CHALLARAM (KAMAKSHIPALYA)UFWC RTA 2005 SECTION 4 (1)(a)

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

Category - 'A' Indent 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	27/5/1998 to 30/6/2001	CAT A	IDB 1	Indent Record	Record Room cupboard	Record Officer
2	23/3/1998 to 16-4-2001	CAT A	IDB 2	Indent Record	Record Room cupboard	Record Officer
3	30/6/2001 to 12/8/2002	CAT A	IDB 3	Indent Record	Record Room cupboard	Record Officer
4	05/1/2000 to 15/5/2004	CAT A	IDB 4	Indent Record	Record Room cupboard	Record Officer
5	18/6/2001 to 13/3/2004	CAT A	IDB 5	Indent Record	Record Room cupboard	Record Officer
6	18/5/2004 to 10/8/2004	CAT A	IDB 6	Indent Record	Record Room cupboard	Record Officer
7	1/9/2004 to 09/9/2005	CAT A	IDB 7	Indent Record	Record Room cupboard	Record Officer
8	15/3/2005 to 05/3/2007	CAT A	IDB 8	Indent Record	Record Room cupboard	Record Officer
9	3/11/2005 to 25/5/2007	CAT A	IDB 9	Indent Record	Record Room cupboard	Record Officer
10	04/5/2007 to 05/12/2008	CAT A	IDB 10	Indent Record	Record Room cupboard	Record Officer
11	26/6/2007 to 17/2/2009	CAT A	IDB 11	Indent Record	Record Room cupboard	Record Officer
12	04/3/2009 to 19/4/2010	CAT A	IDB 12	Indent Record	Record Room cupboard	Record Officer
13	26/4/2010 to 11/11/2011	CAT A	IDB 13	Indent Record	Record Room cupboard	Record Officer
14	10/5/2011 in use	CAT A	IDB 14	Indent Record	Record Room cupboard	Record Officer

Category - 'B' Audit Report Followup Register

SI No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	15/5/2005	CAT B	1	AUR	Record Room cupboard	Record Officer

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	1/9/2004 to 30/3/2007	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard	Record Officer
2	1/4/2007 in use	CAT B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard	Record Officer

Category - 'B' User Fees Register (Bank Pass Book)

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	8/1/2002 to	CAT B	BPB 1	User Fees Register	Record Room	Record
	31/5/2007	_	BI B I	(Bank Pass Book)	cupboard	Officer
2	8/6/2007 to	CAT B	BPB 2	User Fees Register	Record Room	Record
	10/7/2009	CALD	DI D Z	(Bank Pass Book)	cupboard	Officer
3	20/7/2009 to	CAT B	BPB 3	User Fees Register	Record Room	Record
)	31/3/2009	CALD	DPD 3	(Bank Pass Book)	cupboard	Officer
4	24/1/2009 to	CATD	BPB 4	User Fees Register	Record Room	Record
4	19/1/2010	CAT B		(Bank Pass Book)	cupboard	Officer
5	19/1/2010 to	CAT B	BPB 5	User Fees Register	Record Room	Record
)	18/2/2010	CALD	DPD 3	(Bank Pass Book)	cupboard	Officer
6	18/2/2010 to	CAT B	BPB 6	User Fees Register	Record Room	Record
0	10/3/2011	CALD	DPD 0	(Bank Pass Book)	cupboard	Officer
7	24/4/2010 in	CAT B	DDD 7	User Fees Register	Record Room	Record
/	use	CAIB	BPB 7	(Bank Pass Book)	cupboard	Officer
8	10/3/2011 in	CAT B	BPB 8	User Fees Register	Record Room	Record
8	use	CALB	DrB 8	(Bank Pass Book)	cupboard	Officer

