition	Record Room cupboard	Dr. Thriveni.C.N
66	18/8/2009	CAT A	PAR 66	Record	1 Shelf No 1	Senior Specialist
<u> </u>				Parturition	Record Room cupboard	Dr. Thriveni.C.N
67	2/3/2009	CAT A	PAR 67	Record	1 Shelf No 1	Senior Specialist
	1 1 - 1	a t = t	DAD 50	Parturition	Record Room cupboard	Dr. Thriveni.C.N
68	1/6/2011	CAT A	PAR 68	Record	1 Shelf No 1	Senior Specialist
				Parturition	Record Room cupboard	Dr. Thriveni.C.N
69	26/7/2013	CAT A	PAR 69	Record	1 Shelf No 1	Senior Specialist
		1		100010		Semer Specialise

Category – 'A' Birth and Death 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	1/1/2013	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

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	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.

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	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

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	30/7/1999	CAT A	IDB 1	Indent	Record Room cupboard	Dr. Thriveni.C.N
				Book	1 Shelf No 2	Senior Specialist
2	22/12/2000	CAT A	IDB 2	Indent	Record Room cupboard	Dr. Thriveni.C.N
	22,12,2000			Book	1 Shelf No 2	Senior Specialist
3	6/2/2002	CAT A	IDB 3	Indent	Record Room cupboard	Dr. Thriveni.C.N
5	0/2/2002		IDD 5	Book	1 Shelf No 2	Senior Specialist
4	13/3/2008	CAT A	IDB 4	Indent	Record Room cupboard	Dr. Thriveni.C.N
4	13/3/2008		IDD 4	Book	1 Shelf No 2	Senior Specialist
5	20/3/2008	CAT A	IDB 5	Indent	Record Room cupboard	Dr. Thriveni.C.N
5	20/3/2008		IDD J	Book	1 Shelf No 2	Senior Specialist
6	24/4/2010	CAT A	IDB 6	Indent	Record Room cupboard	Dr. Thriveni.C.N
0	24/4/2010		IDD 0	Book	1 Shelf No 2	Senior Specialist
7	4/7/2003	CAT A	IDB 7	Indent	Record Room cupboard	Dr. Thriveni.C.N
/	4/1/2005	CALA	IDD /	Book	1 Shelf No 2	Senior Specialist
8	21/4/2004	CAT A	IDB 8	Indent	Record Room cupboard	Dr. Thriveni.C.N
ð	21/4/2004	CALA	IDB 8	Book	1 Shelf No 2	Senior Specialist
0	10/1/2005			Indent	Record Room cupboard	Dr. Thriveni.C.N
9	19/1/2005	CAT A	IDB 9	Book	1 Shelf No 2	Senior Specialist
10	5/7/2006	CAT A	IDB 10	Indent	Record Room cupboard	Dr. Thriveni.C.N
10	5/7/2006	CAI A	10 10	Book	1 Shelf No 2	Senior Specialist
11	17/1/2007		IDB 11	Indent	Record Room cupboard	Dr. Thriveni.C.N
11	17/1/2007	CAT A	וואתו	Book	1 Shelf No 2	Senior Specialist
12	17/12/2009		IDD 12	Indent	Record Room cupboard	Dr. Thriveni.C.N
12	17/12/2008	CAT A	IDB 12	Book	1 Shelf No 2	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

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

Category – 'A' Transfer Flie

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	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	Record Room	Dr. Thriveni.C.N
1	2006	CALA	ADK I	(Suttolegala Adesha)	cupboard 1 Shelf No 2	Senior Specialist

Category - 'A' Service Book (Old + New)

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	5/6/1990	CAT A	SRR 1	Service	Record Room cupboard	Dr. Thriveni.C.N
-	0/0/1990		Sidti	Book	1 Shelf No 2	Senior Specialist
2	28/7/2003	CAT A	SRR 2	Service	Record Room cupboard	Dr. Thriveni.C.N
-	20/1/2003		SIGC 2	Book	1 Shelf No 2	Senior Specialist
3	18/9/2003	CAT A	SRR 3	Service	Record Room cupboard	Dr. Thriveni.C.N
5	10/ 7/ 2003		SIGC 5	Book	1 Shelf No 2	Senior Specialist
4	14/3/1991	CAT A	SRR4	Service	Record Room cupboard	Dr. Thriveni.C.N
+	14/3/1771	CALA	SKK4	Book	1 Shelf No 2	Senior Specialist
5	29/10/1998	CAT A	SRR 5	Service	Record Room cupboard	Dr. Thriveni.C.N
5	29/10/1998	CALA	SKK J	Book	1 Shelf No 2	Senior Specialist
6	18/11/2008	CAT A	SRR 6	Service	Record Room cupboard	Dr. Thriveni.C.N
0	10/11/2000	CALA	SKK U	Book	1 Shelf No 2	Senior Specialist
7	17/2/2006	CAT A	SRR 7	Service	Record Room cupboard	Dr. Thriveni.C.N
/	17/3/2006	CALA	SKK /	Book	1 Shelf No 2	Senior Specialist
8	4/2/1076		SRR 8	Service	Record Room cupboard	Dr. Thriveni.C.N
8	4/2/1976	CAT A	SKK 8	Book	1 Shelf No 2	Senior Specialist
0	1/1/1000	CAT A	SRR 9	Service	Record Room cupboard	Dr. Thriveni.C.N
9	1/1/1990	CALA	SKK 9	Book	1 Shelf No 2	Senior Specialist
10	20/1/1076		CDD 10	Service	Record Room cupboard	Dr. Thriveni.C.N
10	30/1/1976	CAT A	SRR 10	Book	1 Shelf No 2	Senior Specialist
1.1	2/1/1075		CDD 11	Service	Record Room cupboard	Dr. Thriveni.C.N
11	3/1/1975	CAT A	SRR 11	Book	1 Shelf No 2	Senior Specialist
10	10/0/1000		GDD 10	Service	Record Room cupboard	Dr. Thriveni.C.N
12	10/8/1988	CAT A	SRR 12	Book	1 Shelf No 2	Senior Specialist
10	20/0/2006		GDD 12	Service	Record Room cupboard	Dr. Thriveni.C.N
13	29/8/2006	CAT A	SRR 13	Book	1 Shelf No 2	Senior Specialist
1.4	10/4/2002			Service	Record Room cupboard	Dr. Thriveni.C.N
14	19/4/2002	CAT A	SRR 14	Book	1 Shelf No 2	Senior Specialist
1.5	10/11/2010	CAT A	GDD 15	Service	Record Room cupboard	Dr. Thriveni.C.N
15	10/11/2010	CAT A	SRR 15	Book	1 Shelf No 2	Senior Specialist

