ABSTRACT

Planning and Development - Introduction of Hospital Management System and Hospital Management Information System in all secondary care hospitals under the control of the Director of Medical and Rural Health Services in Jeypore, Bhadrak - Implementation of changes in the Hospital systems - Formation of team at the Directorate level and sensitization of concerned persons at the District level - Orders - issued.

HEALTH AND FAMILY WELFARE (FW) DEPARTMENT

G.O. (Ms) No 89 Dated: 30.03.2010
Thiruvalluvar Aandu - 2041
Vaisi - 16

Read:

1. G.O. (2E) No.69, Health and Family Welfare Department, dated 09.7.2009.
2. G.O (Ms) No.223, Health and Family Welfare (FAP-1(1)) Department, dated 8.2.2010.
3. G.O. (2D) No.90, Health and Family Welfare (FAP-1(1)) Department, dated 09.7.2009.

Read also:

4. From the Director of Medical and Rural Health Services, Chennai Letter No. 31 (1)/HMIS / FAP / REC / 2009, dated 8.9.2009, 10.12.2009 and 4.2.2010.

Order:

In the Government Order first read above, among other things, the Government accorded sanction for fixing a consultancy Firm to develop and implement web based Health Management Information System (HMIS) for all the secondary care hospitals in the State at a total cost of Rs.500 lakhs. Accordingly, M/s. Tata Consultancy Services (TCS) have been contracted to develop the software and to implement Hospital Management Information System which includes Hospital Management System (HMS) and Hospital Management Information System (HMIS).

2. In the Government Order second above, among other things, the Government have accorded permission to the Project Director, Tamil Nadu Health Systems Project, on establishing the computerised web based Health Management Information System in a pilot basis in 5 secondary care hospitals in Pudukkottai, Cuddalore, Tiruppur, Dharmapuri and Sivagangai, in the Offices of the Joint Director

of Medical and Rural Health Services, Kanchipuram, Kanchipuram and Vellore Project Management Unit of the Tamil Nadu Health Systems Project and Directorate of Medical and Rural Health Services.

3. In the Government Order third read above, among other things, the Government have accorded permission to the Project Director, Tamil Nadu Health Systems Project, to implement Phase-I of the computerized web based Health Management Information System in 38 Hospitals in the Districts of Kanchipuram, Thiruvallur, Tiruvannamalai, Tirupur and Nilgiris and 10 Primary Health Centres in Sholinghur Health Unit District and 20 offices of the Joint Director of Medical and Rural Health Services including the offices of the Joint Director of Medical and Rural Health Services at Kanchipuram, Kanchipuram and Vellore.

4. The Director of Medical and Rural Health Services in the letter fourth read above has stated that in the State Empowered Committee Meeting held on 24.3.2009, it was suggested by the Committee that the proposal No.208/2009 relating to the systems changes in the Hospital Systems consequent to the introduction of Hospital Management System be sent to the Government. Based on the above suggestion, the Director of Medical and Rural Health Services has forwarded the necessary proposal to the Government stating that

i) The Tamil Nadu Health Systems Project is implementing a web based Hospital Management Information System which includes Hospital Management System and patients electronic medical records.

ii) The Tamil Nadu Health Management Information System is first of its kind to be implemented in the Department of Health and Family Welfare in the entire nation. HMIS, that has been implemented in 5 selected pilot hospitals across 3 districts in the State and have proved to be successful. Subsequent to the successful outcome, HMIS will be implemented in all secondary care hospitals in 3 phases as follows :

I. Phase I : 42 Hospitals in 5 Districts and their Controlling Officers i.e. 5 PHOs in Salaigal, HUD, Kanchipuram District.

II. Phase II : Accepting 332 Hospitals in 21 Districts and their Controlling Officers - 16 PHOs in Salaigal, HUD.

iii) The software has been developed by M/s. Tata Consultancy Services. Based the connectivity across the hospitals will be provided by TLCDP through the Tamil Nadu State Wide Area Network (TNSWAN) and will be providing a dedicated bandwidth of 2 Mbps connectivity for each hospital. HMIS implementation in phase I hospitals are being carried out at

consult with necessary procurement wherever required through TNMSC; and

(iv) the various activities of the various wards / OP etc. are captured in the screens available for day to day specific transactions by the various groups.

8. The Director of Medical and Rural Health Services has also stated that the HMIS / HMIS is at present in the phase II level. To monitor, carry forward the various aspects of HMIS like managing software, hardware, networking and training, the Director of Medical and Rural Health Services has requested the orders of the Government on the following points:

a) to form a HMIS / HMIS team consisting of one System Analyst cum Programmer and one Computer Operators at the Directorate level to monitor, carry forward the various aspects of HMIS like managing software, hardware, networking etc;

b) to manage the HMIS/HMIS at the district level with one Computer Operator for each district;

c) to organise post project training to the personnel at the Phase-I hospitals in co-ordination with the software developer, M/s. TCS, by Tamil Nadu Health Systems Project;

d) to print in packets, the registers, forms, etc., pertaining to in-patient admission like vouchers, samples etc, and medico legal cases, Various certificates like, live birth report, dead in-utero certificate, post mortem certificate etc., online;

e) to maintain certificate journal in the hospitals and certain signature cards are required for audit (Internal Audit, AG audit etc.) manually even after the introduction of HMIS / HMIS;

f) to dispense with the various registers listed in annexure by the various users like Doctors, Staff Nurses, Lab Technicians, Pharmacists and Radiographers for which data has been captured online with effect from 1.4.2010; and

g) to take print outs of the various indents from all the wards, OP, Casualty and account book in the existing form on daily basis and kept for auditing, accounting and archiving purposes.

