

## CATEGORIES/CUSTODIAN OF DOCUMENTS

Custodian of Documents	Categories of Documents
<b>Academic Branch</b>	All records relating to Admission of MBBS and B.Sc MLT, B.Sc X-Ray, B.Sc Anaesthesia and OT, B.Sc. Optom, B.Sc Nursing, MD/MS, M.Phil clinical Social Work and M. Phil Clinical Psychology, Diploma in Psychiatry Nursing, IAP fellowship in Neonatology(Paediatrics) and internship/trainings of various courses.
<b>Nursing Department</b>	Master attendance register for all Nursing Cadre. Master allocation register all Nursing Cadre. Bio-data of all Nursing Personnel. Stock registers (consumable/non-consumable). Record of Imprest Money. Nursing Books. Dispatch register. Hospital Census register.VIP and Staff Communication register.
<b>Establishment Branch -I</b>	Personal Files/Service Matter of Group A officers, Property Return files, Service Books, ACR files, Inquiry Files, DPC Files, RTI Files, Posting & Transfer files, Circular/Instructions/Rules/Guidelines files, DAK books, Receipt Register, Dispatch Registers, Imprest Money Register, Recruitment Records & Files etc., Reservation Roster and Physical Handicapped Roster, Record of Walk in Interview of Faculty Staff, Court cases, Recruitment and service matter of Group 'A' officers, Filling up all kind of vacant post of faculty under Group 'A' post , Joining and issuance of appointment letters of Faculty Staff and Police Verification, Promotion cases of Group 'A' faculty post, Permission for various aspect i.e. NOC/Experience Certificate and Vigilance Clearance Certificate from the Vigilance Department of Chandigarh Administration, Lok Sabha Questions, Reply of the Audit Memos/Para's raised by the external audit party, Framing/Reviewing/Amendment of Recruitment Rules in respect of all Group A, B, C and D posts, permission for various issues, Grant of leave, Ex-India Leave, any other kind of leave except academic leave, calculation of leave account in respect of Group 'A' faculty posts, Annual Increment, Preparation and submission of pension cases in respect of Group 'A' faculty posts etc.
<b>Establishment Branch -II</b>	Record of Recruitment & Service Matter of Senior Residents, Junior Residents, Resident Pathologist, Resident Anaesthetist, Casualty Medical Officer, Demonstrator, Medical Officer, Lady Medical Officer, Emergency Medical Officer. Reservation Roster and Physical Handicapped Roster. Record of Walk in Interview of Senior Residents, Junior Residents, Resident Pathologist, Resident Anaesthetist, Casualty Medical Officer, Demonstrator, Medical Officer, Lady Medical Officer, Emergency Medical Officer. Court Cases. Recruitment and Service matter of Group 'A' officers. Recruitment files of Group A posts on direct contract basis. Recruitment of Group B posts of College of Nursing. Personal Files/Service Matter of Group A officers, Property Return Files, Service Books, ACR files, Inquiry Files, DPC Files, RTI Files, Circular/Instructions/Rules/Guidelines Files, DAK books, Receipt Register, Dispatch Registers, Imprest Money Register, Recruitment Records & Files etc.

<b>Establishment Branch -III</b>	Personal Files/Service Matter of Group 'B' 'C' & 'D' officials, Property Return files, Service Books, ACR files, Inquiry Files, DPC Files, RTI Files, Posting & Transfer files, Circular/Instructions/ Rules/ Guidelines files, DAK books, Receipt Register, Dispatch Registers, Imprest Money Register, Recruitment Records & Files etc.
<b>Establishment Branch -IV</b>	Record of all files related to Contracts of Housekeeping and Sanitation, Paramedical Services, Catering Services, Laundry Services, Technical and other skill services, General services, Security Services, Parking, Pest control, Important Circulars issued by Chandigarh Administration,
<b>Hospital Administration Branch -I</b>	Personal Files of Nursing Staff, Property Return files, Service Books, ACR files, Inquiry Files, DPC Files, RTI Files, Posting & Transfer files, Circular/Instructions/ Rules/ Guidelines files, DAK books, Receipt Register, Dispatch Registers, Imprest Money Register, Recruitment Records & Files etc.
<b>Hospital Administration Branch -II</b>	Personal Files of Paramedical Staff, Property Return files, Service Books, ACR files, Inquiry Files, DPC Files, RTI Files, Posting & Transfer files, Circular/Instructions/ Rules/ Guidelines files, DAK books, Receipt Register, Dispatch Registers, Imprest Money Register, Recruitment Records & Files etc. Record of important decision of Hospital Administration.
<b>Procurement Branch-I</b>	Record of Purchase files Imported equipment's
<b>Procurement Branch-II</b>	Record of Purchase files of consumable items
<b>Estate Branch</b>	Allotment of GMCH Houses, Tender and record of commercial sites, construction of buildings record.
<b>RTI Cell</b>	Record of all RTI Applications and appeals, stock register of RTI Cell, Imprest Money Register, Record of Circular related to RTI, Fee Collection Record, Fee deposited with cashier record.
<b>Library</b>	All types of reading material (Books, Journals, Magazines, Newspapers, CD's, Videos, and Online database).
<b>Legal Cell</b>	Record of all Court cases files, Stock register, Bill register