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	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
2	23/3/1988	CAT A	AQR 2	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
3	20/9/1991	CAT A	AQR 3	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
4	1/11/1994	CAT A	AQR 4	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
5	5/2/1998	CAT A	AQR 5	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
6	10/2/2002	CAT A	AQR 6	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
7	4/5/2005	CAT A	AQR 7	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
8	2/6/2008	CAT A	AQR 8	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
9	1/4/ 2009	CAT A	AQR 9	Acquitance Rolls & Pay and Other Allowances	Record Room cupboard 1 Shelf No 2	Senior surgeon
10	4/5/2012	CAT A	AQR 10	Acquitance 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

<u>Category – 'B' Legal Files (Nyayaladha Kadatagalu)</u>

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

<u>Category – 'B' Audit Report Followup Register</u>

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	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
12	23/1/2010	CALP	12	(Challen Reg.)	1 Shelf No 3	Senior Specialist
13	29/5/2010	CAT B	CHL	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
15	29/3/2010	CAID	13	(Challen Reg.)	1 Shelf No 3	Senior Specialist
14	1/10/2010	CAT B	CHL	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
14	1/10/2010	CATD	14	(Challen Reg.)	1 Shelf No 3	Senior Specialist
15	25/1/2011	CAT B	CHL	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
15	23/1/2011	CALD	15	(Challen Reg.)	1 Shelf No 3	Senior Specialist
16	14/7/2011	CAT B	CHL	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
10	14/7/2011	CALD	16	(Challen Reg.)	1 Shelf No 3	Senior Specialist
17	27/8/2011	CAT B	CHL	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
17	27/8/2011	CATD	17	(Challen Reg.)	1 Shelf No 3	Senior Specialist
18	12/7/2012	CAT B	CHL	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
10	12/ //2012	CALD	18	(Challen Reg.)	1 Shelf No 3	Senior Specialist
19	1/4/2013	CAT B	CHL	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
19	1/4/2013	CALD	19	(Challen Reg.)	1 Shelf No 3	Senior Specialist

Category – 'B' User Fees Register (UF Cash 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	1/7/2002	CAT B	UCB 1	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
	-, ., _ 0 0 _			(Cash Book)	1 Shelf No 3	Senior Specialist
2	23/6/2005	CAT B	UCB 2	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
2	2 25/0/2003 CAT B	UCD 2	(Cash Book)	1 Shelf No 3	Senior Specialist	
3	29/12/2007	CAT B	UCB 3	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
5	29/12/2007	CATD	UCD 5	(Cash Book)	1 Shelf No 3	Senior Specialist
4	28/1/2010	CAT B	UCB 4	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
4	20/1/2010	CAID	UCD 4	(Cash Book)	1 Shelf No 3	Senior Specialist
5.	1/1/2012	CAT B	UCB 5	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
5.	1/1/2012	CALD	UCDJ	(Cash Book)	1 Shelf No 3	Senior Specialist
6	1/4/2013	CAT B	UCB 6	User Fee Register	Record Room cupboard	Dr. Thriveni.C.N
0	1/4/2013	CALD	UCD 0	(Cash Book)	1 Shelf No 3	Senior Specialist