9. The Director of Medical and Rural Health Services has justified that the HMIS / HMIS will be helpful in the following aspects:

i) In monitoring the performance of various parameters;

ii) In maintaining a well organised database;

f) In various projections, uniform study of various health related data;

h) In effective factor data transfer; and

i) In the implementation of e-governance.

7. The Director of Medical and Rural Health Services has submitted that the above said proposal involves one additional cost viz. one post of System Analyst-cum-Programmer and 30 posts of Computer Operator have already been sanctioned and the training component is being taken care of by the Tamil Nadu Health Systems Project. The Director of Medical and Rural Health Services has intimated that separate proposal on creation of separate IT Wing to manage NRHM-MIS will be submitted to and when the project is extended to phase - II.

8. The Government examined the proposal of the Director of Medical and Rural Health Services in detail and decided to accept it. Accordingly the Government direct that

i) a HMIS/MIS team at the Directorate level, comprising of the one System Analyst-cum-Programmer and six Computer Operators be formed;

ii) the System Analyst-cum-Programmer be appointed as the Nodal Officer (team leader) and six Computer Operators be appointed on case basis/basis to co-ordinate with the Tamil Nadu Health Systems Project, Chennai and Rural Health Services on the various aspects relating to hardware, software, networking etc;

iii) the Computer Operators at the district level be nominated as the contact persons to co-ordinate with the Tamil Nadu Health Systems Project, Director of Medical and Rural Health Services on the various aspects relating to hardware, software, networking for the districts;

iv) the registers indicated in the Annexure-I to this order be withdrawn from and the existing registers be dispensed with in the Rural Healthcare and Phase – I districts with effect from 1.4.2013;

v) the certificates indicated in the Annexure-II to this order and the registers indicated in the Annexure-III & IV to this order be maintained manually even after the introduction of HMIS / MIS;

vi) the print outs of the various reports from all the wards, Sub Centres, PHCs, CHCs, Casualty or duty tasks be maintained and signed by concerned responsible persons and kept for auditing, accounting and administrative purposes after the inception of HMIS online entry; and

(vii) the medical format for all these registers in the specific format as maintained in the hospital is proposed to be maintained.

(BY ORDER OF THE GOVERNOR)

V.K. SUBBIAH
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Project Director, Tamil Nadu Health Systems Project, Chennai-6.
The Director of Medical and Rural Health Services, Chennai-6.
The Director of Public Health and Preventive Medicine, Chennai-6.
The Director of Medical Education, Chennai-10.
The Mission Director, National Rural Health Mission, Chennai-6.
The Managing Director, Tamil Nadu Medical Services Corporation, Chennai-8
The District Collector of the district concerned.
The Joint Director of Medical and Rural Health Services at the district concerned. (thro' the Director of Medical and Rural Health Services, Chennai-6).
The Superintendents / Medical Officers of the institution concerned. (thro' the Director of Medical and Rural Health Services, Chennai-6).

Copy to:
The Senior Personal Assistant to Minister for Health, Chennai-9.
The Health and Family Welfare (D.M.P.I.) Department, Chennai-9.
stc/sc.

Forwarded / By Order

SECTION OFFICER

BED	DESCRIPTION	CHARTER NURSE	DAILY MEDICAL WARD	DAILY SURGICAL WARD	DAILY MEDICAL WARD	DAILY SURGICAL WARD	FEMALE MEDICAL WARD	FEMALE SURGICAL WARD
01	[illegible]	YES						
02	WARD DESIGN	YES	YES	YES	YES	YES		
03	DAYCARE CHANGE WARD	YES	YES	YES	YES	YES		
04	DAYCARE CHANGE REGISTER					YES		
05	[illegible]	YES						
06	PROPERTY REGISTER	YES						
07	RECALL IN REGISTER	YES	YES	YES	YES	YES		
08	PERSONAL DUE REGISTER	YES	YES			YES		
09	PHYSICIAN DEATH REGISTER	NO						
10	DAILY ARRANGEMENTS	NO						
11	[illegible]	NO						
12	[illegible]	NO						
13	LABOUR WARD	NO				YES		
14	STATISTICS REGISTER	NO						
15	[illegible]	NO						
16	ABORTION REGISTER	NO						
17	BIO MEDICAL WASTE REGISTER	YES	YES	YES	YES	YES		
18	[illegible]	NO						
19	[illegible]	NO						
20	[illegible]	NO						
21	[illegible]	NO						
22	[illegible]	NO						
23	[illegible]	NO						
24	[illegible]	NO						
25	[illegible]	NO						

S.NO.	DESCRIPTIONS	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]						
[illegible]	[illegible]	[illegible]						
[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]		
[illegible]	[illegible]	[illegible]						
[illegible]	[illegible]	[illegible]						
[illegible]	[illegible]	[illegible]						
[illegible]	[illegible]	[illegible]						
[illegible]	[illegible]	[illegible]						
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]							
[illegible]	[illegible]							
[illegible]	[illegible]							
[illegible]	[illegible]							
[illegible]	[illegible]							
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

