

Section 4(1)(b)(vi) of RTI Act 2005

Statement of categories of documents held by Department/Hospital

Sl.No.	Nature of Record	Details of Information available	Unit/section where available	Retention Period, where available
1	File relating to bills of PWD, Purchases of Stores, Stationery, Housekeeping, Security, Consumable and Non-consumable items related to computers, Telephone, Electricity, Water, Newspapers, Magazines bill of senior officers and other miscellaneous files.	Expenditure	Respective Departments and Branches	---
2	Despatch register	Despatch & Movement of Dak and Files	Establishment	5 years
3	Postal registration books		Establishment	5 years
4	A Register of daily abstract of stamps used		Establishment	5 years
5	Messenger book		Establishment	1 year
6	Stamps Account Register		Establishment	5 years
7	File Register		Establishment	15 years
8	File Movement Register		Establishment	1 year
9	Personal Files	Service record	Establishment	5 years after retirement
10	Service Book	Service record	Establishment	5 years after retirement
11	Payment & recoveries		Accounts Branch	2 years or 1 year after Audit
12	Cash Book		Accounts Branch	10 years
13	Pay Bill Register		Accounts Branch	35 years
14	Office copies of establishment pay bills and related schedules in respect of period for which pay bill register is not maintained		Accounts Branch	35 years
15	Schedule to the establishment pay bills for the period for which pay bill register is maintained Acquittance Roll		Accounts Branch	3 years or 1 year after completion of audit
16	Bill Register maintained in Form TR 28 A		Accounts Branch	5 years