Category – 'B' User Fees Register (Bank Pass 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	10/7/2001	CAT B	BPB 1	User Fees Register	Record Room cupboard	Dr. Thriveni.C.N
1	1 10/7/2001	CALID	DIDI	(Bank Pass Book)	1 Shelf No 3	Senior Specialist
2	21/11/2003	CAT B	BPB 2	User Fees Register	Record Room cupboard	Dr. Thriveni.C.N
2	21/11/2005	CALD	DFD 2	(Bank Pass Book)	1 Shelf No 3	Senior Specialist
3	24/7/2007		BPB 3	User Fees Register	Record Room cupboard	Dr. Thriveni.C.N
3	24/7/2007	CAT B	DPD 3	(Bank Pass Book)	1 Shelf No 3	Senior Specialist
4	22/0/2007		BPB 4	User Fees Register	Record Room cupboard	Dr. Thriveni.C.N
4	4 22/9/2007 CAT B	DrB 4	(Bank Pass Book)	1 Shelf No 3	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	Record Room cupboard	Dr. Thriveni.C.N
0	51/8/2009	CALD	DFD 0	(Bank Pass Book)	1 Shelf No 3	Senior Specialist
7	12/7/2010	CAT B	BPB 7	User Fees Register	Record Room cupboard	Dr. Thriveni.C.N
/	12/7/2010 CAT B BPB	DFD /	(Bank Pass Book)	1 Shelf No 3	Senior Specialist	
8.	30/6/2011	CAT B	BPB 8	User Fees Register	Record Room cupboard	Dr. Thriveni.C.N
0.	50/0/2011	CAID	DFD 0	(Bank Pass Book)	1 Shelf No 3	Senior Specialist
0	1/2/2012		BPB 9	User Fees Register	Record Room cupboard	Dr. Thriveni.C.N
9.	9. 1/3/2013 CAT B BPB	DFD 9	(Bank Pass Book)	1 Shelf No 3	Senior Specialist	

<u>Category – 'B' User Fees Payment Voucher Register (UF PVBook)</u>

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	1/4/2010	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

<u>Category – 'B' User Fees Register (Receipt Books Counter Foils)</u>

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	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
-	25 Books		пер	Counter Foils	1 Shelf No 4-5	Senior Specialist
2	16/7/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
2	25Books	СЛТБ	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
3	7/8/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
5	50Books	CALD	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
4	17/9/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
4	6Books	CATD	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
5	18/9/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
5	15Books	CATD	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
6	2/9/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
0	10Books	CATD	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
7	27/9/2009	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
/	15Books	CAID	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
8	4/9/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
0	25Books	CATD	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
9	30/10/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
9	10Books	CAID	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
10	14/11/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
10	25Books	CAID	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
11	14/12/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
11	5Books	CAID	КСD	Counter Foils	1 Shelf No 4-5	Senior Specialist
12	18/12/2007	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
12	10Books	CAID	KCD	Counter Foils	1 Shelf No 4-5	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
	14/1/2008			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
14	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	9/1/2008			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
15	7Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	17/1/2008			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
16	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	31/1/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
17	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	7/2/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
18	35Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	29/2/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
19	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
-	13/3/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
20	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	19/3/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
21	1Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	25/3/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
22	25/3/08 25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	15/4/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
23	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	24/4/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
24	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	3/5/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
25	5/5/08 5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	12/5/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
26	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	14/5/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
27	4Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	22/5/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
28	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	26/5/05			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
29	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	29/5/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
30	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	6/6/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
31	20Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
-	21/6/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
32	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	27/6/08		1	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
33	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	4/7/08		†	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
34	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	15/7/08		1	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
35	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	29/7/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
36	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	31/7/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
37	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	8/8/08	<i>a</i> · - -		Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
38	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	29/8/08		D.000	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
39	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
40	9/9/08	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
		<i>D</i>				

	10Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
	12/9/08		D GD	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
41	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
42	19/9/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
10	24/9/08		D GD	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
43	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	3/10/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
44	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	21/11/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
45	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	24/11/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
46	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	1/12/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
47	20Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	11/12/08			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
48	15Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	6/1/2009			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
49	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	30/1/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
50	20Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	3/3/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
51	15Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	6/3/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
52	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	3/4/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
53	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	20/4/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
54	15Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	12/5/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
55	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	24/7/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
56	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	10/8/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
57	20Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	11/9/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
58	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	30/9/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
59	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	7/10/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
60	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	7/11/09	<i>a</i> · <i>-</i> -		Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
61	5Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	18/11/09			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
62	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	12/11/09	a · = -		Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
63	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	14/12/09	C + T -	P ~~	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
64	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
<i></i>	5/1/10	A A B B	DCD	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
65	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	4/2/10		DCD	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
66	15Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
67	19/2/10	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
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	25Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
	30/3/10	0 + T D	D GD	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
68	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	4/5/10			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
69	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	13/5/10			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
70	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	24/4/10			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
71	10Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	28/6/10			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
72	7Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	15/7/10			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
73	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	4/8//10			Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
74	25Books	CAT B	RCB	Counter Foils	1 Shelf No 4-5	Senior Specialist
	23B00Ks 28/8/10					Dr. Thriveni.C.N
75	25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1 Shelf No 4-5	
	23B00Ks 29/9/10					Senior Specialist Dr. Thriveni.C.N
76		CAT B	RCB	Receipt Books	Record Room cupboard	
	10Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
77	8/10/10	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
-	15Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
78	29/10/10	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
-	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
79	22/11/10	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
-	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
80	7/12/10	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	12Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
81	24/12/10 20D 1	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
-	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
82	10/1/2011	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
-	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
83	28/1/2011	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
84	4/3/2011	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
-	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
85	24/3/2011	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
-	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
86	20/5/2011	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
-	10Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
87	12/7/2011	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
88	14/7/2011 20De else	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
<u> </u>	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
89	5/9/2011 20De e las	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
90	15/10/2011 20De else	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	20Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
91	17/11/2011	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	10Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
92	16/12/2011 40Peole	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
	40Books			Counter Foils	1 Shelf No 4-5	Senior Specialist
93	24/2/2012 20Paaks	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
0.4	20Books		DCD	Counter Foils	1 Shelf No 4-5	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	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
95	20Books	CALP	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
96	12/6/2012	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
90	10Books	CALP	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
97	21/6/2012	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
97	5Books	Books CAT B KC	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
98	3/7/2012	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
90	5Books	CALP		Counter Foils	1 Shelf No 4-5	Senior Specialist
99	30/7/2012	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
99	20Books	CALP	KCD	Counter Foils	1 Shelf No 4-5	Senior Specialist
100	16/8/2012	CAT B	RCB	Receipt Books	Record Room cupboard	Dr. Thriveni.C.N
100	20Books	CALD	КСD	Counter Foils	1 Shelf No 4-5	Senior Specialist

