

Statement of the categories of Documents (Files/Records) that are held by the various departments of the institute under their control :

<u>Departments</u>	<u>Sub-sections</u>	<u>Type(s) of file or Records</u>	<u>No. of files</u>
Establishment Section Shri. S.R. Padalkar and Smt. Rasika Dinesh Sail.	1	Files related to NKN and Wifi.	2
	2	- Court files as per case	3
	3	- Court Case Monthly Report file	01
	4	- Pension Services Book, - Pension Files, Purchase Files, Contract renewal File, Purchase file for Various Machines & Equipment, etc	148 235
	5	- Service Book - Other File (Sanction Order, Budget, Accommodation, Annual Reports, Vigilance Report, Housekeeping, Security Services, Data Entry Operators, Lok Sabha, Rajya Sabha corresp. files, Budget –Plan–Non-Plan etc)	197 67
	6	Subject wise Correspondence Files (Recruitment Rules, Recruitment, DPC, SC-ST Corresp., Physically Disabled etc.)	130
	7	Subject wise Correspondence Files (GeM, RTI, CMC Computers etc.)	45
	8	Subject wise Correspondence File (CPWD placement files, Office Order related files, Important Circular file, Personal files etc.)	268
		9	NIC email files , kiosk
Accounts Section Shri. S.R. Padalkar and Smt. Megha Dekatey	1	<u>Section 1(CONTIGENT BILL)</u>	
		MCR	43
		Material & Supplies	19
		Library / Other Deposit	10
		Office Expenses	47
		Information Technology (Office Expenses)	09
		Other Charges	10
		MTNL	12
		Daily Wages	09
		GPF Advance & Withdrawal	11
		Minor Work	16
		BEST	07
		Machinery & Equipment	09
		BMC	08
		SRC	04
		Scholarship	02
		Festival Advance	01
		Bill Register	20
		Appropriation Register	20
		Contingent Register	03
		GPF Ledger	02
		Professional Service	04
		Advertising & Publicity	03
		CPWD placement of fund	03
		<u>Section 2(SALARY)</u>	
		Personal files (Dr's)	24
		Form 16	50
	Leave Memo	05	
	Pay Bill	17	
	6th CPC 60%	02	

	Last Pay Certificate	03
	Office Memorandum	01
	Due Drawn Statement	02
	DA/PT/CGHS	01
	Cheque List	01
	Licence fee	09
	Pan Card	01
	Children Education All	14
	DA Arrears	04
	CGEGIS Schedule	04
	Letter (Correspondence)	01
	Salary Certificate	04
	CGHS Schedule	02
	Arrears of Pay & Allowance	01
	Circular	05
	7th CPC	05
	MACP	01
	5th Pay Commission	01
	Abstract Register	02
	GPF Schedule	07
	No Demand Certificate	03
	CAD	03
	Appropriation Register	02
	Govt. Contribution Schedule	01
	HPCA	02
	New Pension Scheme	02
	Bill Return Memo	02
	Income Tax Schedule	03
	Festival Advance	04
	RTI	02
	Mandate Form	01
	Washing Allowance	02
	Academic Allowance	01
	Nill Bill	02
	Pay Bill Register A B & C (from 1976 to till date)	107
	Other Recovery	03
	Absentee Statement	03
	Attendance Statement	01
	Audit Reply	01
	Leave Travel Concession	01
	Budget Estimate	01
	Leave Encashment	01
	Stationery Register	01
	GEM file Stationery	01
	Expenditure	04
	Children Education Allowance Register	01
	Pay Relon Software	02
	TDS form	03
	Work in Hindi	03
	Computer file	01
	Office Order	05
	Stock Register	03
	Dead Stock Register	02
	Inward Register	01
	Indent Book	01
	Salary Deduction	01
	HRA Recovery Estate Manager	01