<u>Category – 'B' User Fees Register (Receipt Books Counter Foils)</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	19/7/2001	CAT B	RCB	Receipt Books	Record Room	Record
1	2 Books		KCD	Counter Foils	cupboard	Officer
2	9/1/2002 CAT B	RCB	Receipt Books	Record Room	Record	
	1 Book	CALD	KCB	Counter Foils	cupboard	Officer
3	14/2/2002	CAT B	RCB	Receipt Books	Record Room	Record
	2 Books			Counter Foils	cupboard	Officer
4	15/4/2002	CAT B	RCB	Receipt Books	Record Room	Record
4	2 Books	CALD	KCD	Counter Foils	cupboard	Officer
5	21/6/2002	CATD	RCB	Receipt Books	Record Room	Record
3	10 Books	CAT B	KCD	Counter Foils	cupboard	Officer
6	28/2/2003	CATD	D.C.D.	Receipt Books	Record Room	Record
0	10 Books	CAT B	RCB	Counter Foils	cupboard	Officer
7	18/1/2004	CAT B	RCB	Receipt Books	Record Room	Record

	10Books			Counter Foils	cupboard	Officer
8	28/5/2004	CAT B	RCB	Receipt Books	Record Room	Record
0	10Books	CALD	KCB	Counter Foils	cupboard	Officer
9	18/2/2005	CAT B	RCB	Receipt Books	Record Room	Record
9	10Books	CALB	KCB	Counter Foils	cupboard	Officer
10	13/1/2006	CATD	D.CD	Receipt Books	Record Room	Record
10	10Books	CAT B	RCB	Counter Foils	cupboard	Officer
1.1	01/9/2006	CATD	D.CD.	Receipt Books	Record Room	Record
11	5Books	CAT B	RCB	Counter Foils	cupboard	Officer
1.0	31/1/2007	CATD	D.CD.	Receipt Books	Record Room	Record
12	25Books	CAT B	RCB	Counter Foils	cupboard	Officer
13	10/8/2007	CATD	D.CD.	Receipt Books	Record Room	Record
13	25Books	CAT B	RCB	Counter Foils	cupboard	Officer
14	03/9/2007	CATD	D.C.D.	Receipt Books	Record Room	Record
14	5Books	CAT B	RCB	Counter Foils	cupboard	Officer
1.5	21/9/2007	CATD	D.CD.	Receipt Books	Record Room	Record
15	10Books	CAT B	RCB	Counter Foils	cupboard	Officer
1.0	2/11/2007	CATD	D CD	Receipt Books	Record Room	Record
16	10Books	CAT B	RCB	Counter Foils	cupboard	Officer
1.7	28/12/2007	CATE	D CD	Receipt Books	Record Room	Record
17	5Books	CAT B	RCB	Counter Foils	cupboard	Officer
1.0	18/1/2008	G t T D	D CD	Receipt Books	Record Room	Record
18	10Books	CAT B	RCB	Counter Foils	cupboard	Officer
1.0	30/1/2008	G	2 62	Receipt Books	Record Room	Record
19	7 Books	CAT B	RCB	Counter Foils	cupboard	Officer
• •	18/2/2008	G	2 62	Receipt Books	Record Room	Record
20	10Books	CAT B	RCB	Counter Foils	cupboard	Officer
	29/2/2008	G	D CD	Receipt Books	Record Room	Record
21	11Books	CAT B	RCB	Counter Foils	cupboard	Officer
	28/3/2008	G	2 62	Receipt Books	Record Room	Record
22	5 Books	CAT B	RCB	Counter Foils	cupboard	Officer
	4/4/2008			Receipt Books	Record Room	Record
23	10 Books	CAT B	RCB	Counter Foils	cupboard	Officer
	11/4/2008	G L TI D	D CD	Receipt Books	Record Room	Record
24	10Books	CAT B	RCB	Counter Foils	cupboard	Officer
	26/5/2008			Receipt Books	Record Room	Record
25	5 Books	CAT B	RCB	Counter Foils	cupboard	Officer
• -	30/5/2008	G	2 62	Receipt Books	Record Room	Record
26	5Books	CAT B	RCB	Counter Foils	cupboard	Officer
	10/6/2008	CATT	P. CF	Receipt Books	Record Room	Record
27	10 Books	CAT B	RCB	Counter Foils	cupboard	Officer
2.0	20/6/2008	G.1	D.C.	Receipt Books	Record Room	Record
28	10Books	CAT B	RCB	Counter Foils	cupboard	Officer
•	20/7/2008	CATE	P. CF	Receipt Books	Record Room	Record
29	10Books	CAT B	RCB	Counter Foils	cupboard	Officer
2.0	8/8/2008	CATE	P. CF	Receipt Books	Record Room	Record
30	5Books	CAT B	RCB	Counter Foils	cupboard	Officer
	29/8/2008	CATE	P. CF	Receipt Books	Record Room	Record
31	5 Books	CAT B	RCB	Counter Foils	cupboard	Officer
	3/9/2008	G : = =	P 0=	Receipt Books	Record Room	Record
32	10 Books	CAT B	RCB	Counter Foils	cupboard	Officer
	19/9/2008	G : = =	P 0=	Receipt Books	Record Room	Record
33	10 Books	CAT B	RCB	Counter Foils	cupboard	Officer
2.	3/10/2008	GATE D	D.C.D.	Receipt Books	Record Room	Record
34	5 Books	CAT B	RCB	Counter Foils	cupboard	Officer
	C DOORD			2001110110110	Jupoouru	0111001