<u>Category – 'B' Stock Book</u>

	Curegory D 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

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	2005 & 2006	CAT D	PRR 1	P.R.	Record Room cupboard	Dr. Thriveni.C.N
1	2003 & 2000	CALD	FKK I	Register	2 Shelf No 3	Senior Specialist
2	2006 & 2007	CAT D	PRR 2	P.R.	Record Room cupboard	Dr. Thriveni.C.N
2	2000 & 2007	CALD	I KK Z	Register	2 Shelf No 3	Senior Specialist
3	2008 & 2009	CAT D	PRR 3	P.R.	Record Room cupboard	Dr. Thriveni.C.N
5	2008 & 2009	CALD	FKK J	Register	2 Shelf No 3	Senior Specialist
4	2010	CAT D	PRR 3	P.R.	Record Room cupboard	Dr. Thriveni.C.N
4	2010	CALD	FKK 3	Register	2 Shelf No 3	Senior Specialist

Category – 'D' P.R. Register

<u>Category – 'D' Tappal Book</u>

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' Remittence Register (Birth & Death Kirdi 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.	1/12/2000	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

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	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' Attendance Register

Category - 'D' D.C. Bill 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	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

<u>Category – 'D' Log Books</u>

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	26/6/2003	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	2711/07 -31/5/07	CAT D	LOG 3	Log Book	Record Room cupboard	Dr. Thriveni.C.N

