

## **Manual-5**

### **A statement of the categories of documents that are held by it or under its control**

- (i) The record relating to out patient department and admission files relating to patient to the hospital including ,death and birth record of the institution.
- (ii) Service Book of all the employees
- (iii) GIS record of all the employees
- (iv) GPF record of class-IV employees
- (v) Expense accounts and receipts till audit.
- (vi) Patient record.