

CHAPTER – 6
(Manual – 5)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS
THAT ARE HELD BY IT OR UNDER IT CONTROL.

6.1 Information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (pl.mention the level in place of writing “Others”)

Sr. No.	Category of the document	Name of the documents and its introduction in one line	Procedure to obtain the document	Held by/under control of
1	Establishment Record	Service Record of the employees(Superior/Labour)	Apply to M.S.,V.N.Desai Mun.Gen.Hosp., Santacruz (E)	Superior – Andheri,Head Office, Labour-V.N.Desai Hosp.,S”cruz(E) Estt.Section
2	Establishment schedule	Establishment schedule	-- do --	V.N.Desai Hosp. MRD –
3	MRT Record	Medico Legal cases, Indoor Papers	-- do --	V.N.Desai Hosp. Laboratory –
4	Pathology Record	Indent Book- Medical, General, Office Store Ledgers – Medical General, Biochemistry ECG Record	-- do --	V.N.Desai Hosp.
5	ECG Record		-- do --	M.O. – V.N.Desai Hosp.
6	USG Record	USG Record	-- do --	M.O. – V.N.Desai Hosp.
7	Blood Bank Record	Donar Register – Name of Donors, Age, Wt., Address Blood grouping register – Dt., Donors, Blood Bag No., Cell grouping	-- do --	M.O.(Blood Bank) . – V.N.Desai Hosp.
8	Store Record	Plant & Machinery Register- Purchase of Machinery Scrap Register – Scrap items Indent Bk-Order copy	-- do --	General Store.Section – V.N.Desai Hosp.
09	Pharmacy Record	Receipt Bk- List of medicines Supplied Challan file-Challan of medicine supplies. Legal documents Imprest of Rs.50,000/-	-- do --	Head Pharmacist V.N.Desai Hosp.
10	Legal Record	Anaesthesia imprest of	-- do --	Legal Department
11	Accounts Record	Rs.6000/-	-- do --	Account Section – V.N.Desai Hosp.