428/9/07-23/5/08CAT DLOG 4Log BookRecord Room cupboardDr. Thriveni C.N Senior Specialist524/5/08-08/02/09CAT DLOG 5Log BookRecord Room cupboardDr. Thriveni C.N Senior Specialist69/2/09-11/5/10CAT DLOG 6Log BookRecord Room cupboardDr. Thriveni C.N Senior Specialist712/5/10-4/7/11CAT DLOG 7Log BookRecord Room cupboardDr. Thriveni C.N senior Specialist811/7/11-9/212CAT DLOG 8Log BookRecord Room cupboardDr. Thriveni C.N senior Specialist91/3/12-30/9/12CAT DLOG 9Log BookRecord Room cupboardDr. Thriveni C.N Senior Specialist10KA-03-A-7418CAT DLOG 10Log BookRecord Room cupboardDr. Thriveni C.N Senior Specialist111/10/03-30/11/04CAT DLOG 11Log BookRecord Room cupboardDr. Thriveni C.N Senior Specialist121/7/06-30/8/07CAT DLOG 12Log BookRecord Room cupboardDr. Thriveni C.N Senior Specialist131/9/07-31/3/08CAT DLOG 13Log BookRecord Room cupboardDr. Thriveni C.N Senior Specialist141/4/08-31/10/08CAT DLOG 14Log BookRecord Room cupboardDr. Thriveni C.N Senior Specialist151/6/09-31/12/09CAT DLOG 14Log BookRecord Room cupboardDr. Thriveni C.N Senior Specialist151/6/09-31/12/09CAT DLOG 14 </th <th></th> <th></th> <th></th> <th></th> <th></th> <th>2 Shelf No 2</th> <th>Senior Specialist</th>						2 Shelf No 2	Senior Specialist
4 28/907-253/08 CAT D LOG 4 Log Book 2. Sheff No 2 Senior Specialist 5 24/5/08-08/02/09 CAT D LOG 5 Log Book Record Room cupboard Dr. Thriveni C.N 6 9/2/09-11/5/10 CAT D LOG 6 Log Book Record Room cupboard Dr. Thriveni C.N 7 12/5/10-4/7/11 CAT D LOG 7 Log Book Record Room cupboard Dr. Thriveni C.N 8 11/7/11-9/2/12 CAT D LOG 9 Log Book Record Room cupboard Dr. Thriveni C.N 9 1/3/12-30/9/12 CAT D LOG 10 Log Book Record Room cupboard Dr. Thriveni C.N 10 KA-03-A-7418 CAT D LOG 10 Log Book 2 Sheff No 2 Senior Specialist 11 1/1/0/03-30/11/04 CAT D LOG 11 Log Book 2 Sheff No 2 Senior Specialist 13 1/9/07-31/3/08 CAT D LOG 12 Log Book 2 Sheff No 2 Senior Specialist 14 1/4/08-31/10/08 CAT D LOG 14 Log Book							
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5 24/S/08/08/02/09 CAT D LOG 5 Log Book 2. Sheff No 2 Senior Specialist 6 9/2/09-11/5/10 CAT D LOG 6 Log Book Record Room cupboad Dr. Thriveni.CN 7 12/5/10-4/7/11 CAT D LOG 7 Log Book Record Room cupboad Dr. Thriveni.CN 8 11/7/11-9/2/12 CAT D LOG 8 Log Book Record Room cupboad Dr. Thriveni.CN 9 1/3/12-30/9/12 CAT D LOG 10 Log Book Record Room cupboad Dr. Thriveni.CN 10 KA-03-A-7418 CAT D LOG 11 Log Book Record Room cupboad Dr. Thriveni.CN 11 1/10/03-30/11/04 CAT D LOG 12 Log Book Record Room cupboad Dr. Thriveni.CN 12 1/7/06-30/807 CAT D LOG 13 Log Book Record Room cupboad Dr. Thriveni.CN 13 1/9/07-31/3/08 CAT D LOG 14 Log Book Record Room cupboad Dr. Thriveni.CN 14 1/4/08-31/10/08 CAT D LOG 14 Log Book<	-						1
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9 D3/12-309/12 CATD DOG 9 Dog Book 2 Shelf No 2 Senior Specialist 10 KA-03-A-7418 CATD LOG 10 Log Book Record Room cupboard Dr. Thriveni.CN 11 1/1/002-30/903 CATD LOG 11 Log Book Record Room cupboard Dr. Thriveni.CN 12 1/7/06-30/8/07 CATD LOG 12 Log Book Record Room cupboard Dr. Thriveni.CN 13 1/9/07-31/3/08 CATD LOG 13 Log Book Record Room cupboard Dr. Thriveni.CN 14 1/4/08-31/10/08 CATD LOG 14 Log Book Record Room cupboard Dr. Thriveni.CN 15 1/6/09-31/12/09 CATD LOG 15 Log Book Record Room cupboard Dr. Thriveni.CN 16 1/11/08-30/5/09 CATD LOG 16 Log Book Record Room cupboard Dr. Thriveni.CN 17 1/1/10-31/7/10 CATD LOG 16 Log Book Record Room cupboard Dr. Thriveni.CN 18 1/3/12-02/10/11 CATD LOG 19 Log Boo							
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281/10/09-4/6/10CAT DLOG 28Log Book2 Shelf No 2Senior Specialist295/6/10-11/2/11CAT DLOG 29Log BookRecord Room cupboard 2 Shelf No 2Dr. Thriveni.C.N Senior Specialist		1/10/00 4/5/10		LOCAS	I D I		A
295/6/10-11/2/11CAT DLOG 29Log BookRecord Room cupboard 2 Shelf No 2Dr. Thriveni.C.N Senior Specialist	28	1/10/09-4/6/10	CATD	LOG 28	Log Book	-	
29 5/6/10-11/2/11 CAT D LOG 29 Log Book 2 Shelf No 2 Senior Specialist				LOCAS	I D I		
	29	5/6/10-11/2/11	CATD	LOG 29	Log Book	-	
30 12/2/11-51/10/11 CATD LOG 30 Log Book Kecord Koom cupboard Dr. Infivent.C.N	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	Dr. Thriveni.C.N
51	5/11/11-21/0/12				2 Shelf No 2	Senior Specialist
32	22/6/12-18/2/13	CAT D	LOG 32		Record Room cupboard	Dr. Thriveni.C.N
52	22/0/12-18/2/15				2 Shelf No 2	Senior Specialist

Category - 'D' JSY Books

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

<u>Category – 'D' LPC Register</u>

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

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	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

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	Record Room cupboard	Dr. Thriveni.C.N
_				Register	1 Shelf No 1	Senior Specialist
2	10/5/1993	CAT D	ADR 2	Admission	Record Room cupboard	Dr. Thriveni.C.N
				Register	1 Shelf No 1	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
	11/5/0000			Admission	Record Room cupboard	Dr. Thriveni.C.N
8	11/7/2000	CAT D	ADR 8	Register	1 Shelf No 1	Senior Specialist
9	1/10/2000	CAT D	ADR 9	Admission	Record Room cupboard 1 Shelf No 1	Dr. Thriveni.C.N
				Register Admission	1 Shelf No 1 Record Room cupboard	Senior Specialist Dr. Thriveni.C.N
10	29/4/2000	CAT D	ADR 10	Register	1 Shelf No 1	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	Record Room cupboard	Dr. Thriveni.C.N
19	13/3/2002	CAT D	ADR 19	Register Admission	1 Shelf No 1 Record Room cupboard	Senior Specialist Dr. Thriveni.C.N
20	4/12/2003	CAT D	ADR 20	Register Admission	1 Shelf No 1 Record Room cupboard	Senior Specialist Dr. Thriveni.C.N
20	1, 12, 2005		11217 20	Register	1 Shelf No 1	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

