

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
HEALTH & FAMILY WELFARE DEPARTMENT  
9<sup>th</sup> Level A-Wing, Delhi SECRETARIAT,  
I.P. Estate, New Delhi-110002



F. No.121/08/2010/Pt file/H&FW/ 6322

Dated: 13/7/11

**CIRCULAR**

G.B. Pant Hospital prepared a Record Retention Schedule of 80 items as per their need/requirement and the matter was referred to the Administrative Department, GNCT of Delhi which in turn referred it to Archives Department, GNCT of Delhi for opinion. The Archives department opined that Record Retention Schedule may be decided by the respective department(s) as warranted by peculiar needs of the departments, in addition to the Record Retention Schedule published by AR Department, GNCT of Delhi vide no.F.4/19/96/AR/4111-4380 dated 16.12.96.

The Record Retention Schedule issued by AR Department, Govt. of NCT of Delhi dated 16.12.96 for the Hospitals lists only 29 items while it is observed that number of items over the years may have increased considerably as indicated in the list of GB Pant Hospital which would be more or less common to all Govt. Hospitals.

However, it would be prudent on the part of Govt. Hospitals to retain their record/documents in case the same are required by the Audit Department till such time audit is finished and audit para, if any, thereof, are settled and for such purpose retention period should be enhanced accordingly.

Similarly, in case any record (s) /documents is required as collateral evidence in any other matter/court of law / by any other investigating agency then the record should not be weeded out till such time the requirement is over and the matter is finalized.

Further, the Govt. Hospitals would also constitute a committee of three officers comprising one Accounts Officer, one Medical Officer, besides the MRO to review/revise the retention schedule for the items required to be weeded out in respective Hospital(s), keeping in view their individual and specific requirements.

This issues with the approval of the competent authority with the directions that the instructions contained herein may be adhered to strictly.

Encl.: - List of old records

(Anil Verma)

Superintendent (H&FW)

1. All MS/HODs of Hospitals/Institutions under GNCT of Delhi.
2. Secretary, AR Department, Government of NCT of Delhi.

Dr A.S. Manu  
MRD ILC  
Since ILC's

A.O. (Admin)  
Renu  
DNS  
ANS

IT Incharge  
putting on  
all website

Journal  
18/7/11

### Subject: weeding out of old record

The committee members assemble in the chamber of Dr. R. Agarwal, Chairman weeding out committee Ward-10, Room No. 249 on 18.08.2010 at 3:30PM and after examining the comments of A. R. Department Govt. of NCT of Delhi at P5/N and observation of the Dy. Director, Archive Department, Govt. of NCT of Delhi at P4/N. In the meeting the members reviewed the earlier retention scheduled suggested at P1/N and modified as under:

#### The modified list of retention period is as under:

SL. No.	Name of the Items/Record	Period
1.	Doctors Call Book	02 Years
2.	Absent Book	02 Years
3.	Medical Book-Fitness Book	05 Years
4.	Duty Book	05 Years
5.	Complain Book	02 Years
6.	Blanket Book	02 Years
7.	Lab Book	02 Years
8.	Daily consumption book	02 Years
9.	Signature book staff & sisters (Roll Call Book)	1 Year
10.	Signature book Class IV	02 Years
11.	Repair Book	02 Years
12.	Office Information Book	12 Years
13.	Procedure book /OT record book	08 Years (AR)
14.	Article Book	02 Years
15.	Poison book	03 Years (AR)
16.	OT Cloth Book	02 Years
17.	Treatment book	03 Years (AR)
18.	Assignment book	02 Years
19.	Room vacancy book	05 Years
20.	C/L record book	02 Years
21.	Syringe + Bag receiving book	02 Years
22.	Staff address book	02 Years
23.	Indent book consumable items	03 Years (AR)
24.	General Store Indent Book (Non consumable )	05 Years (AR)
25.	Oz Cylinder book	05 Years
26.	Stationary Book	03 Years
27.	Discharge book / Admission	05 Years (AR)
28.	S.D. Officer book	02 Years
29.	Stock Register	03 Years or till audit is done
30.	Condemnation book	03 Years (AR)
31.	Medicine book	03 Years
32.	Culture report book	02 Years
33.	OT List file	02 Years
34.	Annual demand file	05 Years
35.	M.S. Book	02 Years
36.	Red alert Circular file	02 Years
37.	ECG Record book	02 Years
38.	Mutual duty book	02 Years
39.	Blood Bank book	05 Years
40.	Telephone book	02 Years
41.	CSSD book	1 Year (AR)
42.	Daily drug book	02 Years

43.	Ultra sound book	03 Years
44.	Follow up meditation book	02 Years
45.	Used SDF	02 Years
46.	Old register	03 Years (or till audit clearance)
47.	Dressing book	02 Years
48.	SDF book	02 Years
49.	Echo reporting register	02 Years
50.	Patients appointment book	02 Years
51.	Tec. Book Stress book	02 Years
52.	Cath List	02 Years
53.	ANS report book	02 Years
54.	Posting Register	02 Years
55.	ANS Duty Roster	02 Years
56.	Internal Dak book	02 Years
57.	Observation book	02 Years
58.	Late sign book	02 Years
59.	Leave record book	02 Years
60.	ANS record book	02 Years
61.	Drug book	03 Years
62.	Balloon Book	08 Years
63.	PWF Book	08 Years
64.	Inventory book	02 Years
65.	Suture Recovering book	03 Years
66.	Gas book	03 Years
67.	Value Entry book	02 Years
68.	Perfusion Accessories Utilization book	03 Years
69.	Special items book	03 Years
70.	Accessories book	02 Years
71.	UGE Register	02 Years
72.	Colonoscopy Register	02 Years
73.	ERCP book	02 Years
74.	EST book	02 Years
75.	Sigmoidoscopy book	03 Years
76.	Polypectomy book	05 Years
77.	EVC book	02 Years
78.	General indent book	03 Years
79.	Garbag book	01 Year
80.	<del>MOIC and</del> TMT Tracing Record <i>&amp; HOLTER Record</i>	01 Year

- Further it is informed that SL. No. 9,13,15,17,23,24,,27,30,41, of list placed at 1/N are already included in the retention list of A.R. Department Govt. of NCT of Delhi at P6C.
- The serial no. 80 has been added i.e. TMT and holter tracing record for