ANNEXURE - I

S.NO	DESCRIPTION							
1	LABOUR INFORMATION BOOK	NIL	NIL	NIL	NIL	NIL	NIL	NIL
2		NIL						
3		NIL	NIL					
4		NIL						
5		NIL	NIL					
6		NIL	NIL					
7		NIL	NIL	NIL	NIL	NIL	NIL	NIL
8		NIL	NIL	NIL	NIL	NIL	NIL	NIL
9			NIL			NIL		
10								

PROJECTS TO BE MAINTAINED BY WARD STAFF AS REQUIRED

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

ANNEXURE -I

REGISTERS MAINTAINED BY PHC STAFF NURSES

S.NO	DESCRIPTION	FEMALE CLINICAL WORK	POST OPERATIVE WARD	CHILDREN WARD	FEMALE	MEN WARD	ALL THE WARD
	TOMORROW'S REPORT ATTENDANCE						
	STAFF INFORMATION REGISTER						
	OPERATION LIST BOOK						
	STERILISATION BOOK						
	INCUBATOR BOOK						
	INDOOR REGISTER						
	MEDICINES REGISTER						
	MEDICINES CLASSIFICATION REGISTER						
	WARD INSTRUCTION BOOK						
	MEDICINE STOCK BOOK						
	TOOLS STOCK BOOK						
	LINEN STOCK BOOK						
	X-RAY BOOK						
	X-RAY REPORTING BOOK						
	LABORATORY INVESTIGATION BOOK						
	BLOOD DONATION						
	CT SCAN BOOK						
	WARD REMARK BOOK						
	ECHO BOOK						
	BLOOD OPERATION REGISTER						
	BLOOD CONSOLIDATION BOOK						
	INFORMATION BOOK						
	DRUG CONSULTATION BOOK						
	PATIENT CLEARANCE BOOK						
	DEATH REGISTER BOOK						

PHARMACY

ANNEXURE-I

REGISTERS MAINTAINED BY MAIN/ SUB/ BRANCH POST OFFICES

SL.NO	DESCRIPTION	IF EXPOSED TO BIOLOGICAL HAZARDS (Y/N)	IF EXPOSED TO CHEMICAL HAZARDS (Y/N)	CAN BE KEPT IN OFFICE (Y/N)	DOES IT CONTAIN PERSONAL DATA (Y/N)	TO BE PRINTED (Y/N)	IS IT TO BE DIGITIZED (Y/N)
1	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
3	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
4	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
5	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
6	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
7	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
8	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
9	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
10	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

ANNEXURE - I

PARTICULARS REGARDING OF WORKS STUDY PURPOSE

S.NO	DESCRIPTION	NIGHT WORK (HOURS)	AFTERNOON (HOURS)	MORNING (HOURS)	AFTERNOON (HOURS)	START TO FINAL (HOURS)	LEAKAGE (HOURS)
1	NORMAL PATIENTS - MALE	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2	NORMAL PATIENTS - FEMALE	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
3	ALARMED PATIENTS		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
4	DAILY INCIDENT BOOK						[illegible]
5	INCIDENT - EMERGENCY DRUGS - COSTLY ITEMS	[illegible]	[illegible]	[illegible]			[illegible]
6	INCIDENT - EMERGENCY DRUGS - NON COSTLY ITEMS	[illegible]	[illegible]	[illegible]			
7	INCIDENT BOOK - A COSTLY ITEMS				[illegible]	[illegible]	
8	INCIDENT BOOK - NON COSTLY ITEMS				[illegible]	[illegible]	
9	INCIDENT BOOK FOR OXYGEN CYLINDERS						[illegible]
10	INCIDENT BOOK FOR SURGICAL						
11	INCIDENT BOOK FOR X-RAY ITEMS	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
12	INCIDENT FOR LINEN ITEMS	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
13	INCIDENT FOR IV FLUIDS	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
14	INCIDENT FOR DISPOSABLE ITEMS	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
15	INCIDENT BOOK FOR GAUZE COTTON	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
16	INCIDENT - MISC ITEMS	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
17	INCIDENT - FOR ITEMS	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
18	INCIDENT - FOR SUTTOL & LYTOS	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
19	INCIDENT FOR TUBES/CATH	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
20	INCIDENT FOR ANTI SNAKE VENOM				[illegible]	[illegible]	
21	ACCIDENT BOOK - EMERGENCY DRUGS COSTLY ITEMS						[illegible]
22	ACCIDENT BOOK - EMERGENCY DRUGS NON COSTLY ITEMS	[illegible]	[illegible]	[illegible]			
23	ACCIDENT BOOK - COSTLY ITEMS	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
24	ACCIDENT BOOK - NON COSTLY ITEMS	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
25	ACCIDENT BOOK FOR OXYGEN						