35	24/11/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard	Record Officer
	1/12/2008			Receipt Books	Record Room	Record
36	20Books	CAT B	RCB	Counter Foils	cupboard	Officer
	4/3/2009			Receipt Books	Record Room	Record
37	20Books	CAT B	RCB	Counter Foils	cupboard	Officer
	20/4/2009			Receipt Books	Record Room	Record
38	5Books	CAT B	RCB	Counter Foils	cupboard	Officer
	27/5/2009			Receipt Books	Record Room	Record
39	15Books	CAT B	RCB	Counter Foils		Officer
	7/7/2009				cupboard Record Room	Record
40	24Books	CAT B	RCB	Receipt Books		Officer
				Counter Foils	cupboard	
41	5/8/2010	CAT B	RCB	Receipt Books	Record Room	Record
- 10	25Books			Counter Foils	cupboard	Officer
42	11/9/2009	CAT B	RCB	Receipt Books	Record Room	Record
	10Books		_	Counter Foils	cupboard	Officer
43	7/10/2009	CAT B	RCB	Receipt Books	Record Room	Record
	25Books		Rez	Counter Foils	cupboard	Officer
44	18/11/2009 CAT B	RCB	Receipt Books	Record Room	Record	
	25Books	CHIB	Reb	Counter Foils	cupboard	Officer
45	5 19/2/2010 CAT B	RCB	Receipt Books	Record Room	Record	
73	10 Books	CALD	RCD	Counter Foils	cupboard	Officer
46	5/5/2010	CAT B	RCB	Receipt Books	Record Room	Record
40	25 Books	CALD	KCB	Counter Foils	cupboard	Officer
47	7/5/2010	CAT B	RCB	Receipt Books	Record Room	Record
4/	25 Books	CALD	KCB	Counter Foils	cupboard	Officer
48	4/8/2010	CAT B	RCB	Receipt Books	Record Room	Record
40	15Books	CALD	KCB	Counter Foils	cupboard	Officer
49	22/9/2010	CAT B	RCB	Receipt Books	Record Room	Record
49	10Books	CAIB	RCB	Counter Foils	cupboard	Officer
50	12/10/2010	CATD	D.C.D.	Receipt Books	Record Room	Record
50	30 Books	CAT B	RCB	Counter Foils	cupboard	Officer
<i>E</i> 1	22/12/2010	CATD	D.CD	Receipt Books	Record Room	Record
51	20 Books	CAT B	RCB	Counter Foils	cupboard	Officer
50	23/2/2011	CATA	D CD	Receipt Books	Record Room	Record
52	10 Books	CAT B	RCB	Counter Foils	cupboard	Officer
	13/7/2011	G.4.77.75	D.CD.	Receipt Books	Record Room	Record
53	10 Books	CAT B	RCB	Counter Foils	cupboard	Officer
	26/7/2011	G.1. T. T.	D.C.	Receipt Books	Record Room	Record
54	20 Books	CAT B	RCB	Counter Foils	cupboard	Officer
	5/8/2011	G.1.77	D.C.	Receipt Books	Record Room	Record
55		CAT B	RCB			
55	40 Books	CATB	RCB	Counter Foils	cupboard	Officer

