

Manual -6

Statement of the categories of Documents Held  
[Section 4 (1) (b)(vi)]

Sr. No.	Nature of Records	Details of Information	Unit/Section where available	Retention period where available
1.	Student's admission record	Admission information prospectus, admission lists, waiting lists	Principal office	Permanent
2.	Student's attendance records	Class and subject wise attendance	-Do-	-Do-
3.	Student's exam records	Class and subject wise records	-Do-	-Do-
4.	Admission related records	All matters related with admission	-Do-	-Do-
5.	Exam related records	All records related with exam like invigilation practical etc.	-Do-	-Do-
6.	Correspondence records	With University, CCIM, Bhartiya Chikitsa Parishad & Health Deptt.	-Do-	-Do-
7.	Teachers related records	Attendance records of C.L. membership of committee's etc.	-Do-	-Do-
8.	Salaries of all staff members (PBR)	Details of salaries increments, LTC, advance, salary slip, sanction of Posts	Accounts office	-Do-
9.	Budget and Expenditure	Plan & Non Plan, files related to them	-Do-	-Do-
10.	Personal files & service books of employees	Records of service, leave, increments, loan, advances, study leave enquiry, memo, Pension	Establishment branch	
11.	Work related to PWD/Estate	Construction, renovation, repair, tenders, payments budget allocation, Administrative & expenditure approvals	Estate Office	-Do-
12.	Records related to purchases	Purchase committee, requirements by various departments, tenders, quotations, orders, supply, Bills, payments	Central Store	-Do-
13.	Records related to Hospital & Multispecialty centre	Admissions, OPD's IPD records, dispensary records stores, duties of staff. Lab records	DMS office	-Do-