PAGE 2 OF 15

ANNEXURE -I

REGISTERS MAINTAINED BY WARD & OPD NURSES

SNO	DESCRIPTION	MEDICINE WARD	NEUROLOGY WARD	PSYCHIATRY WARD	MATERNITY WARD	POST NATAL WARD	GYNECOLOGY WARD
1	ACCOUNT BOOK FOR INJECTION						
2	ACCOUNT BOOK - SOAP DISH ITEMS	YES	YES	YES	YES	YES	
3	ACCOUNT BOOK - LINEN ITEMS	YES	YES	YES	YES	YES	
4	ACCOUNT BOOK FOR DRESSING	YES	YES	YES	YES	YES	
5	ACCOUNT BOOK FOR DISPOSABLE ITEMS	YES	YES	YES	YES	YES	
6	ACCOUNT BOOK FOR INJECTION SYRUP	YES	YES	YES	YES	YES	YES
7	ACCOUNT BOOK FOR TUBES ITEMS				YES	YES	
8	ACCOUNT BOOK FOR GAUZE COTTON	YES	YES	YES	YES	YES	YES
9	ACCOUNT BOOK FOR MILK				YES	YES	YES
10	ACCOUNT BOOK FOR EYE				YES	YES	YES
11	ACCOUNT BOOK FOR ANTI SNAKE VENOM				YES	YES	
12	CONSOLIDATION BOOK						
13	DIRECT ACCOUNT BOOK	YES	YES	YES	YES	YES	
14	N HENRY BOOK						YES
15	AUTO CLAVE BOOK	YES	YES	YES	YES	YES	
16	DRESS CHECKING BOOK	YES	YES	YES	YES	YES	
17	CSSD BOOK	YES	YES	YES	YES	YES	
18	DISCHARGE SUMMARY	YES	YES	YES	YES	YES	YES
19	DISCHARGE SUMMARY FOR MEDICAL RECORDS		YES	YES	YES	YES	
20	MEDICALLY DISABLED BOOK	YES	YES	YES	YES	YES	
21	PRIMARY PATIENT REGISTER	YES	YES	YES	YES	YES	YES
22	DISEASE RECTIFICATION BOOK	YES	YES	YES	YES	YES	YES
23	EXAM BOOK -A - WARD	YES	YES	YES	YES	YES	
24	EXAM BOOK-OUT WARD	YES	YES	YES	YES	YES	
25	DISCHARGED P.N.L BOOK	YES	YES	YES	YES	YES	

ANNEXURE - I

SLNO	DESCRIPTION	HOUSE SURGEON (NAME)	METHODOLOGY (NAME)	PSYCHIATRY (NAME)	ANESTHETIST (NAME)	STAFF SURGICAL (NAME)	LECTURER (NAME)
1	CONSULTANTS - Dr. [illegible]	YES	YES	YES	YES	YES	
2	[illegible]	YES	YES	YES	YES	YES	
3	[illegible]	YES	YES	YES	YES	YES	
4	[illegible]						
5	[illegible]				YES	YES	
6	[illegible]				YES	YES	
7	[illegible]				YES	YES	
8	[illegible]				YES	YES	
9	[illegible]				YES	YES	
10	[illegible]				YES	YES	
11	[illegible]				YES	YES	
12	[illegible]				YES	YES	
13	[illegible]				YES	YES	
14	[illegible]				YES	YES	
15	[illegible]				YES	YES	
16	[illegible]				YES	YES	
17	[illegible]				YES	YES	
18	[illegible]				YES	YES	
19	[illegible]				YES	YES	
20	[illegible]				YES	YES	
21	[illegible]				YES	YES	
22	[illegible]				YES	YES	
23	[illegible]				YES	YES	
24	[illegible]				YES	YES	

PAGE 1 OF 1

ANNEXURE-1

S.NO	DESCRIPTION	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
1	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2	[illegible]						
3	[illegible]						
4	[illegible]						
5	[illegible]						
6	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
7	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
8	[illegible]						
9	[illegible]						

[illegible]

[illegible]

ANNEXURE -I

REGISTERS MAINTAINED IN MEDICAL AND SURGICAL STORES

S.NO	DESCRIPTION
1	MEDICINE STOCK REGISTER
2	SOLICITING ISSUES STOCK REGISTER
3	DRUGS OUTPATIENT DAILY ISSUE CONSOLIDATION REGISTER
4	DRUG INDENT BOOK

V.K. SUBBARAJU

PRINCIPAL SECRETARY TO GOVERNMENT

//TRUE COPY//

ANNEXURE I

REGISTERS MAINTAINED IN MEDICAL AND SURGICAL STORES

S.NO	DESCRIPTION
1	[illegible] REGISTER
2	TABLETS AND CAPSULES REGISTER
3	INJECTION STOCK REGISTER
4	[illegible] REGISTER FOR PERISHABLE ITEMS
5	[illegible] REGISTER
6	[illegible] REGISTER
7	EMPTY CYLINDER RECEIVED FROM RAYEE DEPT AND SENT FOR REFILLING ACCOUNT REGISTER (CYLINDER DETAILS REGISTER)
8	FILLED CYLINDER ISSUE REGISTER (SEPARATE REGISTER FOR OXYGEN AND NITROUS OXIDE) / CYLINDER ISSUE REGISTER
9	LOCAL PURCHASE REGISTER
10	DAILY MANUAL REGISTER/ OFFICE CORRESPONDENCE REGISTER
11	INDENT FROM SH TO TMMC
12	INDENT REGISTER/ INDENT TO TMMC WAREHOUSE M/SK
13	PERSONAL AND MEDICAL STORES DRAWN UNDER INDENT/RESPONSIBLE SURGICAL STOCK REGISTER/PHYSICAL VAC BOOK / ALMIRAH
14	CONDEMNATION REGISTER
15	[illegible] REGISTER
16	EMPTY CONTAINER REGISTER
17	CONSUMABLES REGISTER RE-INDENT
18	CYLINDER PURCHASE REGISTER/CONSUMPTION REGISTER
19	GATE PASS REGISTER
20	BILLS / INVOICE REGISTER
21	DRUGS DISPENSED / [illegible] REGISTER
22	WARD DAILY DRUG ISSUE/ CONSOLIDATION REGISTER

