

A statement of the categories of documents that are held or under control

Director's Office

- Annual Performance Appraisal Reports/ ACRs of all categories of employees of the Institute.
- Governing Body, Standing Finance Committee, Standing Academic and Research Council agendas and minutes.
- Parliamentary Questions and their replies.
- Recruitment Rules
- Bye Laws, Memorandum of Association and Rules & Regulations.

Establishment Section:

- Personal Files and Service Book of all categories of employees of the Institute.
- DPC & MACP Agendas and Minutes.
- Order/Circulars issued from time to time.
- Recruitment notice and other relevant documents
- Pay fixation, Leave Travel Concession, Leave Records
- Files pertaining to transfer and posting of staff
- Court Matters

Accounts Section:

- Plan and Non Plan Allocations.
- - Salary, Advances etc.
- - Pension
- - Payments/ Receipts/ Expenditure Record - GPF etc. -
- Various advances to the Staff

Procurement Section:

- Purchase/ Condemnation of the equipments etc.
- Purchase of Medicine, Surgical Items/ Sanitation/ Stationary etc.

Academic

- Records of Junior/Senior Residents/Selections/Training
- Degrees/Research Papers, Thesis written by various Residents/Faculty
- Research in various fields of Cancer
- Academic Leave of Staff Members
- Records of Academic committee meetings

Library.

- - Books/Journals etc. in the Library
- - Internet facility in the Library

Medical Record (MRD):

- Patient Treatment Files
- Death Record

Store

- -Stock Register, Record of various purchases, supplies & stores.
- - Record relating to procurement of equipments and material for the hospital.

IT & Engineering

- Record of various constructions activities and maintenance activities.
- Records of Biomedical Equipments
- Records of IT instruments such as PCs, Printers, CCTVs, etc.