Category - 'D' Admission Register

25	4/1/2005	CAT D	ADR 25	Admission	Record Room cupboard	Dr. Thriveni.C.N
23	4/1/2003	CATD	ADK 23	Register	1 Shelf No 1	Senior Specialist
25	16/4/2005	CAT D	ADR	Admission	Record Room cupboard	Dr. Thriveni.C.N
23	10/4/2003	CALD	26	Register	1 Shelf No 1	Senior Specialist
26	26/0/2005	CAT D	ADR	Admission	Record Room cupboard	Dr. Thriveni.C.N
26	26/9/2005	CATD	27	Register	1 Shelf No 1	Senior Specialist
27	12/12/2005		ADR	Admission	Record Room cupboard	Dr. Thriveni.C.N
27	12/12/2005	CAT D	28	Register	1 Shelf No 1	Senior Specialist
20	17/7/2006	CAT D	ADR	Admission	Record Room cupboard	Dr. Thriveni.C.N
28	17/7/2006	CALD	29	Register	1 Shelf No 1	Senior Specialist
20	5/12/2006		ADR	Admission	Record Room cupboard	Dr. Thriveni.C.N
29	5/12/2006	CAT D	30	Register	1 Shelf No 1	Senior Specialist
20	25/0/2006			Admission	Record Room cupboard	Dr. Thriveni.C.N
30	25/9/2006	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
21	28/2/2006			Admission	Record Room cupboard	Dr. Thriveni.C.N
31	28/2/2006	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
20	0/5/0006		ADD	Admission	Record Room cupboard	Dr. Thriveni.C.N
32	8/5/2006	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
22	14/0/0007		4.5.5	Admission	Record Room cupboard	Dr. Thriveni.C.N
33	14/2/2007	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
24	05/1/0005		100	Admission	Record Room cupboard	Dr. Thriveni.C.N
34	25/4/2007	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
			100	Admission	Record Room cupboard	Dr. Thriveni.C.N
35	5/7/2007	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
2.6	a 10 1 2 0 0 7		1.5.5	Admission	Record Room cupboard	Dr. Thriveni.C.N
36	2/9/2007	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
25	11/10/2005		1.5.5	Admission	Record Room cupboard	Dr. Thriveni.C.N
37	11/12/2007	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
20	0/0/0000		4.5.5	Admission	Record Room cupboard	Dr. Thriveni.C.N
38	2/3/2008	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
20	1.4/5/2000		100	Admission	Record Room cupboard	Dr. Thriveni.C.N
39	14/5/2008	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
10			1.5.5	Admission	Record Room cupboard	Dr. Thriveni.C.N
40	28/3/2009	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
			100	Admission	Record Room cupboard	Dr. Thriveni.C.N
41	13/1/2009	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
10	10/0/0000		4.00	Admission	Record Room cupboard	Dr. Thriveni.C.N
42	12/8/2009	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
10	10/11/2000		100	Admission	Record Room cupboard	Dr. Thriveni.C.N
43	10/11/2009	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
	1/6/2000		100	Admission	Record Room cupboard	Dr. Thriveni.C.N
44	1/6/2009	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
4.5	10/0/2010		1.5.5	Admission	Record Room cupboard	Dr. Thriveni.C.N
45	19/2/2010	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
1.0	10/6/2010		1.5.5	Admission	Record Room cupboard	Dr. Thriveni.C.N
46	19/6/2010	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
47	11/10/2010		4.5.5	Admission	Record Room cupboard	Dr. Thriveni.C.N
47	11/10/2010 CAT D	ADR	Register	1 Shelf No 1	Senior Specialist	
10	10 06/2/0010		4.5.5	Admission	Record Room cupboard	Dr. Thriveni.C.N
48	26/7/2013	CAT D	ADR	Register	1 Shelf No 1	Senior Specialist
L						- inor specialise

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	Record Room cupboard	Dr. Thriveni.C.N
1	51/0/2001	CALD	THIC I	Register	2 Shelf No 3	Senior Specialist
2	24/11/2003	CAT D	ANC 2	ANC	Record Room cupboard	Dr. Thriveni.C.N
2	24/11/2003	CALD	ANC 2	Register	2 Shelf No 3	Senior Specialist
3	6/6/2005	CAT D	ANC 3	ANC	Record Room cupboard	Dr. Thriveni.C.N
5	0/0/2003	CALD	ANC 5	Register	2 Shelf No 3	Senior Specialist
4	24/3/2006	CAT D	ANC 4	ANC	Record Room cupboard	Dr. Thriveni.C.N
4	24/3/2000	CALD	ANC 4	Register	2 Shelf No 3	Senior Specialist
5	21/9/2007	CAT D	ANC 5	ANC	Record Room cupboard	Dr. Thriveni.C.N
5	21/9/2007	CALD	AIC J	Register	2 Shelf No 3	Senior Specialist
6	15/1/2007	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
0	13/1/2007	CALD	ANC	Register	2 Shelf No 3	Senior Specialist
7	19/7/2007	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
'	1)////2007	CALD	ANC	Register	2 Shelf No 3	Senior Specialist
8	21/9/2007	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
0	21/9/2007	CALD	ANC	Register	2 Shelf No 3	Senior Specialist
9	2/5/2008	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
9	2/3/2008	CALD	ANC	Register	2 Shelf No 3	Senior Specialist
10	12/8/2008	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
10	12/0/2000	CALD	ANC	Register	2 Shelf No 3	Senior Specialist
11	21/12/2009	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
11	21/12/2009	CALD	Anc	Register	2 Shelf No 3	Senior Specialist
12	16/7/2012	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
12	10/ //2012	CALD	ANC	Register	2 Shelf No 3	Senior Specialist
13	31/5/2014	CAT D	ANC	ANC	Record Room cupboard	Dr. Thriveni.C.N
15	51/5/2014	CALD	Anc	Register	2 Shelf No 3	Senior Specialist

