



अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर
All India Institute of Medical Sciences, Bhubaneswar
(A Statutory Body under aegis of Ministry of H & F.W., Govt. of India)
सिजुआ, डाकडूमुडुमा :-, भुवनेश्वर-751019
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Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

S1 No.	Categories of Documents	Custodian of Documents/ Categories
01.	Letters, Notes pertaining to Internal Communication and Communication With DGHS, MOH&FW, State Govt. Authorities and Others	Director Office
02.	Patient Medical Records -Out Patient & In-patient Drug Indent Register Drug Stock Register MDT Stock Register Death Register Diet Register In Patient Registers OT Register RCS Register MCR Register Disability Certificate Issue Register MCR Issue Register Lab Reports of Patients	Medical Superintendent
03.	All Academic Related Records	Dean (Academic)
04.	All Examination Related Records	Dean (Examination)
05.	All Research Related Records	Dean (Research)
06.	Annual Performance Appraisal Reports Confidential Files Court Cases & Related Documents Disciplinary Proceedings Annual Reports Recruitment Rules Service Registers Personal Files All Staff Recruitment, Appointment & Promotions / Seniority Pay Fixation Committee Constitution & Reports Engagement of Contractual Staff Leave Register of Employees Maintenance of Roster for Identification of Posts Quarters Allotment Estate & Security Related Files	Senior Administrative Officer/ Administrative Officer
07.	Salary Particulars, Advances etc. Cash Book / Receipts GPF Financial Statements Budget Estimates / Expenditure Pension Details of Retired Staff Audit	Account Section

08.	Supplies & Materials - Records Related to Purchase of Equipments / Articles /Services / Consumables/ Non-Consumables Condemnation of Articles Stock Register Tender/Quotations Maintenance of Articles	Central Stores
09.	Library Books Scientific Journals Technical Reports Annual Reports of Institute	Central Library
10.	RTI Applications and related Files RTI Act 2005 & Rules 2012 RTI - Compendium of Rules & OM	Central Public Information Officer