

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**BHAGWAN MAHAVIR HOSPITAL**  
**H-4/5, PITAMPURA, DELHI -110034**

**MANUAL -6**

A Statement of the Categories of documents held by it for under its control  
[Section 4 (1) (b) (vi)]

| <b>S No.</b> | <b>Nature of Record</b>  | <b>Details of information available</b> | <b>Unit/ section where available</b> | <b>Retention period where available</b> |
|--------------|--|---|--------------------------------------|---|
| 1            | Hospital Statistic   | Available                               | M.R.D                                | M.R.D                                   |
|              | Hospital Records   | Available                               | Establishment Branch                 |   |
| 2            | Establishment Matters  |   |                                      |   |
|              | Health Programme   |   |                                      |   |
|              | Public Grievances  |   |                                      |   |
|              | Right to information   |   |                                      |   |
| 3            | Building Matters   | Available                               | Concerned Nodal officer              |   |
|              | Transport  |   |                                      |   |
|              | Bio- Medical Waste Management  |   |                                      |   |
|              | Record of House keeping, Kitchen & Dietary, Security, Parking & Canteen etc. |   |                                      |   |
| 4            | Store & Distribution of Hospital items including medicines, equipments etc   | Available                               | Store                                |   |