

**THE KARNATAKA LEGISLATURE (PRESIDING OFFICERS) MEDICAL,
ATTENDANCE RULES, 1959.**

(As corrected upto 30th November, 1982)

In exercise of the Powers conferred by Section 15 of the Karnataka Legislature Salaries Act, 1956 (Karnataka Act No. 2 of 1957), the Government of Karnataka hereby makes the following Rules:

1. (1) These Rules may be called the Karnataka Legislature (Presiding Officers) Medical Attendance Rules, 1959.

(2) They shall be deemed to have come into force on the First day of November, 1956.

2. In these Rules, unless the context otherwise requires.

(b) "Authorized medical attendant" means the Superintendent, Bowring Hospital, Bangalore Unless by general or Special Order Government designates any other Medical Officer as the authorised medical Attendant.

(c) Government means the State Government.

(d) "Medical Attendance" means attendance in a Government Hospital or at the residence of the Speaker or Chairman (Deputy Speaker, Deputy Chairman or Leaders of Opposition or Government Chief Whips) or at the consulting Room maintained by the authorized medical attendant by arrangement with and includes.

(i) Such pathological bacteriological, radiological or other methods of examination for the purposes of diagnosis are available in any Government or Laboratory in the State and are considered necessary by the authorized medical attendant.

(ii) Such consultation with any other medical officer or Specialist in the service of the Government as the authorized medical attendant certifies to be necessary to such extent and in such manner as the medical officer or the specialist may in consultation with the authorized medical attendant, determine.

(e) "State" means the State of Karnataka.

(f) "Nurse" means a qualified nurse holding a certificate or a Diploma recognized by the Director of Medical Services in Karnataka.

(g) "Patient" means Speaker, Chairman, Deputy Speaker, Deputy Chairman, Leader of Opposition, Government Chief Whip who required medical attendance and treatment.

(h) "Treatment" means the use of all medical and surgical facilities available at the Government hospital in which a patient is treated and includes;

- (i) the employment of such Pathological, bacteriological, radiological or any other methods as are considered necessary by the authorized medical attendant.
- (ii) dental treatment where the diagnosis of the physiological or other disability from which a patient is suffering indicates that the treatment are real source of disturbance provided it is of a major kind such as treatment of jaw bone disease, wholesale removal of teeth etc.

Explanation: Surgical operation needed for the removal of adonotomes and impacted wisdom tooth also fall under the category of dental treatment of a major kind. Treatment of gum boils comes under surgery of the mouth and as such it is admissible under the Rules. Treatment for pyorrhos and gingivitis of teeth is however not covered.

- (iii) the supply of such medicines, vaccines Sera or other therapeutic substances as are ordinarily available in Government hospitals in the State.
- (iv) the supply of such medicines vaccines Sera or other therapeutic substances not ordinarily so available as the authorized medical attendant may certify in writing to be essential for the recovery of or for the prevention of serious deterioration in the condition of the patient.
- (v) an independent room in the hospital ward of the hospital to which the patient is admitted and where no independent room is available such accommodation as is available and is suited to his status.
- (vi) the services of such nurses as are ordinarily employed by the hospital to which the patient is admitted.
- (vii) such special nursing as the authorized medical attendant may certify in writing to be essential for recovery of or for the prevention of or serious deterioration in the condition of the patient having regard to the nature of the disease and
- (viii) the medical attendance described in sub-clause (ii) of clause (d) but does not include diet, or provision at the request of the patient or accommodation superior to that described in sub-clause (v)

Explanation: In the case of hospitals where the tariff is inclusive of diet charges, twenty percent of such tariff shall be reckoned as charges for diet.

3. (1) The Speaker, Chairman (Deputy Speaker, Deputy Chairman, Leader of Opposition or Government Chief Whip) shall be entitled free of charge to medical attendance by the authorized medical attendant.
- (2) Where Speaker, Chairman (Deputy Speaker, Deputy Chairman, Leader of Opposition or Government Chief Whip) is entitled under sub rule (1) free of charges to medical attendance, any amount paid

by him on account of such medical attendance shall (on an application being made in the form as in form as in appendix) and on production of a certificate in writing by the authorized medical attendant in this behalf be reimbursed to the Speaker, Chairman, (Deputy Speaker, Deputy Chairman, Leader of Opposition or Government Chief Whip) by Government. The amount to be reimbursed shall be drawn by the Speaker, Chairman, (Deputy Speaker, Deputy Chairman, Leader of Opposition, or Government Chief Whip) from the treasury on a salary bill, supported by proper receipts and vouchers in respect of each item of expenditure incurred by him (including essentiality certificate in the case of special medicines) and the expenditure on this account shall be debited to the allotment in the State Budget - under 25 General Administration

