

## MANUAL-6

### STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER ITS CONTROL

(SECTION 4(i)(b)(vi))

#### A STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD

Sl. No.	Nature of Records	Details of information available	Unit/Section where available	Retention period where available
1	Service Book	Service records of Individual employees of DIM&H(O), Bhubneswr	O.E	Till their retirement
2	Roster Register	Appointment of Junior Asst. Appointment of Jr. Clerks/Jr. clerk-cum-Typist of subordinate Offices promotion in DIM&H(O) Promotion in Head Clerk promotion in Sr. clerk	O.E	Permanent record.
3	Pension Register	Retirement of employees of DIM&H(O), Bhubaneswar, Retirement of Head Clerk/ Sr. Clerk/ Jr. Clerk/Jr. clerk-cum-Typist.	Office Estt.	Permanent record
4	House Building Register	Application register of House Building Advance Sanction of H.B.Advance	O.E.	Permanent record.
5	Motor cycle/Moped Register	Application and sanction	O.E.	-do-
6	File Register	List of files	O.E.	-do-
7	Casual leave Register	Details of C.L./O.L.taken by the employees of DIM&H(O),Bhubaneswar.	O.E.	-do-
8	File Register File collection No.OE-I-(a)-I	Personl file of Gazetted Officers	O.E.	-do-
9	File Collection No.OE-I-(a)-II	Personal File of Non- Gazetted Staff	O.E	-do-
10	File Collection No.OE-I-(b)-III-PF	Personal File of Field Office Estt.	O.E.	-do-
11	File Collection No.OE-I-(a)-III	Loan and Advance	O.E.	-do-
12	File Collection No.OE-I-(a)-IV	Interest Free Advance	O.E.	-do-
13	File Collection No.OE-I-(a)-V	Miscellaneous	O.E.	-do-
14	File Collection No.OE-I-(a)-VI	Legal matters	O.E.	-do-
15	File Collection No.II-E-Ayurvedic-G-(i)	Personal files of Inspectors of Ayurvedic and other Class-II Officers	Ayurvedic Estt. Gazetted.	

16	File Collection No.II-E-AyurvedicG.(ii)	Personal files A.M.Os/U.M.O./A.M.O.(Contract)	-do-	
17	File Collection No.II.E.Ay.G.(iii)	Appointment/Transfer/posting of AMO/UMO/Inspector/Dy. Supdt. Supdt.	-do-	
18	File Collection No.II.E.Ay.G.(iv)	Disciplinary proceeding against AMO/UMO etc.	-do-	
19	File Collection No.II.E.Ay.G.(V)	Court cases/Legal matter	-do-	
20	File Collection No.II.E.Ay.G.(vi)	Assembly question and answers and other relevant matters	-do-	
21	File Collection No.II.E.Ay.G.(vii)	Sanction of arrear claims	-do-	
22	File Collection No.II.E.Ay.G.(viii)	Audit and Inspection report of Inspector and other officers	-do-	
23	File Collection No.II.E.AY.G.)ix)	Tours and Inspection reports of I.A./Supdt/Dy.Supdt. etc.	-do-	
24	File Collection No.II.E.AY>G.(x)	Miscellaneous matter	-do	
25	Superannuation Register	Maintains for recording of date of death/retirement of the A.M.O./U.M.O. and other class-II Officers	-do-	
26	Incumbency Register	Maintains for recording the period of stayal of AMO/UMO in a particular station	-do-	
27	Roster Registers	Appointment of A.M.Os in regular pay scale	-do-	
28	Roster Register	Appointment of U.M.O.	-do-	
29	Log Book (Register)	Maintain for posting of diarized letters received from outside	-do-	
30	Transit Register	Maintains for issue of approved letters	-do-	
31	File Collection No.IVE-At	Academic and Training matters	Ayurvedic College Estt.	
32	File Collection No.IVE-RD	Research and Development matter	-d0-	
33	File Collection No.IVE-MC	Management of Colleges matters	-do-	
34	File Collection No.IVE-LM	Legal matters	-do-	
35	File Collection No.IVE-AP	Assembly and parli9ament matters	-do-	
36	File Collection No.IVE-AM	Allied matter	-do-	
37	File Collection No.IVE-RR	Rules and Regulation	-do-	
38	File Collection No.IVE-PF	Personal files of Teaching Staff	-do-	
39	Roster Register	Roster register for recruitment of Demonstrators	-do-	

