

# MANUAL NO. 5

The Rules Regulations,  
instructions, manuals and  
records, held by it under its  
control or used by its  
employee for discharging its  
duties

The records of B.Y.L. Nair Ch.Hospital and T.N.Medical College is classified in to following six categories and is to be preserved for duration as indicated below list appendate.

<u>Class</u>	<u>Duration</u>
A	Permanent
B	30
C	10
C-1	15
C-2	5
D	1

B.Y.L.NAIR CHARITABLE HOSPITAL & T.N.MEDICAL COLLEGE			
Correspondence, Files etc. :			
Advisory Medical Board Constitution	.....		A
Advisory Medical Board abstract book minutes	.....		A
Building Plans, papers	.....		A
Clothing initial for the hospital	.....		A
Clothing scale for the staff	.....		A
Code word Telegraph papers	.....		A
EDUCATION –	(a) Important matters and decisions	.....	A
	(b) Affiliation to University	.....	A
	(c) Academic file papers	.....	A
	(d) Admission rules	.....	A
	(e) Approved posts and recognition of Teachers-papers, lists, etc.	.....	A
	(f) Departmental Committee	.....	A
	(g) Displaced persons Loan	.....	A
	(h) Internship Rules	.....	A
	(i) Medical Council of India (Correspondence)	.....	A
	(j) Medical Council of India Inspection file	.....	A
	(k) {rpceedomg pf the senate of Bombay University	.....	A
	(l) Prizes Papers	.....	A
	(m) Scholarship	.....	A
	(n) Students' Personal Files	.....	A
	(o) University Results	.....	A
	(p)University Mark sheets	.....	A



Register of Index of files.....	A
Register of Index Books.....	A
Register of Master Diagnosis Indent Book Annual .....	A
Register of Master Operation Book Annual .....	A
Register of Miscellaneous Revenue .....	A
Register of Operations done in Hospitals .....	A
Register of patients admitted Indoor fair .....	A
Register of Peshi .....	A
Register of Post mortems .....	A
Register of Probationary Nurses .....	A
Register of quarters allotted to the staff .....	A
Register of Rent .....	A
Register of Resident Medical Officers .....	A
Register of Sales of finished articles .....	A
Register of Summary of number of diet and patients with cost .....	A
Book certificate of birth (with case paper) .....	A
Ledger of Articles prepared in O.T.department .....	A
<b>Correspondence, files etc. :</b>	
Donation to Poor-Box Charity Fund, Correspondence.....	B
EDUCATION:- (a) Examination File .....	B
(b) Free ships .....	B
(c) Interns paysheet objections .....	B
(d) Post-graduates applications .....	B
(e) Roll-calls of students .....	B
(f) University Training, corps, Naval Cadet Correspondence	B
Leave to Probationary Nurses .....	B
Pharmacopia sale account (Book) .....	B
Test Audit Correspondence, notes .....	B
Valuable and clothings of patients undelivered-Disposal of .....	B

<b>Registers, Books etc.</b>	
Register of Balance sheet annual .....	B
Register of B.E.S.& T. Demand .....	B
Register of Moiety to R.M.Os.....	B
Register of Box Charity Fund collection .....	B
Register of Poor Box Charity Fund expenditure .....	B
Register of Reconciliation of accounts (A-form).....	B
Register of Receipt Books including Poor Box Charity Fund.....	B
Register of Deep X ray of patients .....	B
Register of attendance of Honorary staff .....	B
Book of Daily summary of patients O.P.D. and Indoor .....	B
Abstract Book-Daily Diets and expenditure thereof to the Hospital ...	B
Daily provisions of Nurses Mess .....	B
Bin cards of receipt and issue .....	C-1
Bulletin of Health Monthly from H.O.....	C-1
<b>Certificates :</b>	
Book of injury certificate of parties .....	C-1
Books of injury certificate of Municipal employees A-Form.....	C-1
Compensation Certificate .....	C-1
Medical Certificates of Insurance Companies B and B-1 forms.....	C-1
Medical Opinion Certificate .....	C
Police Certificate .....	C
Under treatment certificate .....	C
EDUCATION : (a) Backward class candidates result-University file	C-1
(b) D.G.O.,D.C.H.etc.,Lectuers files.....	C-1
(c) Examination file, E.N.T. Ophthalmictc.....	C-1
(d) Overseas students file.....	C-1
(e) Post graduate Certificates.....	C-1
(f) Preliminary examination file .....	C-1
(g) Transfer of students-application file .....	C-1
(h) Under graduate certificate file .....	C-1

(i) Ward Duties file .....	C-1
Standardisation of uniforms – correspondence re:.....	C-1
Register of admission of patients for in-door treatment .....	C-1
Register of Blood donors .....	C-1
Register of Book Tracing .....	C-1
Register of Issue Books to students out of premises .....	C-1
Register of Issue books to staff out of premises .....	C-1
Register of Issue books on premises .....	C-1
Register of O.P.D. Patients .....	C-1
Register of O.P.D. patients Index .....	C-1
Register of Recommendations .....	C-1
Catalogue of important instruments .....	C
Complaints Correspondence papers.....	C
Correspondence with C.S. for ration cards, permits etc. ....	C
Correspondence with College of Physicians and Surgeons.....	C
Correspondence with Surgeons General .....	C
Correspondence Miscellaneous with Municipal Departments .....	C
Correspondence with information given to outside parties .....	C
Counterfoils of Cheques .....	C
<b>EDUCATION :-</b> (a) Clinical and attendance sheets .....	C
(b) College of Physicians & Surgeons Post graduate students file .....	C
(c) Dissertatuib Correspondence .....	C
(d) Eligibility Certificate file .....	C
(e) Freeship application file .....	C
(f) Hostel file.....	C
(g) Interns outside file .....	C
(h) Railway Concessions .....	C
(i) Students leave application file .....	C
(j) Terminal Examination file .....	C
(k) Time-Table file .....	C

<b>Establishment :</b>	
Miscellaneous papers re appointment .....	C
O.T.& P.T.Department attendance cards of patients .....	C
Refund papers re.....	C
Schedule of Medicine .....	C
School Clinic Monthly statement of attendance of children.....	C
<b>Registers, Books and Ledgers etc.</b>	
Register of accounts of Tablets .....	C
Register of Ward admission (Patients ).....	C
Register of attendance of out-patients.....	C
Register of Balance sheets monthly.....	C
Register of Blood account.....	C
Register of Gift and Donations.....	C
Register of Gifts and Donations of Dietary articles like wheat, milk powders etc.....	C
Register of Imprest bill amount card.....	C
Register of Issue of files to staff from record.....	C
Register of liabilities of budget grants.....	C
Register of recoveries on account of breakage .....	C
Register of Repairs General.....	C
Register of reports of Chemical Analyser.....	C
Register of Reserve Bank employees admitted.....	C
Register of tenders.....	C
Register of slides etc. prepared.....	C
Register of unclaimed wages.....	C
Register of Uniforms.....	C
Books of Blood transfusion.....	C
Books of Breakage report.....	C
Books of Diet.....	C



Books of Despatch.....	C
Books of Indent.....	C
Books of Notification of Injections Diseases to H.O. ....	C
Books of indent (wards weekly).....	C
Books of issue of stores articles.....	C
Books of Muster of staff.....	C
Books of orders.....	C
Books of Reports Bacteriology, Biochemistry, Histopathology.....	C
Books of Requisition slips for articles from Wards, Departments etc..	C
Books of Stores return memo.....	C
Books of Work order.....	C