4. (1) Whenever special medicines are prescribed an essentiality certificate in Form 'A' (or form 'B' as the case may be) shall be issued by the authorized medical attendant.
 - (2) Expensive drugs, laxatives or other proprietary preparations for which cheaper substitutes of equal therapeutic value are available shall not be prescribed.
 - (3) Preparations including tonics which are primarily foods, toilets, disinfectants, appliances, dressings, etc., specified in the list of inadmissible preparations in (Appendix 11) shall not be prescribed.
5. (1) The members of the family of the Speaker, Chairman, Deputy Speaker, Deputy Chairman, Leader of Opposition or Government Chief Whip shall be entitled free of charge of medical attendance and treatment on the scale and conditions allowed to the Speaker, Chairman, Deputy Speaker, Deputy Chairman, Leader of Opposition or Government Chief Whip himself under these Rules. This concession does not include medical attendance or treatment other than.
 - (i) at a Government Hospital or
 - (ii) at the Consulting Room maintained by the authorised medical attendant by arrangement with him, provided that in serious cases where the authorised medical attendant consider removal of the member of the family to the hospital dangerous or injurious to life, medical attendance and treatment at the residence shall be allowed.
- (2) No travelling Allowance shall be allowed to members of the families for any journey perform to consult authorised medical attendant.
- (3) Medical attendance and. treatment, referred to in sub-rule (I) shall include confinement in a hospital and pre-natal and past-natal treatment of the *wife* of Speaker, Chairman, Deputy Speaker,

Deputy Chairman, Leader of Opposition or Government Chief Whip.

Explanation : A certificate by Speaker or Chairman Deputy Speaker, Deputy Chairman, Leader of Opposition or Government Chief Whip that a person is a member of the family of the Speaker, Chairman. Deputy Speaker. Deputy Chairman, Leader of Opposition or Government Chief Whip who is residing with and is dependent on the Speaker or Chairman, Deputy Speaker, Deputy Chairman, Leader of Opposition or Government Chief Whip shall be sufficient authority for receiving the benefits under these rules.

6. (1) When the place at which Speaker or Chairman, Deputy Chairman, Leader of Opposition or Government Chief Whip falls ill, is not the headquarters of the authorized medical attendant.
 - (a) The Speaker, Chairman, Deputy Speaker, Deputy Chairman, Leader of the Opposition or Government Chief Whip shall be entitled to travelling allowance for the journey to and from such headquarters, or
 - (b) If the Speaker or Chairman, Deputy Speaker, Deputy Chairman, Leader of the Opposition, Government Chief Whip is too ill to travel, the authorized medical attendant shall be entitled to travelling allowance for the journey to and from the place where the patient is :

Provided that the Speaker or Chairman, Deputy Speaker, Deputy Chairman, Leader of the Opposition, Government Chief Whip shall not be entitled to travelling allowance for a journey for attendance by a dentist or an oculist.

- (2) An application for travelling allowance under sub-rule (1) shall be accompanied by a certificate in writing by the authorized medical attendant stating that medical attendance was necessary and of the application under clause (b) of that sub rule that the Speaker or Chairman, Deputy Speaker, Deputy Chairman, Leader of Opposition, or Government Chief Whip was too ill to travel.
7. (1) If the authorized Medical attendant is of opinion that the case of Speaker or Chairman Deputy Speaker, Deputy Chairman, Leader of Opposition, or Government Chief Whip is of such a serious or special nature as to require medical attendance by some person other than himself he may with the approval of the Director of Medical Services in Karnataka which shall be obtained beforehand unless the delay involved entitles danger to the health of the patient.
 - (a) Send the patient to the nearest specialist or other medical officer in the State as provided for in a clause (d) of rule 2 by whom in his opinion Medical attendance is required to the patient.
 - (b) If the patient is too ill to travel, summon such special or other medical officer to attend upon the patient.
 - (2) Where a patient is sent to a specialist or on production of a certificate in writing by the authorised medical attendant in this behalf, be

entitled travelling allowance for the journey to and from the headquarters of the Specialist or other medical officer.