V.K. SUBBURAJ
PRINCIPAL SECRETARY TO GOVERNMENT

TRUE COPY

SECTION OFFICER

ANNEXURE-1

REGISTERS MAINTAINED BY BIO-MEDICAL WASTE MANAGEMENT NURSE

S.NO	DESCRIPTION
1	BIO -MEDICAL WASTE MANAGEMENT
2	CONSULTATION REPORT

V.K. SUDESH KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT

TRUE COPY

SECTION OFFICER 3/3/2020

ANNEXURE-V

REGISTERS MAINTAINED BY DIET STAFF NURSE

SLNO	DESCRIPTION
1	MILK RECEIVING BOOK
2	MILK ACCOUNT BOOK
3	VEGETABLE RECEIVING BOOK
4	MONTHLY CENSUS DIET
5	DISTRIBUTION OF DIET ANTENATAL TO COOK
6	VEGETABLE ACCOUNT BOOK
7	DIET DISTRIBUTION REGISTER - DAILY CENSUS
8	DIARY BOOK

V.K. SUBURAO

PRINCIPAL SECRETARY TO GOVERNMENT

TRUE COPY

SECTION OFFICER

ANNEXURE-I

REGISTERS MAINTAINED BY RADIOGRAPHERS

S.NO.	DESCRIPTION
1	PERSONAL REGISTER
2	DESPATCH REGISTER
3	DAILY ROENTGEN CUM DRUG STOCK REGISTER
4	FILM INDENT BOOK
5	FILM STOCK REGISTER
6	REQUISITION SLIP
7	BILL FOR PAYMENT TO/HINDUSTAN

V.K. KUMURAJ

PRINCIPAL SECRETARY TO GOVERNMENT

TRUE COPY

SECTION OFFICER

ANNEXURE-I

REGISTERS MAINTAINED BY BLOOD BANK STAFF NURSE

S.NO.	DESCRIPTION
1	BLOOD ACCEPTANCE REGISTER
2	BLOOD ISSUANCE REGISTER
3	POSITIVE BLOOD DONOR INFORMATION REGISTER
4	BLOOD GROUP TYPING REGISTER
5	BLOOD PANEL (REACTOR PHYSICS) REGISTER
6	BLOOD REGISTRATION
7	BLOOD STOCK REGISTER
8	CONSUMABLES PAYMENT REGISTER
9	DISEASE WISE NAME
10	MASTER REGISTER FOR BLOOD GROUP
11	INTERNAL QUALITY CONTROL FOR GROUP SERA
12	BLOOD BANK REGISTER
13	CONFIRMATION REGISTER DONOR
14	CONFIRMATION REGISTER PATIENT

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ANNEXURE 1

REGISTERS MAINTAINED BY FAMILY WELFARE NURSES

S.NO	DESCRIPTION
1	STERILISATION REGISTER
2	OCPs SALES REGISTER
3	CONDOM REGISTER
4	ANTI-RABIES
5	IUD REGISTER
6	STOCK REGISTER - CONTRACEPTIVE
7	STOCK REGISTER - VACCINE
8	VACCINE REGISTER - IMMUNISATION
9	OB/GYN REFERRAL REGISTER -IN
10	OP-OT REFERRAL REGISTER -OUT
11	ANTI-NATAL REGISTER
12	INSTITUTIONAL POST NATAL REGISTER
13	CHILD CARE REGISTER
14	FAMILY WELFARE FIELD REGISTER

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ANNEXURE-II

LIST OF REGISTERS / CERTIFICATES WHICH HAVE BEEN ORDERED TO BE MAINTAINED MANUALLY

IN VIEW OF THE NON-USE FOR A PERIOD OF ONE

S.NO	DESCRIPTION
1	ACCIDENT REGISTER
2	MISSING CERTIFICATE
3	POLICE/MAGISTRATE INTIMATION
4	INTIMATION FOR SALE OUT PERSON ID
5	CERTIFICATE OF EXAMINATION
6	AGE CERTIFICATE
7	REPORT ON MEDICAL EXAMINATION OF A FEMALE VICTIM OF SEX OFFENCE
8	REPORT ON MEDICAL EXAMINATION OF A MALE ACCUSED OF SEX OFFENCE
9	CERTIFICATE OF EXAMINATION DISCHARGE
10	FILE MOVEMENT/OUT DATE
11	VISIT BOOK/REGISTER
12	DOCTORS CASE SHEET/OPD SHEETS
13	ANY OTHER DOCUMENT RELATING TO MEDICO LEGAL CASES
14	NUMBER OF PAGES RECORDED PER SHEET
15	[illegible]
16	OFFICE / UNDER CHARGE CHECKED THE SHEETS DAILY/WEEKLY/MONTHLY
17	DISPENSARY REGISTER BOOK
18	NURSES DUTY ROSTER
19	NURSES ATTENDANCE REGISTER
20	IN-DOOR PATIENTS REGISTER BOOK
21	HOSPITAL IN-PATIENTS DAILY DIARY BOOK
22	MLO MEMO BOOK
23	NURSES SUPERINTENDENT MEMO BOOK
24	STORE ISSUE REGISTER

