



भारत सरकार
GOVERNMENT OF INDIA
स्वास्थ्य सेवा महानिदेशालय

DIRECTORATE GENERAL OF HEALTH SERVICES

लेडी हार्डिंग मेडिकल कॉलेज एव् श्रीमती सुचेता कृपलानी हॉस्पिटल, नई दिल्ली
LADY HARDINGE MEDICAL COLLEGE & SMT. S. K. HOSPITAL, NEW DELHI



RTI Suo Moto Disclosure

A statement of the categories of documents that are held by it or under its control

1. Categories of documents:
2. Custodian of documents/categories:

Various types of record held by the Institute

Administration:

- Personal files and service books of the Staff.
- Annual Performance and Appraisal Reports (APAR) of the Staff.
- Selection/ Interview/ Appointments.
- Annual Reports.
- Acts, Rules and Regulations.
- Recruitment Rules.
- Correspondence with other offices, Govt. of India etc.
- Medical reimbursement claims.
- Annual Property Returns.
- Contractual Staff Details.

Finance:

- Pay Bill Registers
- LTC Advance Register
- Contingency Bill Register
- GPF Advance/Withdrawal Register
- Bill Register
- Cash Book of Cashier
- Valuable Register
- Audit Files
- Budget Files
- Challan Files
- Utilization certificate's file
- Misc. files related to Account Section

Academic:

- Records of Undergraduate/Post-Graduate & Super-Speciality students.
- Degrees/Research Papers, Thesis written by various residents/faculty.
- Examination records of UG/PG & SS Students.
- Sanction details of funds transferred to University of Delhi.
- Correspondence with other offices, MoHFW/MCI/DU/AISHE etc.
- Stipend details of Post graduate and Super-Speciality students.

Library:

- Books/Journals etc. in the library.
- Records related to membership of library.
- Internet facility in the Library.

Procurement:

- Purchase/Condemnation of the equipments etc.
- Purchase of Medicine, Surgical Items/Sanitation/Stationary etc.
- Purchase of grocery items for the patients.

Medical Record Section:

- Birth and Death Record
- Medico-legal records
- Record of diseases, mortality and bed occupancy etc.
- Record of Outdoor Patients (files where made)
- Record of Indoor Patients
- Record of Various medical labs, Tests, X-Rays, CT scan, MRI, Ultrasound etc.

Store:

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

Others:

- Vigilance/Inquiries
- Hindi Section
- Records relating to various court cases.
- Computerization of the Hospital
- Record pertaining to Kaya-Kalp initiative
- Record pertaining to various projects, reports etc.
- Records of Parliament questions
- Records pertaining to public grievances.