- (3) A specialist or other medical officer summoned under Clause (b) of sub rule (1) shall on production of a certificate in writing by the authorised medical attendant in that behalf be entitled to travelling allowance for the journey to and from the place where the patient is:

7. A Reimbursement of Expenses incurred at any place other than in a Government Hospital or Dispensary : (In respect of expenses incurred by the Speaker, the Deputy Chairman, Leader of Opposition or Government Chief Whips for the medical attendance and treatment obtained by him in any place other than in a Hospital or dispensary maintained by the Government or under rule 8 or 8A he shall be entitled to reimbursement of the expenses incurred to the same extent as he is entitled under these rules for reimbursement of expenses incurred by him for medical attendance and treatment obtained in such Hospital or dispensary. The expenses shall be inclusive of the charges for accommodation in the place where such treatment is taken.

8. (1) The Speaker or Chairman, Deputy Speaker Deputy Chairman. Leader of the Opposition or Government Chief Whip, may at his option receive treatment either at his residence or at Government hospital.

- (2) Where Speaker or Chairman Deputy Speaker, Deputy Chairman, Leader of Opposition or Government Chief Whip receiving treatment at his residence under rule (1) he shall be entitled to receive towards the cost of the treatment incurred by him a sum equivalent to the cost of such treatment as he would have been entitled to receive free of charge, under these rules if he had not been treated at his residence.

- (3) A claim for any amount admissible under sub-rule (2) shall be accompanied by a certificate in writing by the authorised medical attendant, stating the amount of the cost of similar treatment referred to in sub rule (2)

8-A (1) When the Speaker, the Chairman, Deputy Speaker, Deputy Chairman, Leader of Opposition or Government Chief Whip while on duty outside the State but within India falls ill and has to receive urgent medical attendance, all amounts paid by him in respect of such treatment shall on an application being made in the Form in Appendix I be reimbursed to him by Government and when he has not made any payment the amount payable for such treatment shall if he so desires, be paid direct by Government such reimbursement or payment shall be subject to the conditions specified in sub-rules (2) and (3) of this rule. The claim shall be supported by receipts and vouchers in respect of each item of expenditure incurred by the Speaker or the Chairman.

- (2) The medical attendance and treatment secured shall be to the same

extent and on the same scale as the Speaker or the Chairman or the Deputy Speaker, Deputy Chairman Leader of Opposition or Government Chief Whip would have been eligible if he had been at the time of illness within the State and for the purpose of any registered medical practitioner selected by the Speaker, the Chairman, Deputy Speaker, Deputy Chairman, Leader of Opposition or Government Chief Whip to attend on him during the illness shall discharge the functions of an authorised medical attendant under these rules.

- (3) The seriousness of the illness or the nature of the illness of the Speaker, the Chairman, Deputy Speaker, Deputy Chairman, Leader of Opposition, or Government Chief whip is such as to require a medical attendant to travel with him the traveling allowances and incidental charge of the medical attendant shall be paid by the Government.
- (4) The claim shall be supported by proper receipts vouchers and shall be countersigned by the authorised medical attendants to the effect that the treatment was necessary and the charges are reasonable having regard to the circumstances of the case.
- (5) The extent to which the medical expenses incurred by the Speaker or the Chairmen, the Deputy Speaker, Deputy Chairman, Leader of Opposition, or Government Chief Whip while on duty outside India shall be reimbursed, shall be determined by special orders of Government provided that such expenses shall be payable only in respect of illness during the tour and to the extent the Speaker, the Chariman, the Deputy Speaker, Deputy Chairman, Leader of Opposition, Government Chief Whip would have been entitled to free medical attendance if he had fallen ill within the State.
- (6) If the nature of illness of the Speaker, chairman, Deputy Speaker, Deputy Chairman, Leader of Opposition, Government Chief Whip is such as to require treatment outside India and such treatment is not available anywhere in India, the extent to which the medical expenses incurred by the Speaker, Chairman, Deputy Speaker, Deputy Chairman, Leader of Opposition, or Government Chief Whips outside India shall be reimbursed, shall be determined by special orders of the Government.