40	Legal Register	List of Court cases with their present position	-do-	
41	Log Book	List of letter received from outside after diarizing t diary section	-do-	
42	Transit Register	List of letter issued in connection with the Ayurvedic College matter	-do-	
43	File Collection No.III.E.I.A	Relating to appointment of H.M.Os	Homoeopathic Gazetted Estt. Branch	
44	File Collection No.III.E.II.A	Relating to transfer and posting of H.M.O.	-do-	
45	File Collection No.III.E.III.A	Personal files relating to service recorde of H.M.O.s	-do-	
46	File Collection No.III.E.IV.A	Files relating to Assembly Question and replies	-do-	
47	File Collection No.III.E.V.A	Files relating to legal matters	-do-	
48	File Collection No.III.E.IV.A	Files relating to Miscellaneous Correspondences	-do-	
49	File Collection No.III.E.VII.A	Files relating to purchase of Homoeopathic Medicines and Sundries	-do-	
50	File Collection No.III.E.VIII.A.	Personal files relating to service records of Inspectors of Homoeopathy	-do-	
51	File Collection No.III.E.IX.TP	Files relating to approval of advance tour Programme/revised tour programme/tour diaries/tour particular of Inspectors of Homoeopathy	-do-	
52	File Collection No.III.E.X.A.1/09	Appointment/Promotion to the post of Inspector of Homoeopathy	-do-	
53	Superannuation Register	Records relating to death/retirement of H.M.Os and Inspectors of Homoeopathy	-do-	
54	Roster Register	Maintanance of Roster Register for reservation in initial recruitment in posts and services of H.M.Os for SC/ST/SEBC/UR candidates.	-do-	
55	Incumbency Register	Position of Homoeopathic Medical Officers and Govt. Homoeopathic Dispensaries of the State.	-do-	
56	Log Book	The received and disposal of	-do-	

		outside daks are recorded		
57	File movement Register	Movement of files are recorded	-do-	
58	Transit Register	Approved drafts are recorded and sent to issue section for dispatch.		
59	File Collection No.4CE(H)-I-PF	Personal files of Principals/Professor/Reader/Lecturer of Homoeopathic Medical Colleges	Homoeopathic College Estt. Branch	
60	File Collection No.4CE(H)-II-A	Appointment of Principal/Professor/Reader/Lecturer	-do-	
61	File Collection No.4CE(H)-III-T	Transfer of Professor/Rader/Lecturers	-do-	
62	File Collection No.4CE(H)-IV-C	Confirmation/Gradation of Professor/Rader/ Lecturer	-do-	
63	File Collection No.4CE(H)-V	Study tour of students outside state journey	-do-	
64	File Collection No.4CE(H)-VI-MT	Migration/ Transfer of students from one college to another/Housemanship of students	-do-	
65	File Collection No.4CE(H)-VIII-S	Scholarship/stipend of students	-do-	
66	File Collection No.4CE(H)-VIII-CC	Matters relating to CCH	-do-	
67	File Collection No.4CE(H)-IX	Affairs relating to Governing body, General body meetings of Govt. Homoeo. Medical Colleges.	-do-	
68	File Collection No.4CE(H)-X-AQ	Assembly question	-do-	
69	File Collection No.4CE(H)-XI-L	Legal matters	-do-	
70	File Collection No.4CE(H)-XII	Admission in under Graduate/Post Graduate.	-do-	
71	File Collection No.4CE(H)-XIII	Homoeo. Board Affairs	-do-	
72	File Collection No.4CE(H)-XIV-Misc	Miscellaneous files	-do-	
73	Incumbency Register	Teaching Staff position of Govt. Homoeopathic Medical Colleges	-do-	
74	Log Book	Received and disposal of outside daks	-do-	
75	Transit Register	Issue of letters, orders.	-do-	
76	File Movement	Movement of files are recorded	-do-	
77	File Collection No.3HE-NG-III (P)	Personal File of H.A. /Nurse/Class-IV	Homoeopathic Non-	

