

Manual 6

**A statement of the categories of documents that are held by it for under its control
(Section 4(1)(b)(vi))**

S. No.	Nature of Record	Details of information available	Unit/Section Where available	Retention period, where applicable
1.	Patients data in OPD	OPD registers	With the Concerned doctors	05 years
2.	Patients data in IPD	Case history of patients, Investigation papers	M.R.D. section in IPD	05 years
3.	Students data	Admission papers, Academic documents	Academic branch	15 years
4.	Pay Bill record	Salary bills, Pay bill register, cashbook, etc.	Accounts branch	15 years