		Housing Loan format	01
		Honorarium	01
		Increment Certificate	02
		Confirmation Order file	01
		Miscellaneous	05
		Uttarakhand	01
		Bonus	01
		Dress Allowance	01
		Ministry related Order	01
		Section 3	
		Acquaintance Roll (Salary) 2005-06 Vol. I & II)	2
		Acquaintance Roll (Salary) 2006-07	1
		Acquaintance Roll (Salary) 2007-08	1
		ECS (June, 2007 to January, 2010)	1
		ECS 2012-2014	1
		ECS 2014-March,17	1
		ECS 2012-13-14	2
		ECS 2010-11-12	2
		Form-16 A (TDS) of Parties 2015-16	1
		Form-16 A (TDS) of Parties 2016-17	1
		Form-16 A (TDS) of Parties 2017-18	1
		Challan Files : General & Students 2010-2019	10
		LIC 2009-10	1
		LIC April, 2011 to July,13	1
		LIC 1 July, 2013-15	1
		LIC May,2015 to February,17	1
		Letters from Co-Op. Society for recovery of Loan (1.Anjana Lokare , 2.General, 3.B.A.Ukey, 4. P.G.Kamble, 5.G.N.Hatkar, 6.S.L.Raut, Seema Acharya , V.G.Vichare, K.D.Kunthadiya, G.S.Kharat, S.S.Lad, S.B.Mali, A. A. Acharya	1
		DHLS Programme, Pension Training Course	1
		Social Welfare Fund –2005-06	1
		Social Welfare Fund – 09.10.09 to 03.12.09	1
		Social Welfare Fund – 2010-11	1
		Social Welfare Fund 2011-12	1
		SBI Bank Statement (SWF)	1
Nursing Department Smt. Kamal Waghmare	1	Personal File – 62	62
		Maintenance – 25	25
		Archived – 77	77
		Miscellaneous – 27	27
		Box File :-	
		Certified Bill – 06	06
	2	Documents – 10	10
		Deadstock register	10
		All maintenance report file of different Companies	10
		Statistic book	
		Bio medical waste	01
		Company visiting book	01
		Operation list file	01
		Machine/equipment company book	01
		Attendance book	01
Outside (minor cases) entry register		01	
3	Inside (major cases) entry register	01	
	Dhobi register book	01	
	Air condition maintenance book	01	
	OPD Registration book	01	
	CP Registration Book	01	
		CC Registration Book	01
		Follow UP Book	01
		Diabetic Book	01

		Obesity Book Statistic Book Condemnation file Conference hall Key book Ledger Book	01 01 02 01 01 01
	4	Patients Day & Night Reports Admission Book Discharge Book Consent Book Inventory Book Autoclave Book Duty roster Muster Book Condemnation File Bio-Medical Waste Emergency Drugs book Over Book Special Over Book Indent Register Patients Discharge Summary card Patients Feedback Records Forms Statistic book Ward Patients Status Book Ledger Book	02 01 01 01 02 01 02 02 02 01 01 02 01 03 01 01 01 01 08
P&O Department- Mr. Indalkar and Mr. Manoj Tiwari	1	- Purchase Files - Stock Registers (Consumables, Raw Materials, Tools & Components) - Dead Stock Registers (Furniture and Fixtures, Machinery and Equipment and Computer) (05)	29 18 05
Academic Department- Mrs. Trupti Amberkar	1	- Student Personal File - Correspondence file - Miscellaneous file	140 80 70
Physiotherapy department- Mrs. Vimal Telang	1	- Academic - Personnel - Purchase - Maintenance - Archives - Miscellaneous	17 08 68 35 78 23
Occupational Therapy department- Mrs. Anita Gupta	1	- Purchase - Academic - Administration - Archives - Miscellaneous	262
Library- Shri Shivram Jamhoria	1	- Book Purchasing file - Medical Journals Subscription file - Notice & Circular file - Library closed order file - Medical Journals receipt file - books Approved file - Library Verification Report file - Library audit-inspection report file - Missing books file - Computer service file - Budget & expenditure file - Library books No Due Certificate - Library condemnation certificate - Library News paper magazine selling file - Reference reader/out of Institute users file - Library quotation invited file - Photo copy Machine maintenance file	01 06 05 05 03 03 01 02 02 03 01 02 01 01 01 01 01