Sd/- GENERAL

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	ANNEXURE B
	REGISTERS WHICH INVOLVE FINANCIAL TRANSACTION, CERTIFICATES ISSUED WHICH ARE MAINTAINED MANUALLY
S.NO	DESCRIPTION
1	CASH
1	CASH BOOK
	CASH RECEIPT REGISTER
	CASH PAYMENT REGISTER
	CASH BALANCE REGISTER
	CASH RECEIPTS
	CASH CHARGES
2	PERMANENT ADVANCE SHERIFF AGENCY REGISTER (MARK MEMO, DIRECTION BOOK)
3	TREASURY BILLS REGISTER
4	REGISTER OF UNDISBURSED PAY ETC.
5	T.A. BILLS REGISTER
6	ACCUITTANCE ROLLS
7	REGISTER OF MONEY ORDERS SENT
8	REGISTER OF MONEY ORDERS PAYABLE ARTICLES, VPP, ETC. RECEIVED
9	REGISTER OF CHEQUES RECEIVED AND ISSUED
10	REGISTER OF FEES CHARGED FOR PRIVATE TELEPHONE CALLS
	A. LOCAL CALLS
	B. TRUNK CALLS
11	FAITHFUL PROPERTY REGISTER
12	POOR FUND ACCOUNT
	POOR FUND CASH BOOK
	ORDER BOOK
	PASS BOOK OF PERSONAL
	DEPOSIT ACCOUNT AND CHEQUE BOOK
	STOCK BOOK OF ARTICLES OF DIET STOCK INSTRUMENTS AND FURNISHING ETC. PURCHASED FROM POOR FUND

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	ANNEXURE B
	AUDIT REGISTERS WHICH INVOLVE FINANCIAL EXAMINATION , CERTIFICATES ISSUED WHICH ARE MAINTAINED MANUALLY
13	REGISTER OF DUPLICATE KEYS
14	REGISTER OF MISCELLANEOUS RECEIPTS (GENERAL RECOVERY REGISTER)
15	STIPENDIARY ACCOUNT
16	REGISTER FOR WATCHING ADJUSTMENT OF TEMPORARY ADVANCES (ABSTRACT BILL DRAWN (ATC 034)
0	HOSPITAL STOPPAGES
1	IN PATIENTS NOMINAL REGISTER
	A. GENERAL CASES PHARMACISTS
	B.E.S.I. CASES
2	REGISTER OF INPATIENTS CASES REFERRED TO THE REVENUE AUTHORITIES FOR INCOME NOVIFICATION
3	REGISTER OF NGOOs AND G.Os CARTIFICATES DECLARATIONS RECEIVED
4	REGISTER OF CASES HAVING ADVANCE COLLECTION OF HOSPITAL STOPPAGES
5	REGISTER OF HOSPITAL STOPPAGES
6	SUMMARY REGISTER OF DAILY COLLECTIONS
7	ADMISSION & DISCHARGE CERTIFICATES
8	REFUND VOUCHERS
9	BIRTH CERTIFICATES ISSUE BOOK
10	REGISTER OF FEES CHARGED FOR MAJOR OPERATIONS & CONFINEMENTS
11	REGISTER OF FEES CHARGED FOR THE ISSUE OF GOBLY DRUGS
12	REGISTER OF FEES CHARGED FOR PATHELOGICAL & BACTERIOLOGICAL EXAMINATIONS
13	REGISTER OF ANTI RABIES TREATMENT PHARMACISTS & CASUALITY
14	DEMANDS LOCAL PURCHASES ETC
1	INDENTS FOR MEDICAL STORES
2	LOCAL PURCHASE ENRTION BOOK FOR MEDICINES DRUGS INSTRUMENTS AND APPLIANCES ETC
3	REGISTER OF QUOTATIONS AND QUOTATION FILE
4	CONTINGENT BILLS REGISTER

ANNEXURE I

REGISTERS MAINTAINED BY LAB TECHNICIANS

S.NO	DESCRIPTION
1	SPECIMEN COLLECTION
2	LAB INVESTIGATION
3	LAB CONSUMABLE INDENT
4	LAB CONSUMABLE UTILISATION
5	LAB INVESTIGATION REQUISITION SLIP
6	LAB RESULT ENTRY
7	MONTHLY INDENT REGISTER
8	PATHOLOGY REAGENT STOCK REGISTER
9	BIOCHEMISTRY STOCK REGISTER

