

## Manual 6

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued.

S.No.	Nature of Record	Details of information available	Unit/section which available	Retention period, where available
1	Lab Report Register	Investigation Report	Pathology	2 years
2	X-Ray & Ultra Sound Report Register	X-Ray and Ultra Sound Report	Radiology	2 years
3	M.L.C Register	Complete MLC Report	MRD	Indefinite
4	Case Sheet	Details of Patients treatment & daily progress while in the hospital	MRD	10 years
5	Casualty Register	Name/ Age/Sex/ Diagnoses and Tt.	MRD	10 years
6	Court Summon Register	Name of doctor & patient with date for summon	MRD	10 years
7	Tender documents	Rates quoted by firm	Purchase	10 years
8	Supply Order	Cost & quantity of items ordered	Purchase	10 years
9	Comparative statement	Compares relative rate	Purchase	10 years
10	Stock Register	Entry of all items received in hospital with price	Stores (General, Medical & Surgical)	10 years
11	Receipt Voucher	Details of issue of items for use in various sections.	Store	10 years
12	Salary Bills	Details of salary paid	Accounts Branch	03 years OR 01 year after the completion of Audit whichever is later as per GFR.
13	Contingency Bills	Details of payments for purchase	Accounts Branch	03 years OR 01 year after the completion of

				Audit whichever is later as per GFR.
14	Misc. Bills	OT, Medical, Telephone & electricity bills, Conveyance etc.	Accounts Branch/establishment branch	03 years OR 01 year after the completion of Audit whichever is later as per GFR.
15	Personal files	Personal details of each employee from the date of joining till retirement/transfer	Establishment Branch	5 years either after retirement or after one has ceased to be in service
16	Service Book	All details of employees service including leaves	Establishment Branch	Till retirement of employee
17	Guard File	All orders issued in the department	Establishment Branch	10 years
19	Vigilance Files	All complaints, their inquiries and results	Establishment Branch	Till the case is cleared
20	Post Sanctioned File	All posts sanctioned in the hospital	Establishment Branch	Life long