

लेडी हार्डिंग मेडिकल कॉलेज एव श्रीमति सुचेता कृपलानी अस्पताल, नई दिल्ली
LADY HARDINGE MEDICAL COLLEGE & S.S.K. HOSPITAL, NEW DELHI.
[अपर चिकित्सा अधीक्षक कार्यालय]
[OFFICE OF ADDITIONAL MEDICAL SUPERINTENDENT]

मिसिल संख्या:अ.चि.अधी/एस.एस.के.एच/25/

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Categories of Documents Maintained/Possessed by LHMC & Associated Hospitals


Lady Hardinge Medical College (LHMC) and its associated hospitals — **Smt. Sucheta Kriplani Hospital (SSKH)** and **Kalawati Saran Children's Hospital (KSCH)** — maintain a wide range of documents related to **administration, academics, finance, patient care, human resources, and legal compliance**. These documents are preserved in accordance with government rules, institutional policies, and applicable statutory requirements.

A. Administrative and Establishment Documents

Category	Examples
Establishment & Service Records	Appointment orders, promotion files, leave records, ACRs/APARs, service books
Office Orders & Notifications	Transfers, duty rosters, deputation, disciplinary orders
Committee Proceedings	Meeting minutes of Hospital Management Committee, Academic Council, etc.
Delegation of Powers & Organizational Charts	Internal circulars, hierarchy maps

B. Academic and Research Documents

Category	Examples
Academic Records	MBBS & PG admission registers, attendance records, internal assessment marks
Course Curriculum & Syllabi	As per NMC/University of Delhi guidelines
Examination Records	Theory and practical exam results, answer sheets, tabulation registers
Research Projects and Theses	Approved research proposals, completed thesis copies, ethics approvals
Institutional Ethics Committee Records	Meeting minutes, protocol approvals, consent forms


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C. Clinical and Patient Care Records

Category	Examples
Inpatient & Outpatient Records	Case sheets, treatment records, discharge summaries
Operation Theatre Logs	Surgery registers, consent forms
Birth & Death Records	Maintained by Medical Records Department (MRD)
Investigation Reports	Lab, radiology, and pathology reports
Medico-legal Cases (MLCs)	MLC registers, police intimations, postmortem reports

D. Financial and Procurement Records

Category	Examples
Budget and Expenditure Statements	Annual budget estimates, utilization certificates
Purchase & Tender Files	Procurement through GeM, rate contracts, quotations, comparative statements
Store & Inventory Records	Stock registers, indents, issue vouchers, condemnation records
Audit Reports	CAG audit reports, internal audit observations

E. Legal and Statutory Compliance Documents

Category	Examples
RTI Records	Applications, replies, disclosures under Section 4(1)(b)
Legal Cases	Litigation files, court orders, legal correspondence
Licenses and Certifications	Pollution control, biomedical waste authorization, fire NOC, etc.
Insurance and Contractual Agreements	AMC contracts, manpower outsourcing agreements

F. Human Resource and Welfare Documents

Category	Examples
Staff Strength & Vacancy Position	Cadre strength files, sanctioned vs. filled posts
Training and CME Records	Participation in workshops, seminars, training courses
Welfare Scheme Records	CGHS, medical reimbursements, GPF, pension-related files

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G. Infrastructure and Maintenance Files

Category	Examples
Building & Maintenance Records	Blueprints, renovation proposals, maintenance logs
Equipment Installation & AMC	Warranty details, service records, maintenance schedules
Security and Facility Management	Housekeeping, pest control, security deployment

Storage and Access

- Documents are maintained in **physical and/or digital form** as per the applicable retention schedule.
- Select documents are accessible under the **Right to Information (RTI) Act, 2005**.
- Sensitive documents (e.g., patient records, legal matters) are restricted as per confidentiality policies.

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