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	ANNEXURE B
	AUDIT REGISTERS WHICH INVOLVE FINANCIAL TRANSACTION, CERTIFICATES ISSUED WHICH ARE MAINTAINED MANUALLY
I	DISBURSING OFFICERS REGISTER
II	BILLS REGISTER
III	REGISTER OF STAMPED RECEIPTS SENT TO ACCOUNT SECTION, TMH & HIDU
IV	REGISTER FOR FREE CLOTHING TO MEN ALE
IV	INSTRUMENTS AND APPLIANCES
1	REGISTER OF RECOVERIES FOR MISSING TITLES, LOSSES OR BREAKAGES OF INSTRUMENTS AND APPLIANCES
II	REGISTER OF UNSERVICEABLE ARTICLES (AUCTION REGISTER)
III	REGISTER OF LOAN OF INSTRUMENTS
IV	BREAKAGES MEMO BOOK
V	LINEN
1	ROLLING STOCK REGISTER (CLEAN LINEN ROOM REGISTER)
II	LINEN CONSUMPTION REGISTER
III	REGISTER OF RECOVERIES FOR MISSING OR LOSS OF LINEN
IV	GENERAL DHOBY ACCOUNT BOOK
V	REGISTER OF WASHING MATERIALS ISSUED TO DHOBY
VI	TAILORING ACCOUNT REGISTER
VI	FURNITURE, CROCKERY AND STATIONERY
I	MAIN STOCK REGISTER (FURNITURE AND CROCKERY)
II	RESERVE STOCK REGISTER (FURNITURE AND CROCKERY)
III	CONSOLIDATION REGISTER SHOWING DISTRIBUTION (FURNITURE AND CROCKERY)
IV	REPAIR REGISTER SHOWING FURNITURE ARTICLES SENT FOR REPAIRS AND RECEIVED AFTER REPAIR
V	STOCK BOOK OF FURNITURE AND CROCKERY
VI	REGISTER OF RECOVERIES SHOWING FURNITURE ARTICLES OF FURNITURE AND CROCKERY MISSING LOSSES BREAKAGES
VII	CONDEMNATION REGISTER OF FURNITURE AND CROCKERY

	ANNEXURE B
	AUDIT REGISTERS WHICH INVOLVE FINANCIAL EXAMINATION / CERTIFICATION ISSUED WHICH ARE MAINTAINED MANUALLY
8	AUCTION REGISTER OF FURNITURE AND CROCKERY
9	STOCK REGISTER OF ELECTRICAL GOODS
10	STOCK REGISTER OF EMPTY CONTAINERS BOTTLES GUNNIES, ETC.
11	GENERAL BREAKAGES REGISTER
12	REGISTER OF UNSERVICEABLE ARTICLES AUCTION REGISTER
13	REGISTER SHOWING THE DISPOSAL OF CONDEMNED ARTICLES
14	STOCK BOOK OF FORMS
15	STOCK BOOK OF STATIONARY ARTICLES
16	DAILY STAMP ACCOUNT
	I PRIVATE POSTAGE STAMPS
	II SERVICE POSTAGE STAMPS
17	NURSES QUARTERS
1	STOCK BOOK OF FURNITURE AND CROCKERY TO NURSES QUARTERS
2	STOCK BOOK OF ROCKING UTENSILS SUPPLIED FOR COMMON MESS
3	NURSES QUARTERS CLEANING CHARGES ACCOUNT
4	STOCK BOOK OF BOOKS AND PERIODICALS ETC, SUPPLIED TO NURSES QUARTERS
5	REGISTER FOR WATCHING THE RECOVERY OF EXCESS CONSUMPTION OF ELECTRICITY IN THE NURSES QUARTERS
VII	LABORATORY
1	REGISTER OF PAYING PATIENTS FOR PATHOLOGICAL AND BACTERIOLOGICAL AND OTHER LABORATORY TEST
VIII	X-RAY
1	REGISTER OF PAYING PATIENTS FOR RADIOLOGICAL EXAMINATIONS
2	HOSPITAL REGISTER FOR ECG AND PHYSIOTHERAPY TREATMENT
3	HOSPITAL REGISTER FOR ECG AND PHYSIOTHERAPY TREATMENT IN THE TUBEROLOSIS (CHEST CLINIC)

	ANNEXURE III
	AUDIT REGISTERS WHEREIN INVOLVE FINANCIAL TRANSACTION , CERTIFICATES IN USE WHICH ARE MAINTAINED MANUALLY
4	REGISTER OF USED X-RAY FILMS
5	REGISTER OF REVIEW OF WASTAGE OF X-RAY FILM
6	DISPOSAL OF USED X-RAY FILMS AND WASTE HYPO SOLUTION
7	STOCK BOOK OF X-RAY MATERIALS
8	DIET AND NON DIET ETC. ARTICLES
	A. DIET
1	DIET HEAD TICKETS (DIET SHEETS)
2	INDENTS FOR DIET ARTICLES
3	DAILY DIETING REGISTER
4	LOSS WEIGHT REGISTER
5	REGISTER OF WORKING THE PERMISSIBLE LIMIT FOR ISSUE OF DIETS
6	WARD DIET BOOKS
7	CONSIGNMENT BILLS OF DIET ARTICLES WITH DIET SLIPS OF DIET ARTICLES
10	REGISTER OF SAMPLES OF DIET ARTICLES SENT TO THE GOVERNMENT ANALYST, ALONG WITH THE RELEVANT FILES
11	LOCAL PURCHASE BOOK OF DIET ARTICLES
	B. NON-DIET
1	MAIN STOCK REGISTER
2	CONSOLIDATION REGISTER OF INDICATES FROM WARDS ETC.
3	REGISTER OF TENDERS, SUNDRY REGISTER OF TENDERS AND REGISTER OF CONTRACTORS AND TENDER PAPERS
4	REGISTER OF SECURITY DEPOSITS
C	BLOOD BANK
1	REGISTER OF FEES CHARGED FOR BLOOD ISSUED TO PAYING CASES
2	BLOOD DONORS PAYMENT REGISTER
3	BLOOD COLLECTION BOOKS
4	PLASMA ISSUES BOOK

