

LIST OF RECORDS OF MEDICAL DEPARTMENT

SL. NO.	DESCRIPTION OF THE RECORD	RECORD NO.	LOCATION	RETENTION PERIOD (Years)
01	Daily Drug/Injection Entering Register	MED/###/DRG-ENTRY/R	User Section	2
02	AMC Register	MED/###/AMC/R	User Section	2
03	Bio-Medical Waste Register	MED/CSLTY/BIO-WASTE/R	Casualty	3
04	Consultants Register	MED/CONSULTANT/OPD/###/R	Casualty	2
05	Death/Birth Certificate Register	MED/CSLTY/DTH.CRFTE/R	Casualty	Permanent
06	Defect Register	MED/CSLTY/DEFECT/R	Casualty	3
07	Disaster Management Register	MED/CSLTY/DISA/MNG/MT/R	Casualty	5
08	Emergency Patients Register	MED/CSLTY/EMRGNCY-PTS/R	Casualty	3
09	Housekeeping Register	MED/CSLTY/H.K/R	Casualty	2
10	Laundry Register	MED/CSLTY/LAUNDRY/R	Casualty	3
11	MLC Register	MED/CSLTY/MLC/R	Casualty	5
12	Monthly Census Register	MED/CONSULTANT/OPD/MONTHLY.CENSUS/R	Casualty	2
13	On Duty Accident Register	MED/CSLTY/DUTY.ACCIDENT/R	Casualty	3
14	Reminder Book	MED/CSLTY/RMNR/R	Casualty	2
15	Sanitary Material Register	MED/PTH/STOCK-SANMTRLS/R	Casualty	3
16	Special Visit Register	MED/WARD/SPL.VISIT/R	Casualty	5
17	Information Register	MED/CSLTY/INFORM/R	Casualty	5
18	Mosquito Control Register	MED/CSLTY/MCR/R	Casualty	5
19	Other Procedure Register	MED/CSLTY/OPR/R	Casualty	5
20	Autoclave Register	MED/OT/AUTOCLAVE/R	OT	2
21	Medical Eligibility Card	NMPA/REG/MEC/R	Registration Counter	Till Death
22	Assistant Diary	MED/EST/ASST.DIARY/R	Establishment	3
23	Customer Complaint Register	MED/EST/CCR/R	Establishment	5
24	File Movement Register	MED/EST/FILE.MVMNT/R	Establishment	5
25	Increment Register	MED/EST/INCREMENT/R	Establishment	5
26	In-Patient Bill Register	MED/EST/IP.BILL/R	Establishment	5
27	Medical Bill Reimbursement Register	MED/EST/MR.BILL/R	Establishment	5
28	Petty Items Register	MED/EST/T&P.PETTY/R	Establishment	5

29	Post-Dispatch Register	MED/EST/POST.DISPATCH/R	Establishment	5
30	Public Grievance Register	MED/EST/PBLC.GRVNC/R	Establishment	5
31	Quotation Calling Register	MED/EST/QTN.CALL/R	Establishment	5
32	Retired Employees MEC Card Issue Register	MED/EST/MEC-RTD /R	Establishment	5
33	Stationery Register	MED/EST/STATIONERY/R	Establishment	5
34	Supplementary Bill Register	MED/EST/SPLMNTY.BILL/R	Establishment	5
35	Tappal Register	MED/EST/TAPPAL/R	Establishment	5
36	Temporary Imprest Adjustment Register	MED/EST/TMP.IMPR.ADJ/R	Establishment	5
37	Temporary Imprest Register	MED/EST/TMP.IMP/R	Establishment	5
38	Tools & Plants	MED/EST/T&P/R	Establishment	5
39	Training Record Register	MED/EST/TRAINING/R	Establishment	5
40	Uniform Issue Register	MED/EST/UNIFORM/R	Establishment	5
41	First Aid Treatment Register	MED/FAC/FIRST.AID/R	First Aid Center	2
42	First Aid Bio-Waste Register	MED/FAC(W) BIO-WASTE/R	First Aid Center	2
43	First Aid Stock Register	MED/FIRST AID/STOCK/R	First Aid Center	2
44	Laboratory Report Dispatch Register.	MED/LAB/LRDR/R	Laboratory	2
45	Calibration Register	MED/LAB/CAL R	Laboratory	5
46	Special Investigation Referral Register	MED/LAB/SIR/R	Laboratory	5
47	Oxygen Filling Register	MED/MS/OXYGEN.FILL/R	Medical Store	2
48	Permanent Imprest Register	MED/MS/PRMNT.IMPREST/R	Medical Store	2
49	EMD Bid Security Register	MED/MS/EMD/R	Medical Store	5
50	Tender quotation/Opening Register	MED/PTH/TENDER/R	Medical Store	5
51	Paying Patients Register of Retired Persons (Of Other Ports)	MED//MED.STORE/PAYING PATIENT/RETD/OTHER PORTS/R	Medical Stores	3
52	O.T. Schedule Register&	MED/SPLWARD-OT/SCHEDULE/R	O.T.	5
53	Generator Room Information Register	MED/OT/GENERATOR ROOM/R	O.T.	2
54	O.T. Sanitation Register	MED/OT/SANITATION/R	O.T.	2
55	E-Waste Management Register	MED/CSLTY/E-WASTE MGMT/R	Establishment.	5

