

Categories of Documents and their custodian (As on 14.7.2023)

Categories of Documents	Custodian
Letters, notes pertaining to internal communication, Communication with MOHFW and others Annual Performance Appraisal Reports Confidential files Court cases and related documents Disciplinary Proceedings Annual Reports	Director office
Recruitment Rules Service Registers Personal files of all staff Recruitment, Appointment, Promotions Seniority and Pay fixation Committee constitution and reports Engagement of casual labourers Leave Register of Employees Maintenance of Reservation Rosters Quarters Allotment Estate and Security related files	Establishment
Salary Particulars, Advances etc Cash book / Receipts GPF Financial Statements Budget Estimates/ Expenditure Pension details of retired staff Audit	Accounts Section
Records related to purchase of Equipments, consumables, office stationery, etc Condemnation of articles Stock register Tender / Quotations	Store
Patient Medical Records – out Patients Drug Indent Register Drug Stock Register	RMB Clinic
Library Books Scientific Journals Field Reports Annual Reports of Institute	Library
RTI Applications RTI Act 2005 and rules 2012 RTI – Compendium of rules and OM	RTI Cell