	ANNEXURE B
	AUDIT REGISTERS WHICH INVOLVE FINANCIAL TRANSACTION, CERTIFICATES ISSUED WHICH ARE MAINTAINED MANUALLY
II	STOCK BOOK OF BLOOD AND PLASMA / BLOOD ISSUES BOOK
III	MOTOR VEHICLES
1	LOG BOOKS
2	PETROL ACCOUNT BOOK
3	TOOLS ACCOUNT BOOK
4	REGISTER OF SANCTION FOR THE USE OF THE VAN
5	REGISTER OF FEES COLLECTED FROM THE PATIENT
IV	FAMILY PLANNING
1	STOCK BOOK OF FAMILY PLANNING MANUAL & CONTRACEPTIVES ETC.,
2	DEPOSITS OF MEDICAL OFFICER WHO PERFORMED FAMILY PLANNING OPERATION (VASECTOMY, SALPING, OOCTOMY AND TUBECTOMY (CVT)
3	REGISTER OF DOMICILIARY VISITS
4	REGISTER OF FAMILY PLANNING OPERATIONS, DONE (VASECTOMY, SALPINGECTOMY AND TUBECTOMY)
5	FAMILY PLANNING PERMANENT ACCEPTANCE REGISTER
6	STOCK REGISTER OF SPECIFIED APPLICATORS FOAM TABLETS ETC.
VII	MISCELLANEOUS ITEMS
1	REGISTER OF LEASE OF CANTEEN, CYCLE SHED, UTILITIES OF TYPES CULTIVABLE LANDS ETC.,
2	PUMP HOUSE ACCOUNT BOOK
3	REGISTER OF SERVICE BOOKS AND SERVICE REGISTER
4	REGISTER OF MAJOR OPERATIONS DONE IN OPERATION THEATRE
5	REGISTER OF CONTINGENCIES FOR NOMINAL AND HAND REGISTER OF PARTITION DAIRIES
6	VENEREAL DISEASE AND T.B. CLINICS SOCIAL WORKERS, OR HEALTH VISITORS, REGISTER OF DOMICILIARY VISITS
7	BICYCLES REPAIR AND SPARE PARTS REGISTER
8	MONTHLY TOUR DIARIES OF PARA MEDICAL WORKER

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	ANNEXURE III
	AUDIT REGISTERS WHICH INVOLVE FINANCIAL TRANSACTION CERTIFICATES ISSUED WHICH ARE MAINTAINED MANUALLY
9	REGISTER FOR THE RECOVERIES OF ADVANCE SANCTIONED SUCH AS FESTIVAL MONSOON NET ADVANCES ETC., (MPC FORM 235)
10	REGISTER SHOWING THE DETAILS OF ADVANCES FOR ITS PURCHASE OF KHADI PAID TO GOVERNMENT SERVANTS AND THE RECOVERIES MADE IN RESPECT OF THE SAME (MPC 23)
11	ENDOWMENTS ACCOUNT
12	CAUTION FEE DEPOSIT REGISTER
13	REGISTER FOR RECOVERY OF ELECTRICITY CURRENT CHARGES FROM PERSONS OCCUPYING GOVERNMENT QUARTERS AND PATENTS (SUCH AS P.W.D., ETC.)
14	REGISTER OF RECOVERY OF WATER CHARGES FROM PERSONS OCCUPYING GOVERNMENT QUARTERS
	a) STOCK BOOK OF FURNITURE AND CROCKERY
15	DRUGS INSPECTOR
	a) REGISTER OF SAMPLES TAKEN BY DRUGS INSPECTOR AND THEIR DISPOSALS
	b) FOOD REGISTER
(b)	PHYSICAL VERIFICATIONS
1	CASH
2	MEDICAL STORES AND SURGICAL STORES
3	LINEN
4	DIET AND NON-DIET
5	MISCELLANEOUS ITEMS
(c)	REVIEW OF OLD AUDIT OBJECTION

V.K. SUBBARAO

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To

[illegible]

SECTION OF RECEIPT 24/7/2020

ANNEXURE-III

REGISTERS WHICH ARE REQUIRED TO BE AUDIT BUT DATA CAPTURED ONLINE

1	STORES AT 2 AND OTHER
2	MAIN STOCK BOOK OF AMMUNITION
3	DAILY STOCK BOOK OF ARMS AND VEHICLES
4	ARMS ISSUE FROM ARMS ETC AND CONDUCTION REGISTER
5	STOCK BOOK OF MEDICINES, PETROL ETC
6	STOCK BOOK OF MINERAL EXPENDABLE STORE
7	RECEIPT ON SECOND
8	LIQUID ACCOUNT
9	REGISTER OF TIME EXPIRY OF STORES
10	INSTRUMENTS AND APPARATUS
11	MAIN STOCK BOOK OF INSTRUMENTS AND APPLIANCES
12	INDENTS

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