

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/

दिनांक :10.06.2025

## **Custodian of Documents/Records at LHMC & Associated Hospitals**

At Lady Hardinge Medical College (LHMC) and its Associated hospitals – Smt. Sucheta Kriplani Hospital (SSKH) and Kalawati Saran Children's Hospital (KSCH) – various categories of documents are maintained and safeguarded by designated **custodians**, based on the nature, origin, and usage of the documents. The **Head of Office (HoO), Principal, Medical Superintendents**, and **Heads of Departments** function as primary custodians in their respective domains.

### **A. Administrative Records**

<b>Type of Document</b>	<b>Custodian</b>
Establishment files, service books, APARs	Administrative Officer / Establishment Section (under Principal's supervision)
Office orders, circulars, rosters	Section Officer / Office Superintendent
Institutional committees' records	Director Secretariat / Nodal Officer

### **B. Academic & Teaching Records**

<b>Type of Document</b>	<b>Custodian</b>
MBBS/PG admission & academic records	Academic Section / Registrar, LHMC
Examination records, results	University Liaison Cell / Examination Cell
Curriculum and course material	Academic Section / Department Heads
Theses and dissertations	Respective Department HODs & Academic Office
Ethics Committee records	Member Secretary, Institutional Ethics Committee

*Banarsi*  
10/6/25  
डॉ. बनारसी / Dr. Banarsi  
अतिरिक्त चिकित्सा अधीक्षक / Addl. M.S.  
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### C. Clinical and Medical Records

Type of Document	Custodian
OPD/IPD case files, discharge summaries	Medical Records Department (MRD)
Birth and death records	MRD Officer / Nodal Officer, Vital Statistics
Medico-legal case files	Casualty Medical Officer & Legal Cell
Surgical & OT logs	OT In-charge / Department HODs
Lab & diagnostic reports	Respective Laboratory/Investigation Department Heads

### D. Financial and Procurement Records

Type of Document	Custodian
Budget files, expenditure statements	Drawing and Disbursing Officer (DDO)
Tender and procurement documents	Store Officer / Procurement Section
Stock registers and inventory	Store In-Charge (General / Medical)
Audit reports	DDO / Accounts Officer

### E. Human Resource and Welfare Records

Type of Document	Custodian
Staff strength, recruitment files	Establishment Section
Pension, GPF, and retirement records	Accounts and Administration Section
Staff training, CME participation	Respective Departments / Training Cell

### F. Legal, RTI & Statutory Records

Type of Document	Custodian
RTI applications & replies	Public Information Officer (PIO)
Legal case files	Legal Cell / Nodal Officer
Licenses and compliance certificates	Hospital Administration Office / Nodal Officer

### G. Infrastructure and Facility Management Records

Type of Document	Custodian
Building plans, renovation documents	CRP / Task Force / Estate Officer
Equipment installation, AMC records	Store Section / Store Officer
Security, sanitation, facility management files	Hospital Admin Officer / Outsourcing Nodal

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ऑपेराटिव बिजनेस अफिसर / Addl. M.S.  
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## General Oversight

- **Principal, LHMC** – Overall academic and institutional record authority.
- **Medical Superintendent (SSKH / KSCH)** – Custodian for clinical and hospital records.
- **Head of Department (HoD)** – Custodian of departmental files, teaching, research, and clinical data under their scope.
- **Public Information Officer (PIO)** – Nodal officer for dissemination of public documents under the **RTI Act, 2005**.

*Banarsi*  
10/6/25  
Dr. Banarsi

AMS (SH-III)

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