Such reimbursement shall not be made except on production of a certificate in writing from the Director of Health and Family Welfare that such treatment is not available anywhere in India.

Explanation :Medical expenses for the purpose of this clause includes the travelling and incidental charges of the Speaker, Chairman Deputy Speaker, Deputy Chairman, Leader of Opposition, or Government Chief Whip and where the Director of Health and Family Welfare certifies that the nature of the illness is such the patient requires the attendance of any attendant the travelling and incidental charges of the attendant.

9. Any charge of service rendered in connection with but not included in medical attendance on or treatment of a patient entitled, free of charge to Medical attendance or treatment under these rules, shall be determined by the authorised medical attendant and paid by the patient.

10. Relaxation of provisions: Where the Government is satisfied that the operation of any of these rules causes undue, hardship in any particular case, it may, by order dispense with or relax the requirements of that rule, to such extent and subject to such conditions as it may consider necessary for dealing with any case in a just and equitable manner.

APPENDIX-I

Form of application for claiming refund of medical expenses incurred in connection with medical attendance and or treatment of the Speaker the Chairman, the Deputy Speaker, the Deputy Chairman, Leader of Opposition or Government Chief Whip and his family.

N.B :Separate form should be used for each patient.

1. Name of the Speaker / Chairman / Deputy Speaker / Deputy Chairman / Leader of Opposition / Government Chief Whip.
 2. Actual Address :
 3. Name of the patient and his / her relationship to the Speaker / Chairman / Deputy Speaker / Deputy Chairman / Leader of Opposition / Government Chief Whip.
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N.B. In the Case of children state age also.

4. Place at which the patient fell ill :

5. Details of the amount claimed :

1 Medical Attendance :

(i) Fees for consultation indicating

(a) The name and designation of the medical officer consulted and the hospital or dispensary to which attached.

(b) The number and dates of consultations and the fee paid for each Consultation.

(c) The number and dates of injections and the fee paid for each injection

(d) Whether consultations and or injections were had at the hospital at the consulting room of the medical officer or at the residence of the patient.

(ii) Charges of pathological, bacteriological radiological or other similar test undertaken during diagnosis indicating.

(a) the name of the hospital or laboratory where the tests were undertaken and

(b) Whether the tests were undertaken on the advice of the authorised medical attendant, if so, a certificate to that effect should be attached.

(iii) Cost of medicines purchased from market. List of medicines, Cash memos and the essentially certificate should be attached.

II Hospital treatment

Name of the Hospital

Charges. for hospital treatment indicating separately the charges for

(i) Accommodation:

State whether it was an independent Room in the Hospital ward or where no independent room was available it was other accommodation suited to the status of the Speaker / Chairman / Deputy Chairman / Leader of Opposition / Government Chief Whip.

(ii) Diet

(iii) Surgical operation or medical treatment or confinement.

(iv) Pathological, bacteriological, radiological or other similar tests indicating.

(a) the name of the hospital or laboratory at which undertaken.

(b) Whether undertaken on the advice of the medical officer in charge of the case at the hospital. If so, a certificate to that effect should be attached.

(v) Medicines

(vi) Special Medicines

List of Medicines, cash memos and the essentially certificate should be attached.

(vii) Ordinary nursing

(viii) Special nursing i.e., nurses specially engaged for the patients. State whether they were employed on the advice of the medical officer in charge of the case at the Hospital at the request of the Chairman / Deputy Chairman / Speaker / Deputy Speaker leader of opposition Government Chief Whip.

In the former case a certificate from the medical officer in charge of the case and countersigned by the Medical Superintendent of the Hospital should be attached.

(ix) Ambulance charges

(State the journey to and from undertaken).

(x) Any other charges eg., charges for electric light, Fan, heater, air-conditioning etc., State also whether the facilities referred to use a part of the facilities normally, provided to all patients and no choice was left to the patient.

III. Consultation with Specialists

Free paid to specialist or a medical officer other than the authorised Medical attendant indicating :

- (a) The name and designation of the specialist or medical officer consulted and the hospital to which attached.
- (b) number and dates of consultation and the fee charged for each consultation.
- (c) Whether Consultation was had at the hospital, at the Consulting Room of the Specialist or Medical Officer or at the residence of the patient.
- (d) Whether the specialist or Medical Officer was consulted on the advice of the authorised medical attendant and the previous approval of the Director of Medical Services in Karnataka was obtained. If so, a certificate to that effect should be attached.