		<ul style="list-style-type: none"> - e-library file - Library RTI file - Annual Report (AIIPMR) -Claim file 	<p>03</p> <p>03</p> <p>01</p> <p>01</p> <p>01</p> <p>01</p>
हिंदी विभाग- डॉ टिम्पल सुगंध एवं श्रीमती ज्योति संकपाल		<ul style="list-style-type: none"> • संसदीय राजभाषा निरीक्षण और प्रोफोर्मा • निष्प्रयोजन • खरीद • हिंदी दिवस समारोह • हिंदी रिपोर्ट • हिंदी शिक्षण • हिंदी कार्यशाला • मुहर • नियुक्ति/पदों का सृजन • मानक प्रपत्र अनुवाद • हिंदी कार्यान्वयन नीति-निर्देश • गार्ड फ़ाइल • हिंदी पत्रिका एवं शब्दकोष • विविध 	<p>02</p> <p>01</p> <p>04</p> <p>06</p> <p>06</p> <p>07</p> <p>03</p> <p>03</p> <p>05</p> <p>01</p> <p>02</p> <p>01</p> <p>02</p> <p>01</p>
Vocational Guidance- Mrs. Bhakti Sadavarte	1	Indent Register Patient register	<p>01</p> <p>01</p>
Bio-Medical Engineer- Mr. Mangesh Mhatre	1	Departmental file	01
Speech Therapy department- Mrs. Archana Acharya	1	Department Administration files: <ul style="list-style-type: none"> - Expansion of dept - Machinery Equipment: - Correspondence - Seminar& workshops - Indent Files - Equipment files - Intern Correspondence - Yoga File Clinical Reports - Social Welfare File - Bills File - DHLS Program - DHLS programme NPPCD - Academic File - Student file - Video Conferencing System - RCI - Recruitment File - Payment and receipt - Sanction File - Machinery &Equipments - Audit Files - Exam Correspondence file - Publicity File - Hostel File 13-A,B - NBS programme 	<p>02</p> <p>01</p> <p>01</p> <p>01</p> <p>01</p> <p>03</p> <p>AYJ</p> <p>A,B</p> <p>01</p> <p>01</p> <p>01-A,B</p> <p>09 A to E</p> <p>07</p> <p>08</p> <p>17 – A, B</p> <p>4 – A, B</p> <p>10</p> <p>03</p> <p>5 – A, B</p> <p>01</p> <p>19 – A</p> <p>01</p> <p>13 – A, B</p> <p>01</p>
Radiology department- Dr. Shefali Gupta	1	Equipment Maintenance Files <ul style="list-style-type: none"> - Siemens X-ray machine - Agfa CR System - Samsung Ultrasound 	<p>01</p> <p>01</p> <p>01</p>

		<ul style="list-style-type: none"> - UPS and Color Printer - GE Portable X-ray machine - Sony Laptop File AERB file - TLD Badges - PNDT - Consumable Purchase File - Condemnation File Registers - Dead Stock Register - Film Register - Patient Register 	<p>01 01 01 01 01 01 01 01 02 01 02</p>
PMR department- Dr. Amit Mhambre	1	<ul style="list-style-type: none"> Court Summons file WHO file MCI file Disability certification file Miscellaneous correspondence file Academic file Purchase file 	<p>01 01 01 01 01 01 01</p>
Vocational Training Workshop department- Mr. Dinesh Patil and Mr. Ajit Bordavekar	1	<ul style="list-style-type: none"> Patient files Correspondent files for APRO Website files 	<p>01 01 02</p>