

**OFFICE OF THE MEDICAL DIRECTOR
DEEN DAYAL UPADHAYAY HOSPITAL
HARI NAGAR, NEW DELHI – 110064.**

MANUAL -6

A Statement of category of documents held by authority under its control
Section 4(1)(b)(vi)

MLC, Birth certificates and case history of operation are maintained by the Medical Record Department of this hospital.

S. No.	Nature of Record	Details of information available	Unit/ Section where available	Retention Period
1.	OPD patients record	Registration / morbidity	MRD	10 yrs.
2.	IPD case	Details of patients admission/ treatment/ Surgical Procedures	MRD	10 yrs.
3.	MLC Cases	Details of injuries / Referral/ Admission	MRD	Life Long
4.	Birth & Death Registration	Details of Births & Death taken place in this hospital	MRD	10 yrs.
5.	Cash Book/PBR	Pay details & other receipts	Accounts Branch	10 Yrs. Approx. 13 GFR
6.	Contingent Expenditure	Contingent Expenditure	Accounts Branch	10 Yrs.
7.	Arrears Claim	Arrear Claim PBR	Accounts Branch	20 Yrs.
8.	Final Withdrawal from GPF	GPF Book/PBR	Accounts Branch	1 Yrs.
9.	TA/Transfer TA claim	TA Bill/Register	Accounts Branch	3 Yrs. Or 1 Yr. after completion of Audit
10.	Pay Bill Register	PBR	Accounts Branch	20 Yrs.
11.	Pay bill copies	Pay bills	Accounts Branch	20 Yrs.
12.	Acquaintance Roll	Acquaintance Roll	Accounts Branch	3 Yrs. Or 1 Yr. after completion of audit
13.	Bill Register	Bill Register	Accounts Branch	5 Yrs.

