

(Manual - 5)	A statement of the categories of documents that are held by it or under its control	<ul style="list-style-type: none"> i) Permanent record: - Services books and personal file of all the employees. ii) GIS record of all employees. iii) GPF record of Class-IV employees. iv) Expense Accounts & Receipts till Audit. v) Indoor Patient Record including all investigations. vi) Inventory of different sections. Vii) Establishment of Class-IV employee under the control of this office Ex. Gazetted I, II and class three employee. Administrative power under the control of D.R.M.E, Pb, Chandigarh . All type of leave of class three employee under the control of this office except, study leave and self employment leave ex-India Leave and ex-India study leave, all type of leave of Gazetted I, II, employee under the control of D.R.M.E, Punjab, Chandigarh.
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