

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	05-10 years
2.	Patients data in IPD	Case history of patients, investigation papers	M.R.D. section in IPD	05-10 years
3.	Students data	Admission papers, academic documents	Academic branch	15 years
4.	Pay Bill record	Salary bills, Pay bill register, cash book, etc.	Accounts branch	15 years