<u>Category – 'B' User Fees challan 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	13/4/1994 to	CAT B	RCB	Receipt Books	Record Room	Record
		04/4/1997			Counter Foils	cupboard	Officer
	2	02/11/2004 to	CAT B	RCB	Receipt Books	Record Room	Record
		29/01/2008			Counter Foils	cupboard	Officer

2	30/1/2008 to	CAT B	RCB	Receipt Books	Record Room	Record
3	26/2/2009	CALD	KCD	Counter Foils	cupboard	Officer
4	24/7/2009 to	CAT B	RCB	Receipt Books	Record Room	Record
4	21/11/2009	CALD	KCD	Counter Foils	cupboard	Officer
5	2/3/2010 to	CAT B	RCB	Receipt Books	Record Room	Record
3	15/9/2010	CALD	KCD	Counter Foils	cupboard	Officer
6	2/3/2009 to	CAT B	RCB	Receipt Books	Record Room	Record
6	15/9/2010	/2010 CAT B	KCB	Counter Foils	cupboard	Officer
7	16/10/2010 in	CAT B	RCB	Receipt Books	Record Room	Record
'	use	CALD	KCB	Counter Foils	cupboard	Officer

<u>Category - 'C' Scale Register of Establishment</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 – 'D' Tappal 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	16/8/2004 in use	CAT D	TPB 1	Tappal Book	Record Room	Record Officer

Category - 'D' Attendance Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	1/10/1996 to 1/6/2000	CAT D	ATT 1	Attendance Register	Record Room cupboard	Record Officer
2	2/1998 to 6/2000	CAT D	ATT 2	Attendance Register	Record Room cupboard	Record Officer
3	1/6/1995 to 1/1/2001	CAT D	ATT 3	Attendance Register	Record Room cupboard	Record Officer
4	1/4/2001 to 1/7/2008	CAT D	ATT 4	Attendance Register	Record Room cupboard	Record Officer
5	1/7/2007 in use	CAT D	ATT 5	Attendance Register	Record Room cupboard	Record Officer
6	1/8/2008 in use	CAT D	ATT 6	Attendance Register	Record Room cupboard	Record Officer

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	21/6/2009 to 16/2/2000	CAT D	OPD 1	Out Patient Register	Record Room cupboard	Record Officer
2	17/2/2000 to 27/12/2000	CAT D	OPD 2	Out Patient Register	Record Room cupboard	Record Officer
3	29/12/2002 to 10/6/2002	CAT D	OPD 3	Out Patient Register	Record Room cupboard	Record Officer
4	11/6/2002 to	CAT D	OPD 4	Out Patient	Record Room	Record Officer

