

**Sec. 4(1).b.(vi)A statement of the categories of documents that are held by it or under its control;**

Various types of record held by the Institute.

Agendas and Minutes of the Governing Body, Institute Body, Standing Committees and other Committees.

**Administration/Establishment**

- Personal Files of the Faculties, Officers and Staff.
- Service Books
- Annual Confidential Reports of the Faculties, Officers and Staff.
- Annual Reports
- AIIMS Rishikesh Act, Rules and Regulations
- Recruitment Rules.
- Correspondence with other offices, Govt. of India etc.
- Institute owned vehicles.

**Finance**

- Plan and Non Plan Allocations.
- Salary, Advances etc.
- Pension/NPS
- Payments/ Receipts/ Expenditure Record
- Various advances to the Faculties, Officers and Staff.
- TA/DA and other admissible allowances.

**Estate**

- Allotment of Houses
- Allotment Rules and Regulations
- Rent agreement with various Service Providers

**Academic**

- MBBS, MD, MS, M.ch, DM, PDCC and other medical courses.
- Records of Junior/Senior Residents/ Selections/ Trainings
- Various Para Medical courses and PhD.

- Degrees/Research Papers, Thesis written by various Residents/ Faculty
- Education/ Training of Nurses
- Research in various fields
- allocation of Hostels.

### **Library**

- Books/ Journals etc. in the Library
- Record related to subscription made by Library
- Internet facility and

### **Procurement**

- Purchase/ Condemnation of the equipment's etc.
- Purchase of Medicine, Surgical Items/ Sanitation/ Stationary etc.
- Purchase of grocery items for the patients
- Tenders and Record of various procurement.
- GeM

### **Stores**

- Stock Register, Record of various consumables and non-consumables purchases, supplies, receipt and issue.
- Record relating to procurement of equipment's and material for the hospital.

### **Medical Record Office**

- Record of Indoor Patients
- Record of various medical Labs, Tests, X-rays, CT scan, MRI, Ultrasound etc.
- Record pertaining to Dispensary, Staff Clinic
- Medico legal cases.

### **Engineering**

- Record of various constructions activities and maintenance activities.
- Tender of engineering services.

**Others**

- Vigilance/ Inquiries
- Training in Hindi
- Records relating to various court cases
- Computerization of the Hospital
- Record pertaining to animals in Animal House
- Record pertaining to various projects, reports etc.