

RTI DISCLOSURE

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

- Personal Files of the Staff
- Annual Confidential Reports of the Staff
- Selection/ Interview/ Appointments
- Annual Reports
- Recruitment Rules.
- Correspondence with other offices, Govt. of India etc.
- Service Books

Finance

- Plan and Non Plan Allocations.
- Salary, Advances etc.
- Pension
- Payments/ Receipts/ Expenditure Record
- GPF etc.
- Various advances to the Staff

Estate

- Allotment of Houses/ Hostels
- Allotment Rules and Regulations

Academic

- Records of Junior/Senior Residents/ Selections/ Training
- Degrees/Research Papers, Thesis written by various Residents/ Faculty
- Research in various fields

Library

- Books/ Journals etc. in the Library
- Internet facility in the Library

Procurement

- Purchase/ Condemnation of the equipments etc.
- Purchase of Medicine, Surgical Items/ Sanitation/ Stationary etc.

MRD

- Birth and Death Record

Store

- Stock Register, Record of various purchases, supplies & stores.
- Record relating to procurement of equipments and material for the hospital.

Medical Superintendent Office

- Record of Outdoor Patients (files where made)
- Record of Indoor Patients

Engineering

- Record of various constructions activities and maintenance activities.

Others

- Vigilance/ Inquiries
- Records relating to various court cases
- Record pertaining to animals in Animal House
- Record pertaining to various projects, reports etc.