	17/9/2002			Register	cupboard		
5	18/9/2002 to	CAT D	OPD 5	Out Patient	Record Room	Record Officer	
3	24/12/2002	CALD	OPD 3	Register	cupboard	Record Officer	
6	24/12/2002 to	CAT D	OPD 6	Out Patient	Record Room	Record Officer	
U	25/3/2003	CALD	OLD	Register	cupboard	Record Officer	
7	26/3/2003 to	CAT D	OPD 7	Out Patient	Record Room	Record Officer	
	23/6/2003	CATD	OID /	Register	cupboard	Record Officer	
8	24/6/2003 to	CAT D	OPD 8	Out Patient	Record Room	Record Officer	
	25/3/2003	CHID	01 0	Register	cupboard	Record Officer	
9	26/3/2003 to	CAT D	OPD 9	Out Patient	Record Room	Record Officer	
	23/6/2003		0127	Register	cupboard	record officer	
10	24/6/2003 to	CAT D	OPD 10	Out Patient	Record Room	Record Officer	
- 10	11/9/2003	0.11 5	012 10	Register	cupboard	110001111011	
11	12/9/2003 to	CAT D	OPD 11	Out Patient	Record Room	Record Officer	
- 1	14/1/2004		012 11	Register	cupboard	record officer	
12	16/1/2004 to	CAT D	OPD 12	Out Patient	Record Room	Record Officer	
	7/6/2004		012 12	Register	cupboard	record officer	
13	8/6/2004 to	CAT D	OPD 13	Out Patient	Record Room	Record Officer	
13	29/6/2005	CHI D	01 D 13	Register	cupboard	recedia officer	
14	30/6/2005 to	CAT D	OPD 14	Out Patient	Record Room	Record Officer	
17	19/6/2006	CHI D	01 1 1 1	Register	cupboard	Record Officer	
15	26/6/2006 to	CAT D	OPD 15	Out Patient	Record Room	Record Officer	
13	22/8/2006	CATD	01 D 13	Register	cupboard		
16	23/8/2006 to	CAT D	OPD 16	Out Patient	Record Room	Record Officer	
10	25/1/2008	CATD	01 D 10	Register	cupboard		
17	3/10/2008 to	CAT D	OPD 17	Out Patient	Record Room	Record Officer	
1 /	12/3/2009	CALD	OIDII	Register	cupboard	Record Officer	
18	12/3/2009 to	CAT D	OPD 18	Out Patient	Record Room	Record Officer	
10	09/7/2009	CALD	01 D 16	Register	cupboard	Record Officer	
19	09/9/2009 to	CAT D	OPD 19	Out Patient	Record Room	Record Officer	
17	12/9/2009	CALD	01 D 19	Register	cupboard	Record Officer	
20	17/9/2009 to	CAT D	OPD 20	Out Patient	Record Room	Record Officer	
20	24/12/2009	CALD	01 D 20	Register	cupboard	Record Officel	
21	29/12/2009 to	CAT D	OPD 21	Out Patient	Record Room	Record Officer	
<i>L</i> 1	25/6/2010	CALD	01 D 21	Register	cupboard	Record Officer	
22	28/6/2010 to	CAT D	OPD 22	Out Patient	Record Room	Pagerd Officer	
	22/12/2010	CALD	OFD 22	Register	cupboard	Record Officer	
23	28/12/2010 to	CAT D	OPD 23	Out Patient	Record Room	Record Officer	
23	16/7/2011	CALD	OPD 23	Register	cupboard		
24	18/7/2011 in use	OPD 24	Out Patient	Record Room	Record Officer		
24	10///2011 III use	CALD	OPD 24	Register	cupboard	Record Officer	

<u>Category – 'D' Antenatal 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	2/3/1998 to 30/12/2002	CAT D	ANC 1	ANC Register	Record Room cupboard	Record Officer
2	3/10/2001 to 21/3/2005	CAT D	ANC 2	ANC Register	Record Room cupboard	Record Officer
3	15/4/1999 to 9/6/2006	CAT D	ANC 3	ANC Register	Record Room cupboard	Record Officer
4	4/5/ to 31/7/2006	CAT D	ANC 4	ANC Register	Record Room cupboard	Record Officer
5	3/1/2003 to 27/7/2007	CAT D	ANC 5	ANC Register	Record Room cupboard	Record Officer
6	2/8/2006 to	CAT D	ANC 6	ANC Register	Record Room	Record Officer

	24/9/2007				cupboard	
7	4/8/2003 to 24/3/2008	CAT D	ANC 7	ANC Register	Record Room cupboard	Record Officer
8	4/9/2006 to 2/4/2008	CAT D	ANC 8	ANC Register	Record Room cupboard	Record Officer
9	4/10/2007 to 20/1/2009	CAT D	ANC 9	ANC Register	Record Room cupboard	Record Officer
10	7/1/2009 to 19/4/2010	CAT D	ANC 10	ANC Register	Record Room cupboard	Record Officer
11	4/8/2003 to 19/8/2010	CAT D	ANC 11	ANC Register	Record Room cupboard	Record Officer
12	5/4/2010 to 20/9/2011 in use	CAT D	ANC 12	ANC Register	Record Room cupboard	Record Officer
13	7/8/2009 in use	CAT D	ANC 13	ANC Register	Record Room cupboard	Record Officer

