

MANUAL 6

**A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD
BY IT FOR UNDER ITS CONTROL
[Section 4 (1) (B) (ii)]**

Sl. No.	Name of Record	Details of Info available	Unit/ Section where available	Retention period	
				As per Delhi Govt. Norms	As per collective consensus
1.	Non-perishable stock register	Cereals, pulses, oil, sugar etc.	Dietary Department	3 years	10 years
2.	Perishable stock register	Fruits, vegetables, milk and milk products		3 years	10 years
3.	Patient census	-		1 year	3 years
4.	Attendance book register	-		1 year	5 years
5.	Indent book of non-consumable items	-		1 year	5 years
6.	Consumable stock register	-		3 years	5 years
7.	Non-consumable stock register	-		3 years	5 years
8.	Canteen stock register	-		3 years	5 years

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**A statement of the categories of documents that are held by it for under its control
Section 4 (1) (b) VI**

Retention schedule of Medical Record Department, DSCI

S.No.	Details of Documents / Records	Retention Period Of Records As Per Delhi Govt. / AIIMS Norms
1	Patient's OPD Files	For 10 years (last attendance in the hospital)
2	Patient's IPD records	For 10 years (as per date of discharge)
3	Patient's OPD Death files	For 10 years

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Section 4 (1) (b) VI

Retention schedule of Hospital record

S.no	List of Registers	Retention period of records as per Delhi Govt. Norms	Retention Period of Records as per collective consensus
1	Stock Registers	03 Years	10 Years
2	Indent (Issued) Vouchers	03 Years	10 Years
3	Receiving Challans	03 Years	10 Years
4	Copy of Invoices	03 Years	10 Years
5	Other miscellaneous Files/ Records	03 Years	10 Years

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[Section 4(1)(b)(vi)]

DOES NOT PERTAIN TO GRIEVANCE DEPARTMENT



DELHI STATE CANCER INSTITUTES

- centres par excellence in the service of humanity
(A group of autonomous institutions under the Govt. of NCT of Delhi)

EAST: DILSHAD GARDEN, DELHI 110095

EPABX: +91-11-2213 5200, 2213 5700 FAX: +91-11-2211 0505

WEST: C-2/B, JANAK PURI, NEW DELHI 110058

EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 9999

Website: www.dsci.nic.in E-mail: director.dsci@nic.in NIN No: 1112313380



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DEPARTMENT OF NURSING

A statement of the categories of documents that are held by it for under its control Section 4 (1) (B) VI

Retention schedule of Hospital record

S. No.	LIST OF REGISTERS	RETENTION PERIOD
1	Report Book in non-critical areas and critical areas	10 Years
2	Treatment Book	5 Years
3	Narcotics Register	5 Years
4	Consumption Book: Sutures and surgical consumable	5 Years
5	Special drug account book/Medicine consumption book	5 Years
6	Stock book of medicine, non-consumable and consumable items	5 Years
7	Sponge book/ Bath book	5 Years
8	Census Book	5 Years
9	Diet Book	5 Years
10	Attendance register / Duty Roster	5 Years
11	Indent Books medicine and consumable	5 Years
12	Peon Book	5 Years
14	Mortuary book	5 Years
15	Blood Transfusion Register	5 Years
16	Taking over/ Handing over book/ inventoryBook	5 Years

17	CSSD book /ETO/Autoclave book	5 Years
18	Condemnation Book	5 Years
19	Indent book of non-consumable items	5 Years
20	Laundry Book	5 Years
21 a	Admission Discharge (LAMA) register(IPD)	10 Years
21 b	Admission Discharge Register (Reception)	10 Years
22	Operation record book (major & minor OT) Operation transfer register OT List register Post- Op register / Pre-op register	10 Years
23	Personal files of temporary nurses other staff to serve for 1-2 years and then resign/leave for abroad	5 Years
24	New Patient Entry Register (Reception)	5 Years
25	Railway concession form entry register	5 Years
26	Dispatch Register (Report & File)	5 Years
27	Chemotherapy Prescription	5 Years
28	Chemotherapy Administration Register	5 Years