56	Culture Swab Register	MED/OT/CULTURE/R	O.T.	2
57	Operation Intimation Register	MED/OT/INTIMATION/R	O.T.	2
58	Operation Theatre Procedure Register	MED/OT/PROCEDURE/R	O.T.	2
59	Echocardiography Register	MED/RADIO/ECHO/R	Radiology	5
60	Obstetric Antenatal Register	MED/RAD/OB.ANTENATAL/R	Radiology	2
61	Daily X-Ray Entering Register	MED/RADIO/X-RAYREPORT/R	Radiology	5
62	X-Ray Report Register	MED/RADIO/X-RAYREPORT/R	Radiology	3
63	Referral Register	MED/REGN/REFER/R	Registration Counter	2
64	Out Patient Register	MED/RGN/OP/R	Registration Counter	2
65	Health Program Register	MED/S&PH/H.P/R	PTH	2
66	Bill Register	MED/###/BILL/R	User Section	5
67	Daily Watch Register	MED/###/DAILY.WATCH/R	User Section	2
68	Movement Register	MED/EST/MOVEMENT/R	User Section	5
69	Paying Patient Register	MED/###/PP/R	User Section	3
70	Life Saving Drug Register	MED/###/LIFESAVING/DRUG/R	User Section	3
71	Private Patient Register	MED/###/PP/R	User Section	3
72	Drug Expiry Monitoring Register	MED/###/DRUG EXPIRY/R	User Section	5
73	Epidemic Disease Register	MED/###/EPIDMC.DISEASE/R	User Section	5
74	Linen Stock Register	MED/CSLTY/LINEN.STOCK/R	Ward	5
75	Admission & Discharge Register	MED/WARD/A&D.%%%/R	Wards	5
76	Day & night Report Register	MED/GEN WARD/DAY-NIGHT RPT/R	Wards	2

Categories of documents and retention period Department		Traffic
SL. No.	SUBJECT	Retention Period (in years)
1	Agreements (Bills)	Permanent
2	Reimbursement of Childrn's Education Allowance - Reg.	5 Years
3	Grant of Children Education Allowance	5 Years
4	Books & Stationery Allowance	5 Years
5	Award of Merit Scholarship and grant of Books and Stationery allowances	5 Years
6	Reimbursement of Tuition fees	5 Years
7	Bill Register	5 Years
8	Training Correspondence	5 Years
9	Permission for higher studies and pass port - Reg	10 Years
10	Permission to pursue higher studies	10 Years
11	Motor Cycle / Scooter / Car Advance	10 Years
12	Allotment of Quarters - Reg	20 Years
13	Board Resolutions / Action taken report	Permanent
14	Trade Notice	Permanent
15	Union Correspondence- Reg ALC/Pending cases / ITC / Welfare measures	Permanent
16	Promotion to employees	Permanent
17	Grant of MACP	Permanent
18	Safety & Security Measures inside the Port	10 Years
19	Miscellaneous Correspondence (1)	10 Years
20	Recruitment of OBC's in the ministry subordinate/attached offices.	10 Years
21	Sanction of Festival Advance - Reg.	10 Years
22	Office Orders / Letters	10 Years
23	Important reference of Establishment matters	10 Years
24	General Correspondence	10 Years
25	OT to Staff	10 Years

Categories of documents and retention period
Finance Department

Subject	Period of Retention
Agreements (bills)	Permanent
Payment Register (House Building)	Permanent
Sanctioned and closed files (House Building)	Permanent
Register of Government Securities	20 years
Revenue and General Cash Book	20 years
Provident Fund Ledger	20 years
Welfare Fund Account	20 years
Pension Fund Account	20 years
General Provident Fund Account	20 years
Deposit Account	20 years
Provident Fund Reserve Account	20 years
Port fund cash book	15 years
Revenue and general ledger	10 years
Port fund ledger	10 years
Provident fund loan Register	10 years
Stores ledger	10 years
Contract payments (bills)	10 years
Pay bills	6 years
Voucher files (Revenue, petty cash etc.)	6 years
Refund book	5 years
Cash Receipt Challan Book	5 years
Cheque Receipt Challan Book	5 years
Register showing the refund of amount paid from the Deposit Account	5 years
Register of refund claims and Adjustment passed	5 years
Register showing receipts and disposals of claims for refunds	5 years
Payment Register	5 years
Recovery Register such as festival, flood/drought, Co-optex, Cycle, Scooter, NTC, Tour Advance, RD, LIC, PLIP, CTD	5 years
Retirement Register	5 years
Order Books of advances for payment/recovery	5 years
Court Attachments Register	5 years
Import Foreign Payment	5 years
Bill Register	5 years
Fixed Deposit Register	5 years
Leave register in Government form	5 years
Provident fund daily balance register	5 years
Budget monthly account book	3 years
Journal Vouchers	3 years