

Manual 6

A statement of the categories of documents that are held by it for under its control {Section 4 (I) (b) (VI)}

S. No.	Nature of Record	Details of information available	Unit/Section which is available	Retention period where available
1.	OPD Registration Register	Name, Age, Sex, Father. Mother name, Address, Mobile number of the patient	Online HMIS (e-hospital)	Cloud
2.	Lab Report Register	Investigation Report	Pathology Department.	02 yrs.
3.	X-ray & Ultrasound Report Register	X-ray and Ultrasound Report	Radiology Deptt.	02 yrs.
4.	Case Sheet	Details of Patients treatment & daily progress Report	Nursing Sister/ HA Deptt,	10yrs
5.	Casualty Register	Name/ Age/ Sex/ address where available/ MLC or not	Nursing Sister/ HA Deptt,	10yrs
6.	Tender documents	Rates quoted by Firms	CMO(Med)/ Accounts Deptt.	10yrs
7.	Supply Orders	Cost & quantity of items ordered	HA/Account/CMO	10yrs
8.	History sheet of the equipment	Details of repair expenditure on equipment	HA Deptt. / CMO	10yrs
9.	Stock Registers	Entry of all items received in hospital with price	Store In-charge/Nursing Sister (general, medical and surgical)	10yrs

10.	Salary bills	Details of salary paid	Account Branch	03 years or 01 years after completion of Audit, whichever is later as per GFR
11.	Contingency bills	Details of payments for purchase	Accounts branch	03 years or 01 years after completion of Audit, whichever is later as per GFR
12.	Miscellaneous bills	OT, Medical, Phone, Conveyance etc.	Accounts branch	03 years or 01 years after completion of Audit whichever is later as per GFR
13.	Personal files	Personal details of each employee from the date of joining till retirement/ transfer	Establishment branch	-----
14.	Service book	All details of employee service including leaves	Establishment branch	-----
15.	Guard file	All orders issued in the department	Establishment branch	-----
16.	Vigilance files	All complaints, their inquiries and results	Vigilance branch	-----
17.	Post sanctioned file	All posts sanctioned in the hospital	Personnel branch	-----
18.	File Noting	Detail subject and correspondence	e-Office system	-----