

GOVT. OF NCT DELHI
OFFICE OF THE MEDICAL SUPERINTENDENT
RAO TULA RAM MEMORIAL HOSPITAL, JAFFARPUR NEW DELHI-110073

[Section 4 (1) (b) (VI)]

Categories of documents held

S.No.	Nature of Record	Details of information available	Unit/ section which available
1	O.P.D. Registration	Name Age and Sex of Patient	MRD
2	Lab Report Register	Investigation Report	Pathology
3	X-Ray & Ultra Sound Report Register	X-Ray and Ultra Sound Report	Radiology
4	M.L.C Register	Complete MLC Report	MRD
5	Case Sheet	Details of patients treatment & daily progress while in the hospital	MRD
6	Casualty Register	Name/ Age/ Sex Diagnoses ant Tt.	MRD
7	Court Summon Register	Name of Doctor & Patient with date for summon	MRD
8	Tender Documents	Rates quoted by firm	Purchase
9	Different files related to procurement of goods & services.	Cost & quantity of item procured	Purchase
10	Comparative statement and related documents	Compares relative rate	Purchase
11	History Sheet of Equipment	Details of repair expenditure on equipment	Purchase & maintenance
12	Stock Register	Entry of all items received in hospital with rates.	Stores (General Medical & Surgical)
13	Receipt Voucher	Details of issue of items for use in various sections	Store
14	Salary Bills	Details of Salary Paid	Accounts Branch
15	Contingency Bills	Details of payments for purchase	Accounts Branch
16	Personal/ Misc. files, Service Books	Related with documents of working and retired employees and their service record	Establishment branch
17	Different files pertaining to administration for running of hospital	Different circulars, orders etc.	Branch/ section concerned
18	Misc. Bills	OT, Medical, Phone, Conveyance etc.	Accounts Branch

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19	Personal Files	Personal details of each employee	Establishment Branch
20	Service Book	All details of employees service including leaves	Establishment Branch
21	Guard File	All orders issued in the department	Establishment Branch
22	Vigilance Files	All complaints, their inquiries and results	Establishment Branch
23	Mortuary Record Book	Details of all post mortems	Mortuary
24	RTI Files	RTI Matters, Appeal cases,	Establishment Branch