

MANUAL 6
Section 4(1)(b)(vi)

A statement of the categories of documents that are held by it for under its control

A statement of the categories of documents held.

S.No.	Name of record	Details of information available	Unit/Section where available	Retention period.
1	OPD Attendance records	Name ,Age, Sex & address of patients	I/C OPD	Computerized. Retained since Sept. 2000.
2	A&E	Attendance Records	A & E	Computerized Retained since Sept. 2000.
3	A&E	MLC cases	MRD	Permanent 2000.
4	Admission	Details / particulars of the patient and Treatment and conditional discharge Records.	MRD	Computerized Retained since Sept. 2001.
5.	Birth Register	Details of births in the Hospital	MRD	Permanent
6.	Death Register	Details of treatment given and cause of death	MRD	Permanent
7.	Lab Report Register/ Computerized information.	Details of information available about of the investigation	Lab Medicine	Computerized information available since 2001.
8.	X-ray / Ultrasound/ C.T. report register	Reports given by consultant	Radiology Deptt.	Ten Years
9.	Post Mortem Report Register	Post Mortem Report of dead MLC cases	Forensic Medicine	Permanent
Staff physician				
1	Medical Examination & Re-examination forms.	Physical examination & laboratory findings.	Branch Office, Staff Physician.	05 years
2	Physical Disability forms.	Details of Physical & Radiological Examination.	----do---	----do---
Family welfare department				
3	Services	OPD Room No.	Tel No.	Timings
	MTP	712/713	22692131	9.00 to 1.00 PM

	STERILIZATION	712/713	22692131	9.00 to 1.00 PM
	CU-T	712/713	22692131	9.00 to 1.00 PM
Account section				
4	Record related account section	Cash Book, P.B.R., Bill Register, Contingent Register, GPF ledgers of Group D staff, Acqu- instance Rolls, BE/RE, Expenditure statements, Office copies of various Categories of the bills	Accounts Section	As provided in appendix-13 to GFR, 1963
5.	Service Book	Details of Service of the Official.	Concerned Estt.	Till retirement of the official

Retention schedule of Hospital record

Sl. No.	Nature of Record	Unit/Section where available	Retention period, where available
1	Report Book	Wards	3 years
2	Treatment Book	Wards	3 years
3	Poison Book	Wards	3 years
4	Injection Book	Wards	5 years
5	Special Drug Account Book	Wards	3 years
6	Stock Book of consumable items	Wards	3 years
7	Sponge Book	Wards	1 years
8	Census Book	Wards	1 years
9	Diet Book	Wards	1 years
10	Roll Call Book	Wards	1 years
11	Indent Book(Anti-Biotics)	Wards	3 years
12	Death Records	Wards/MRD	5 years
13	Taking over/handling over book	Wards	1 years
14	CSSD Book	CSSD	1 years
15	Condemnation Book	Wards	3 years
16	Indent Book of non-consumable items	Wards	5 years
17	Dhoti Book	Wards	1 years
18	Admission/Discharge Register	Wards/MRD	5 years
19	Operation Record Book	Wards	8 years
20	X-Ray Films	Radiology Deptt.	5 years
21	In patients(Med) Records(i.e.)case sheets and registers	MRD	10 years
22	OPD Registers	OPD	8 years
23	Paper relating to important litigation or 'causes celebres' in which the administration was	MRD	Permanent

	involved (MLC Records)		
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Personal file of temporary nurses other staff to serve for 1 to 2 year and then resign /
leave for abroad Three years

Identity cards of the staff who have resigned/left to be destroyed

Gazette of India, Permanent

Rate contract circular of DGS & D Operative for
1-2 year Years