Category - 'D' ANC Register

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	OldANC	Record Room cupboard	Dr. Thriveni.C.N
1	51/5/2015	CALD	1	Register	2	Senior Specialist

Category –	'D'	Major	O.T.	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	23/6/2000	CAT D	MAJ 1	Major O.T.	Record Room cupboard	Dr. Thriveni.C.N
1	1 23/0/2000 CATE	CALD	1012 15 1	Register	2 Shelf No 2	Senior Specialist
2	13/10/2001	CAT D	MAJ 2	Major O.T.	Record Room cupboard	Dr. Thriveni.C.N
2	13/10/2001	CALD		Register	2 Shelf No 2	Senior Specialist
3	21/11/2005		MAL2	Major O.T.	Record Room cupboard	Dr. Thriveni.C.N
3	21/11/2003	CAT D	MAJ 3	Register	2 Shelf No 2	Senior Specialist
4	9/2/2010		ълат 4	Major O.T.	Record Room cupboard	Dr. Thriveni.C.N
4	9/2/2010	CAT D	MAJ 4	Register	2 Shelf No 2	Senior Specialist

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' Infant Death Register

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.	Record Room cupboard	Dr. Thriveni.C.N
1	10/3/1990	CALD	IVIIINI	Register	2 Shelf No 3	Senior Specialist
2	23/10/1999	CAT D	MIN 2	Minor O.T.	Record Room cupboard	Dr. Thriveni.C.N
2	23/10/1777	CALD		Register	2 Shelf No 3	Senior Specialist
3	16/12/1999	CAT D	MIN 3	Minor O.T.	Record Room cupboard	Dr. Thriveni.C.N
5	10/12/1999	CALD	WIIN 3	Register	2 Shelf No 3	Senior Specialist
4	1/8/2000	CAT D	MIN 4	Minor O.T.	Record Room cupboard	Dr. Thriveni.C.N
4	1/8/2000	CALD	IVIIIN 4	Register	2 Shelf No 3	Senior Specialist
5	25/3/2003	CAT D	MIN 5	Minor O.T.	Record Room cupboard	Dr. Thriveni.C.N
3	23/3/2005	CATD	IVIIIN 3	Register	2 Shelf No 3	Senior Specialist
6	22/10/2005	CAT D	MIN 6	Minor O.T.	Record Room cupboard	Dr. Thriveni.C.N
0	22/10/2003	CALD	MIIN O	Register	2 Shelf No 3	Senior Specialist
7	2/8/2007	2/8/2007 CAT D MIN	MIN 7	Minor O.T.	Record Room cupboard	Dr. Thriveni.C.N
/	2/8/2007	CALD	IVIIIN /	Register	2 Shelf No 3	Senior Specialist
8	17/6/2009	CAT D	MIN 8	Minor O.T.	Record Room cupboard	Dr. Thriveni.C.N
0	17/0/2009	CALD	IVIIIN O	Register	2 Shelf No 3	Senior Specialist
9	14/5/2001	CAT D	MIN 9	Minor O.T.	Record Room cupboard	Dr. Thriveni.C.N
9	14/3/2001	CALD	IVIIIN 9	Register	2 Shelf No 3	Senior Specialist
10	31/10/2001	CAT D	MIN 10	Minor O.T.	Record Room cupboard	Record Officer
10	51/10/2001	CATD	MIIN 10	Register	2 Shelf No 3	Record Officer
11	10/5/2010	CAT D	MIN 11	Minor O.T.	Record Room cupboard	Record Officer
11	10/5/2010	CATD	MIIN 11	Register	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
				Minor O.T.	Record Room cupboard	
13	5/3/2014	CAT D	MIN 13	Register	2 Shelf No 3	Record Officer
			togory 6	E' R.T.I. Reg		