<u>Category - 'D' Immunization . 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	24/6/1997 to 20/4/2000	CAT D	IMZ 1	R.T.I Register	Record Room cupboard	Record Officer
2	26/5/2000 to 28/3/2004	CAT D	IMZ 2	R.T.I Register	Record Room cupboard	Record Officer
3	29/4/2004 to 12/3/2007	CAT D	IMZ 3	R.T.I Register	Record Room cupboard	Record Officer
4	24/3/2007 to 24/4/2008	CAT D	IMZ 4	R.T.I Register	Record Room cupboard	Record Officer
5	23/10/2001 to 5/8/2008	CAT D	IMZ 5	R.T.I Register	Record Room cupboard	Record Officer
6	3/4/2008 to 20/5/2010	CAT D	IMZ 6	R.T.I Register	Record Room cupboard	Record Officer
7	3/6/2010 in use	CAT D	IMZ 7	R.T.I Register	Record Room cupboard	Record Officer

Category - 'E' Casual Leave 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	10/7/2007	CAT E	CLR 1	Casual LeavE Reg.	Record Room cupboard	Record Officer

<u>Category – 'E' Dog Bite 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	26/6/2000 TO 17/4/2002	CAT E	DOG 1	Dog Bite Register	Record Room cupboard	Record Officer
2	2/2/2001 TO 9/2003	CAT E	DOG 2	Dog Bite Register	Record Room cupboard	Record Officer
3	29/10/2003 TO 28/7/2007	CAT E	DOG3	Dog Bite Register	Record Room cupboard	Record Officer
4	28/12/2007 to 23/7/2009	CAT E	DOG 4	Dog Bite Register	Record Room cupboard	Record Officer

5	24/7/2009 to 27/11/2010	CAT E	DOG 5	Dog Bite Register	Record Room cupboard	Record Officer
6	22/11/2010 in use	CAT E	DOG 6	Dog Bite Register	Record Room cupboard	Record Officer

Category - 'E' COMPLAINT 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	1/6/2006	CAT E	CMT 1	Complaint Reg	Record Room cupboard 1	Record Officer

Category - 'E' REFERRAL 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	15/6/2003	CAT E	REF 1	IUCD Register	Record Room cupboard	Record Officer

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	13/6/2003 TO 19/1/2002	CAT E	LAB 1	Lab Register	Record Room cupboard	Record Officer
2	14/11/2000 TO 5/11/2004	CAT E	LAB 2	Lab Register	Record Room cupboard	Record Officer
3	7/11/2007 IN USE	CAT E	LAB 3	Lab Register	Record Room cupboard	Record Officer

<u>Category – 'E' MTP 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	11/6/2002	CAT E	MTP Book 1	Call Book	Record Room cupboard	Record Officer

<u>Category – 'E' CDC 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	Jan 2007	CAT E	CDC Book	Cancer Detection Camp Book	Record Room cupboard	Record Officer
2	2/12/2010	CAT E	CDC Book2	Cancer Detection Camp book	Record Room cupboard	Record Officer

Category - 'E' JSY Register

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

SI No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	26/7/2010	CAT E	THI 1	THAI CARD Book	Record Room cupboard	Record Officer

Category - 'E' Condemned File 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	1/6/2006	CAT E	CDM	Condemned	Record Room	Record Officer
1	1/0/2000	CALE	Book 1	Book	cupboard	Record Officer

<u>Category – 'E' RTI FILE 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	1/6/2007	CAT E	RTI Book 1	RTI Book	Record Room cupboard	Record Officer

<u>Category - 'E' OP 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	8/1998 to 3/2008	CAT E	OP Book 1	Oral pill Book	Record Room cupboard	Record Officer