

**Lal Bahadur Shastri Hospital
Govt. of NCT of Delhi
Khichripur, Delhi – 110091**

**Manual 6
A statement of the categories of documents that are held by it for under its control
[Section 4(1)(b)(vi)]**

S.No.	Nature of Record	Details Information Available	Unit/Section where available	Retention period, where available
1.	Medical Legal Cases records, Registration, Birth Registration, Indoor Patient record	M.L.C. Record, I.P.D. Cases, Death/Birth, Registration No.	M.R.D. (Medical Record Deptt.)	MLC Cases - 10 Yrs. IPD Cases – 10 Yrs. Death/Birth – 10 Yrs.
2.	Cash Book	Cash Book	Accounts Branch	10 Yrs. Approx. 13 GFR
3.	Contingent Expenditure	Cash Book	Accounts Branch	3 Yrs.
4.	Final Withdrawal from GPF	GPF Book/PBR	Accounts Branch	1 Yr.
5.	TA/Transfer TA Claim	TA Bill/Register	Accounts Branch	3 Yrs.
6.	Pay Bill Register	PBR	Accounts Branch	35 Yrs.
7.	Pay bill copies	Pay Bills	Accounts Branch	3 Yrs.
8.	Bill Register	Bill Register	Accounts Branch	5 Yrs.