6. Total Amount claimed

7. List of enclosures

Note :

- (1) If the treatment was received by the the Speaker / Chairman / Deputy Speaker / Deputy Chairman / Leader of Opposition / Government Chief Whip at his/ her residence under rule / provision to rule 5(1) (ii). The Karnataka Legislature (Presiding Officer) Medical Attendance Rules 1959 give particulars of such treatment and attach a certificate from the authorized medical attendant as required by these rules.
- (2) If treatment was received at a hospital other than a Government Hospital, necessary details and the certificate of the authorized medical attendant that the requisite treatment was not available in any nearest Government hospital should be furnished.

Declaration to be signed by
Speaker / Chairman / Deputy Speaker / Deputy
Chairman / Leader of Opposition /
Government Chief Whip.

I hereby declare that the statements in this application are true to the best of my knowledge and belief and that the person for whom medical expenses were incurred is wholly dependent upon and residing.

Date Signature of the Speaker /
Chairman / Deputy Speaker /
Deputy Chairman / Leader of
Opposition / Government Chief Whip.

FORM A

**(To be completed in the case of patient who is not admitted to
hospital for treatment)**

Certificate granted to Shrimathi / Sri / Kumari
..... husband / wife / son / daughter / father / mother /
brother / sister / of Shrimathi / Sri

I, Dr. hereby certify

- (a) That I charged Rs.
(Rupees..... only) for
..... consultation (s) only
at my consulting room / at the residence of the patient.
- (b) That I charged Rs (Rupees
.....only) for
administering
Intra-Venous / Intra-Muscular / Sudcutaneous injection *only*
..... at my consulting room / residence of the patient.
- (c) That the injections administered were not for immunising or prophylactic
purposes.
- (d) That the patient has been under treatment at..... hospital / my
consulting room, and that the under mentioned medicines prescribed by
me in this connection were essential for the recovery / prevention of
serious deterioration in the condition of the patient. The medicines are
not stocked in thehospital for supply to private
patients and do not include preparations which are primary foods, toilets
or disinfectants.

NAME OF MEDICINES

Sl	Name and Quantity	price
No.		Rs. Ps.
1.		
2.		
3.		
4.		
5.		
6.		

- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

-
- (e) That the patient is / was suffering from and is / was under my treatment from to
- (f) That the patient was / was not treated for :
- (i) immunizing and prophylactic purposes.
 - (ii) Sterility or sterilization
 - (iii) General diseases and delirium treatments.
- (g) That is was / was not a case of :
- (i) pre-natal or post-natal, routine checkups
 - (ii) testing of eye-sight for glasses.
- (h) That the X-ray, laboratory tests, etc., dated for which the expenditure of Rs. was incurred were necessary and were undertaken on my advice at the which is a Government hospital / laboratory.
- (i) That the patient did not require / required hospitalization.
- (j) That I am of equivalent rank / immediately junior in rank to the A.M.A., and attached to the same hospital as he is viz., the hospital
- (k) That the ointment / mixture, entered item. under certificate no. (d) on reverse, could not be dispensed at the Government hospital / laboratory and the patient was advised to purchase it from market.
- (l) That I referred the patient to the hospital which is the nearest Government / Stated-aided / maintained by local authority / private hospital from the place where the patient fell ill which in my opinion could provide the necessary and suitable treatment.

(m) That I referred the patient to Dr. Specialist / M.E. in Government Employment in the for specialist consultation and that the necessary approval of the as required under the rules was obtained vide his letter / memo No dated

Signature and Designation of the
Medical Officer and the hospital
dispensary to which attached.

Place.

Date.....

I. Name of the hospital to be given here.

N.B. Certificates not applicable should be struck off. Certificate

(c) is compulsory and must be filled in by the Medical Officer
in all cases.

Certificate granted to Shrimathi / Sri / Kumari.
Wife / Son / Daughter of Sri..... Speaker / Chairman
for.....

1. Deputy Speaker / Deputy Chairman / Leader of Opposition / Govt. Chief Whip.
2. Substituted under notification NO. LAW 63 LGR 79, dated 11th June 1979.

FORM B

(to be completed in the case of patients who are admitted to Hospital treatment).

