

प्रश्न सं. 1456 का उत्तर का परिशिष्ट
 दिनांक 18/25-7-2016

Records. Period for which to be preserved

1. Daily register of out-patients.
2. Diary of house-patients treated in the dispensary.
3. Comparative daily statement of work done in a dispensary.
4. Abstract of daily register of out-patients.
5. Abstract of daily register of in-patients.
6. Bed-head tickets. .. Should only be filed in important cases, the rest being destroyed at the close of the year.
7. Temperature chart. .. For current year only.
8. Daily register of dieting in-patients. .. For current and two previous years.
9. Abstract diet roll. .. For current year only.
10. Register of operations
11. Stock book of hospital furniture and clothing.
12. Stock book of surgical instruments and hospital necessities.
13. Register of receipt and issue of medicines.
14. Sick certificate to Government servants.
15. Discharge certificate of Government servants.
16. Visitors' book. .. From commencement.
17. Subscription register in which donations are also entered. .. Current and two previous years.
18. Daily attendance book. .. Current year only.
19. Circular book and standing orders. .. From commencement.
20. Correspondence registers. .. Current and two previous years.
21. Cash Book. .. Twenty-five years.
22. Salary bills. ..
23. Detailed statement of permanent establishment. .. Thirty-five years.
24. Cash abstract registers of re- .. Twenty-five years.

Records.

Period for which to be preserved.

29. Post-mortem and medicolegal reports and correspondence in connection with them. For twelve years.
30. Dispensary Committee proceedings. From commencement.
31. Indent for forms. .. For two years.
32. Indent for Europe Medicines and Instruments. For four years.
33. Annual dispensary reports. For three years.
34. Private and Government cash books. For twenty-five years.
35. Monthly statement of accounts. .. For two years.
36. Registers of names of persons inoculated. For two years.
37. Inoculation certificate books
38. Contingent bills. .. For six years.
39. Chemical Analyser's correspondence. For four years.
40. Station dak book
41. Post dak book } For one year.
42. Register of suspicious articles sent for examination by police. For two years.
43. Government and private stamp account. For five years.
44. Receipt books for sale of Rs. 6 Rs. 3 and Rs. 1-8-0 and one anna ticket books. For six years.
45. Counterfoils of chalans. .. For four years.
46. Office copies of monthly statements of compounder's pension contribution. For three years.
47. Budget estimates