<u>Category – 'E' R.T.I. Register</u>

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

Category – 'E' M.T.P Register

SI No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file			
1	18/10/2007	CAT E	MTP 1	M.T.P.	Record Room cupboard	Dr. Thriveni.C.N			
_				Register	2 Shelf No 4	Senior Specialist			
2	1/4/2009	CAT E	MTP 2	M.T.P.	Record Room cupboard				
2	1/4/2009	CALE	MITE 2	Register	2 Shelf No 4	Senior Specialist			
3	2/4/2010	CAT E	MTP 3	M.T.P.	Record Room cupboard	Dr. Thriveni.C.N			
3	2/4/2010	CALE	MIP 5	Register	2 Shelf No 4	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		
2	20/5/2010	CATE	DOG 3	Dog Bite	Record Room cupboard	Dr. Thriveni.C.N		
3	20/5/2010	CAT E	D0G 3	Register	2 Shelf No 4	Senior Specialist		
4	10/9/2010	CATE	DOG 4	Dog Bite	Record Room cupboard	Dr. Thriveni.C.N		
4	19/8/2010	CAT E	DOG 4	Register	2 Shelf No 4	Senior Specialist		
5	26/11/2010	CAT E	DOG 5	Dog Bite	Record Room cupboard	Dr. Thriveni.C.N		
5	20/11/2010	CALE	0003	Register	2 Shelf No 4	Senior Specialist		
6	3/6/2009	CAT E	DOG 6	Dog Bite	Record Room cupboard	Dr. Thriveni.C.N		
0	5/0/2009	CALE	0000	Register	2 Shelf No 4	Senior Specialist		
7	8/3/2010	CAT E	DOG 7	Dog Bite	Record Room cupboard	Dr. Thriveni.C.N		
/	0/ 3/ 2010	CALE	D00 /	Register	2 Shelf No 4	Senior Specialist		
8	29/11/2012	CAT E	DOG 8	Dog Bite	Record Room cupboard	Dr. Thriveni.C.N		
0	2)/11/2012	CALL	0000	Register	2 Shelf No 4	Senior Specialist		
9	8/7/2013	CAT E	DOG 9	Dog Bite	Record Room cupboard	Dr. Thriveni.C.N		
	0/7/2015	CHIL	0007	Register	2 Shelf No 4	Senior Specialist		
10	18/2/2014	CAT E	DOG 10	Dog Bite	Record Room cupboard	Dr. Thriveni.C.N		
10	10/2/2011			Register	2 Shelf No 4	Senior Specialist		
			ory – 'E'	<u>Dog bite Sto</u>	<u>ck Book</u>			
SI	Date on which opened (Files to be	Category A,B,C,D,E, etc.(files to be listed		Subject of	Location of file: Room/	Date on which file can		
No	listed	alphabetically	File No	file	cupboard/ shelf number	be destroyed/ custodian		
	chronologically)	according to category)			_	of file		
1.	1/3/2013	CAT E	DOG SB 1	Dog Bite	Record Room cupboard	Dr. Thriveni.C.N		
1.	1/3/2013	CATE	D00 5D 1	Stockbook	2 Shelf No 4	Senior Specialist		
	<u>Category – 'E' Dog Bite Report Book</u>							
a	Date on which	Category A,B,C,D,E,				Date on which file can		
Sl No	opened (Files to be listed	etc.(files to be listed alphabetically	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	be destroyed/ custodian		
110	chronologically)	according to category)			cupioaru/ siten number	of file		
1			DOC DB	Dog Bite	Record Room cupboard	Dr. Thriveni.C.N		
1.	26/1/2012	CAT E	DOG RB	Reportbook	2 Shelf No 4	Senior Specialist		
		Catego	ory – 'E' N	Maternity Ca	ase Sheet			
		Cotogomy						
		Category A,B,C,D,E, etc.(files						
Sl	Date on which opened (Files to be listed	to be listed	File No	Subject of fil	Location of file: Room/	Date on which file can be destroyed/		
No	chronologically)	alphabetically	File NU	Subject of III	cupboard/ shelf number	custodian of file		
	· ·	according to						
	2003	category)		Maternity	Record Room cupboard	Dr. Thriveni.C.N		
1	2448 Case Sheets	CAT E	MCS 1	Case Sheet		Senior Specialist		
	2004	0.55		Maternity		*		
2	2800 Case Sheets	CAT E	MCS 2	Case Sheet	_	Senior Specialist		
	2005	0.55	1.0000	Maternity				
3	3235 Case Sheets	CAT E	MCS3	Case Sheet		Senior Specialist		
_	2006			Maternity		•		
4	3679 Case Sheets	CAT E	MCS 4	Case Sheet		Senior Specialist		
				1		Dr. Thriveni.C.N		
<u>_</u>	2007		MOG	Maternity	Record Room cupboard			
5	3529 Case Sheets	CAT E	MCS 5	Case Sheet				
						Senior Specialist		
e	2008		MOG	Maternity	Record Room cupboard			
6	3039 Case Sheets	CAT E	MCS 6	Case Sheet	-	Senior Specialist		
	2009	CAT E	MCS 7	Maternity				
7								

Shelf No 5

Record Room cupboard

2

Maternity

Case Sheet

MCS 8

Dr. Thriveni.C.N

Senior Specialist

2010

2323 Case Sheets

CAT E

8

9	2013 441 Case Shee	ts CAT E	MCS 9	Maternity Case Shee		Dr. Thriveni.C.N Senior Specialist
		<u>Cat</u>	tegory – ']	E' IUCD Re	<u>gister</u>	
Date on which opened (Files to beCategory 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	Record Room cupboard 2	Dr. Thriveni.C.N
				Register	Shelf No 4	Senior Specialist
2	3/5/2008	CAT E	CUT 2	IUCD	Record Room cupboard 2	Dr. Thriveni.C.N
2	5/ 5/ 2008	CALE		Register	Shelf No 4	Senior Specialist
3	1/6/2011	CAT E	CUT 3	IUCD	Record Room cupboard 2	Dr. Thriveni.C.N
3	1/0/2011	CALE	015	Register	Shelf No 4	Senior Specialist
		Catag	(1)	Ctauling tion	n • 4	

<u>Category – 'E' Sterlization Register</u>

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 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

<u>Category – 'E' Referral Book</u>

Sl 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

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

Category – 'E' Condemned Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2002	CAT E	Conderm Reg 1	Condem Book	Record Room cupboard 2 Shelf No 4	Dr. Thriveni.C.N Senior Specialist

<u>Category –</u>	'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		
	Crete source (E) Dereterally Crell Derete							

<u>Category – 'E' Doctor's Call Book</u>

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	Call Book	Record Room cupboard 2	Dr. Thriveni.C.N
			Book 1		Shelf No 4	Senior Specialist
2	2005	CAT E	Call	Call Book	Record Room cupboard 2	Dr. Thriveni.C.N
			Book 2		Shelf No 4	Senior Specialist