"Certificate granted to Shrimathi / Sri / Kumari.
husband / wife / son/ daughter / father / mother / brother / sister or
Shrimathi / Sri. Speaker /
Chairman or

(Deputy Speaker / Deputy Chairman.
Leader of opposition / Govt. Chief Whip)

PART A

(To be signed by the Medical Officer-in charge of the case at the Hospital)

I, Dr. hereby certify.

- (a) that the patient was admitted to Hospital on the advice of / on my advice. (name of Medical Officer.)
- (b) that the patient has been under treatment at. and that the under mentioned medicines prescribed by me in this connection were essential for the recovery / prevention of serious deterioration in the condition of the patient. The medicines are not stocked in the for supply to private patients and do not include proprietary preparation for which cheaper substances of equal therapeutic value are available, nor preparations which are primarily food, toilets or disinfectants.

Sl. No	Names of medicines	price
1.		
2.		
3.		
4.		
5.		
6.		

- (c) that the injection administered were/were not for immunizing or prophylactic purposes.
- (d) That the patient is / was suffering fromand is / was under my treatment from to.....
- (e) that the X-ray, Laboratory tests, etc., for which an expenditure of Rs. was incurred were necessary and were undertaken on my advice at (Name of the Hospital or Laboratory)
- (f) that I called in Dr. for specialist consultation and that the necessary approval of the Director of Medical Services in Karnataka as required under the rules was obtained.

Signature and designation of
the Medical Officer-in-charge of the case
of the Hospital.

PART-B

I certify that the patient has been under treatment at the Hospital and that the services of the special nurses for which an expenditure of Rs. was incurred vide bills and receipts attached were essential for the recovery / prevention of serious deterioration in the condition of the patient.

Signature of the Medical Officer-in-charge
of the case at the Hospital

Countersigned

Medical Superintendent
..... Hospital

I certify that the patient has been under the treatment at theHospital and that the facilities provided were the minimum which were essential for the patient's treatment.

Medical Superintendent,
..... Hospital.

Place.

Date.

N.B. Certificates not applicable should be struck off. Certificate (d) is compulsory and must be filled in by the Medical Officer in all cases).

KARNATAKA LEGISLATURE SECRETARIAT

Sub: Reimbursement of 1350 local calls charges of telephone installed at the residences of Hon'ble Members of Legislature.

Preamble:

A Member of Legislature is provided with two telephones - one at the place of his choice in the constituency / Residence and the other at his room at Legislator's Home. In respect of the telephone provided in the Room of Legislator's Home, local call charges to the extent of 1350 local calls once in two months has to be borne by the Government, and the expenses over and above this is to be borne by the Members.

Some of the Members of Legislature have requested the Board, Karnataka Legislature Secretariat to transfer this 1350 free local calls charges to the telephones installed at their residences in Bangalore. If this is not utilised in the rooms allotted to them in Legislator's Home.

Board of Karnataka Legislature Secretariat decided that a member may be permitted to get the free calls transferred from the phone installed at Legislator's Home to the telephone installed in his residence at Bangalore subject to the condition that the member should bear all the telephone charges of the phone installed in his room at Legislator's Home.

ORDER NO. ADM - I/4/L.H. 94 BANGALORE,

DATED: 10-01-1994

Sanction is accorded to reimburse the charges of 1350 Local call charges to the Members of Legislature in respect of the telephones installed at the residences of Members in Bangalore, subject to the fulfillment of the following conditions:

- 1) Bills for the telephones installed at the residence of Members in Bangalore to be paid by the Members, and a copy the same, to be sent to the Secretary, Karnataka Legislature.
- 2) Reimbursement of local charges will be made only after adjusting the cost of truck calls, local calls of the telephone installed at Legislator's home.

By Order and in the
Name of the Board

R. Vijayakumar
Under Secretary.

Copy to:

1. Accountant General (A&E), Karnataka, Bangalore.
2. Secretary to Chairman, L.C.,
3. Secretary to Speaker, L.A.
4. Treasury Officer, State Huzur Treasury, Bangalore.
5. All the Members of Karnataka Legislature for information.
6. Under Secretary, Accounts, 6(a), IFA.KLAS.,
7. Estate Officer, L.H.
8. Section Officer, Accounts-I, K.L.S.
9. Concerned File.
10. Guard file.
11. Spare Copy.