MOODALA PALYA MATERNITY HOME
RTA 2005 SECTION 4 (1)(A)
41(a) Maintainence of all Records of this hospital duly catalogued and

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	2/3/2007	CAT A	PAR 1	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
2	1/4/2010	CAT A	PAR 2	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
3	13/7/2011	CAT A	PAR 3	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer
4	26/6/2013	CAT A	PAR 4	Parturition Record	Record Room cupboard 1 Shelf No 1	Record Officer

Indexed in a manner and form as per RIT Act.
Category – 'A' Parturition Register

Category – 'A' Indent Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	21/3/2007	CAT A	IDB 1	Indent Book	Record Room cupboard 1	Record Officer
2	4/11/2008	CAT A	IDB 2	Indent Book	Record Room cupboard 1	Record Officer
3	11/2/2011	CAT A	IDB 3	Indent Book	Record Room cupboard 1	Record Officer
4	10/1/2013	CAT A	IDB 4	Indent Book	Record Room cupboard 1	Record Officer

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

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	11/7/2007	CAT B	UCB 1	User Fee Register (Cash Book)	Record Room cupboard 1	Record Officer
2	22/10/2008	CAT B	UCB 2	User Fee Register (Cash Book)	Record Room cupboard 1	Record Officer
3	7/9/2009	CAT B	UCB 3	User Fee Register (Cash Book)	Record Room cupboard 1	Record Officer
4	25/6/2010	CAT B	UCB 4	User Fee Register (Cash Book)	Record Room cupboard 1	Record Officer
5	19/5/2012	CAT B	UCB 5	User Fee Register (Cash Book)	Record Room cupboard 1	Record Officer
6	26/6/2013	CAT B	UCB 6	User Fee Register (Cash Book)	Record Room cupboard 1	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	17/1/2008	CAT B	BPB 1	User Fees Register (Bank Pass Book)	Record Room cupboard 1	Record Officer
2	2/8/2012	CAT B	BPB 2	User Fees Register (Bank Pass Book)	Record Room cupboard 1	Record Officer

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

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	11/7/2007 1Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
2	18/7/2007 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
3	24/4/2008 2Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
4	15/5/2008 4Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
5	20/6/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
6	9/9/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
7	21/11/2008 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
8	21/1/2009 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
9	12/5/2009 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
10	10/8/2009 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
11	21/10/2009	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer

	1Books					
12	23/10/2009 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
13	14/12/2009 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
14	4/5/2010 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
15	26/8/2010 25Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
16	7/12/2010 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
17	11/2/2011 20Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
18	18/5/2011 10Books	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer
19	18/5/2012	CAT B	RCB	Receipt Books Counter Foils	Record Room cupboard 1	Record Officer

Category – 'B' Stock Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	22/3/2007	CAT B	STB 1	Stock Book	Record Room cupboard 1	Record Officer
2	2/2/2007	CAT B	STB 2	Stock Book	Record Room cupboard 1	Record Officer
3	10/6/2010	CAT B	STB 3	Stock Book	Record Room cupboard 1	Record Officer
4	8/9/2010	CAT B	STB 4	Stock Book	Record Room cupboard 1	Record Officer
5	4/2/2013	CAT B	STB 5	Stock Book	Record Room cupboard 1	Record Officer

Category – 'C' Scale Register of Establishment

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

Category – 'D' Tappal Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	12/3/2007	CAT D	TPB 1	Tappal Book	Record Room cupboard 1	Record Officer

	2	29/11/2011	CAT D	TPB 2	Tappal Book	Record Room cupboard 1	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	28/12/2006	CAT D	ATT 1	Attendance Register	Record Room cupboard 1	Record Officer
2	1/1/2013	CAT D	ATT 2	Attendance Register	Record Room cupboard 1	Record Officer

Category – 'D' Admission Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	2/3/2007	CAT D	ADR 1	Admission Register	Record Room cupboard 1	Record Officer
2	14/7/2011	CAT D	ADR 2	Admission Register	Record Room cupboard 1	Record Officer

Category – 'D' Out Patient Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	11/7/2007	CAT D	OPD 1	Out Patient Register	Record Room cupboard 1	Record Officer
2	8/7/2008	CAT D	OPD 2	Out Patient Register	Record Room cupboard 1	Record Officer
3	11/3/2009	CAT D	OPD 3	Out Patient Register	Record Room cupboard 1	Record Officer
4	9/12/2009	CAT D	OPD 4	Out Patient Register	Record Room cupboard 1	Record Officer
5	15/11/2010	CAT D	OPD 5	Out Patient Register	Record Room cupboard 1	Record Officer
6	20/10/2012	CAT D	OPD 6	Out Patient Register	Record Room cupboard 1	Record Officer

Category – 'D' Antenatal Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	26/5/2008	CAT D	ANC 1	ANC Register	Record Room cupboard 1	Record Officer
2	3/5/2010	CAT D	ANC 2	ANC Register	Record Room cupboard 1	Record Officer
3	25/7/2011	CAT D	ANC 3	ANC Register	Record Room cupboard 1	Record Officer

Category – 'E' Dog Bite Register

Sl	Date on which	Category A,B,C,D,E,	File No	Subject of file	Location of file: Room/	Date on which

No	opened (Files to be listed chronologically)	etc.(files to be listed alphabetically according to category)			cupboard/ shelf number	file can be destroyed/ custodian of file
1	9/6/2010	CAT E	DOG 1	Dog Bite Register	Record Room cupboard	Record Officer
2	6/2/2012	CAT E	DOG 2	Dog Bite Register	Record Room cupboard	Record Officer

Category – 'E' Immunization 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	8/2/2007	CAT E	IMM 1	Immunization Reg.	Record Room cupboard 1	Record Officer
2	29/1/2009	CAT E	IMM 2	Immunization Reg.	Record Room cupboard 1	Record Officer
3	28/10/10	CAT E	IMM 3	Immunization Reg.	Record Room cupboard 1	Record Officer
4	19/7/2012	CAT E	IMM 4	Immunization Reg.	Record Room cupboard 1	Record Officer

Category – 'E' M.T.P Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	8/10/2007	CAT E	MTP 1	M.T.P. Register	Record Room cupboard	Record Officer
2	22/7/2011	CAT E	MTP 2	M.T.P. Register	Record Room cupboard	Record Officer

Category – 'E' IUCD Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	29/4/2007	CAT E	CUT 1	IUCD Register	Record Room cupboard	Record Officer
2	22/7/2011	CAT E	CUT 2	IUCD Register	Record Room cupboard	Record Officer

Category – 'E' Lab Register

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	11/7/2007	CAT E	LAB 1	Lab Register	Record Room cupboard	Record Officer

2	18/8/2010	CAT E	LAB 2	Lab Register	Record Room cupboard	Record Officer
3	15/11/2011	CAT E	LAB 3	Lab Register	Record Room cupboard	Record Officer

Category – 'E' Referral Book

Sl No	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc.(files to be listed alphabetically according to category)	File No	Subject of file	Location of file: Room/ cupboard/ shelf number	Date on which file can be destroyed/ custodian of file
1	20/07/2008	CAT E	Refe 1	Referral Book	Record Room cupboard	Record Officer
2	16/7/2011	CAT E	Refe 2	Referral Book	Record Room cupboard	Record Officer

Category – 'E' OP & CC 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	7/8/2008	CAT E	OP CC	OP & CC	Record Room cupboard	Record Officer
2	19/52012	CAT E	OP CC	OP & CC	Record Room cupboard	Record Officer