

MTP admission register — working layout for Form III

Maintained at the approved place, one serial number per termination. Use the serial number, not the woman's name, wherever the Rules require confidentiality. Confirm column wording against the current MTP Rules; this layout is for day-to-day maintenance.

Register

Sl. no.	Date of admission	Name (kept confidential — see Rules)	Age	Address	Duration of pregnancy (weeks)	Ground / indication (Act s.3)	Consent — Form C on file	Opinion — Form I / two RMPs where required	Date of termination	Method	Date of discharge	RMP(s) name & reg. no.	Remarks / complications

Retention & custody

Register retained for the period the MTP Rules prescribe (five years for the admission register — verify current Rules). Consent (Form C) and the RMP opinion (Form I) filed together against the serial number, in the confidential custody the Rules require.
Head of the approved place responsible for custody: [name · designation].

Monthly report worksheet — feeds Form II

Compile from the admission register at month-end; transfer the totals to the prescribed Form II for submission to the Chief Medical Officer / district authority. A month with no terminations is still reported.

Reporting period

Approved place — name & approval / registration no.	
Month / year	
Prepared by · date	
Submitted to · date · acknowledgement no.	

Terminations this month — by duration of pregnancy

Duration	Number	Method(s) used	Notes
Up to 12 weeks			
12–20 weeks			
20–24 weeks (special categories under the 2021 amendment — two RMP opinions)			
Beyond 24 weeks (Medical Board — Form D)			
Total			

Terminations this month — by ground under section 3

Ground	Number
Risk to the life / physical or mental health of the woman	
Substantial risk of serious physical or mental abnormality in the child	
Pregnancy from rape / failure of contraceptive (as the Act provides)	
Other (specify)	
Total (must equal the duration total)	

Reconciliation checks before submission

☐ Total equals the number of register entries for the month ☐ Every entry has Form C and Form I on file ☐ 20–24 week cases have two RMP opinions ☐
Complications / deaths recorded and reported as required ☐ Nil report prepared if zero cases

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