

Manual 6

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

(Section 4(1)(b)(vi))

A STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD

Sl. No.	Nature of Record	Details of Information available	Unit/section where available	Retention Period, where available
01.	Patients record file	All records	In respective Departments.	
02.	All records regarding purchases and other financial transactions	All records	Accounts Branch/Purchase branch	
03	All Administrative Record of Staff	Service Books & Personal Files	Administrative Branch	Permanent
04.	Students Admission details	All details regarding admission/exam/degree	Academic Branch	Permanent