			Gazetted Branch	
78	File Collection No.3HE-NG-IV	Transfer of Homoeopathic Asst.	-do-	
79	File Collection No.3HE-NG-V	Assembly Questions	-do-	
80	File Collection No.3HE-NG-VI-LM	Legal matters	-do-	
81	File Collection No.3HE-NG-VII	Miscellaneous	-do-	
82	Incumbency Register	Position of Homoeopathic Assts. / Class-IV employees in Govt. Homoeopathic Dispensaries	-do-	
83	Log Book	The received and disposal of outside daks are recorded	-do-	
84	File movement Register	Movement of files are recorded	-do-	
85	Transit Register	Approved drafts are recorded and sent to issue section for dispatch.	-do-	
86	File Collection No.PIC-I-a	R.T.I. Applications	PI Cell	
87	Binding Register	Recording of R.T.I. Applications	-do-	
88	Binding Register	Receipt and Expenditure of application Fee and information cost.	-do-	
89	Log Book	The received and disposal of outside daks are recorded	-do-	
90	File movement Register	Movement of files are recorded	-do-	
91	Transit Register	Approved drafts are recorded and sent to issue section for dispatch.	-do-	
92	Financial year wise budget estimate and revised estimate	Budgetary information	Budget Section	Since last 5 years
93	Collection of revenue Receipts	Year wise information	-do-	-do-
94	Performance Budget	-do-	-do-	-do-
95	Supplementary statement of expenditure	-do-	-do-	-do-
96	Submission of Re-appropriation suggestion to Govt.	-do-	-do-	-do-
97	Parliament and Assembly question relating to budget matter	-do-	-do-	-do-
98	Public Accounts committee matter and C&A.G.of India	-do-	-do-	-do-
99	Finance commission and fiscal reforms etc.	-do-	-do-	-do-
100	Draft appropriation and Finance appropriation of Accounts	-do-	-do-	-do-
101	Verification and Reconciliation of Deptt. Actuals with those of A.G.(A&E) Orissa.	-do-	-do-	-do-

102	Submission of Transfer entries suggestion to the AG(O)	-do-	-do-	-do-
103	Simplification procedure for review of regular Estt. Etc.	-do-	-do-	-do-
104	Disclosure statement regarding liabilities and out come budget.	-do-	-do-	-do-
105	Enhancing efficiency of Non-Plan Expenditure and objections	-do-	-do-	-do-
106	Collection of the Month expenditure from the D.D.Os and consolidated figures sent to Govt.	-do-	-do-	-do-
107	Allotment of funds to the D.D.Os	-do-	-do-	-do-
108	Sanction and release of festival advance to the D.D.Os.	-do-	-do-	-do-
109	Revenue receipt	Amount deposited in the Treasury towards grant of Drug manufacturing licence with fines etc.	Drugs Cell (Ayurvedic)	Monthly
110	Drug Licence Register	List of Drug Manufacturing units with address and list of Drugs	-do-	Through out
111	Audit over the Accounts of Subordinate offices, Ayurveda-17, Homoeopathy-13	This information available in the concerned Section	Audit Branch	Till disposal of the case
112	Compliance of Audit report of Sub-ordinate offices	-do-	-do-	-
113	Compliance of A.G.Orissa over the Accountsw of sub-ordiinate offices	-	Do-	-
114	Internal Audit report of Govt. of Orissa, Health and Family Welfare Deptt.	This information available in the concerned Section	-do-	-
115	Pay fixation of employees of Sub-ordinate offices and various ORSP Rules 1981, 1985,1989,1996 and 2008	This information available in the concerned Section	-do-	-
116	Finance views offered to the sections as and when required	This information available in the concerned Section	-do-	-
117	Submission of indents of Stationery articles and forms of the Sub-ordinate offices as well as this Directorate	Continuing Process	Store Section	In connecting files
118	Receiving of Stationeries and forms for the Directorate	Yearwise	-do-	-do-
119	Purchases of contingent	Yearwise	-do-	-do-

	articles/furnitures/computers/Computer spare parts and Misc. articles as and when required for the Directorate			
120	Maintenance of stock ledgers of contingent article/furnitures and computer spare parts of the Directorate	Year wise	-do-	Permant Registers
121	Bill Register	Posting of different types of Bills	Accounts Section	
122	Cont. Register	Posting of all kinds of Cont. Bill (Voucher wise)	-do-	
123	Cash Book	Posting of daily cash transaction	-do-	
124	Permanent Advance Cash Book	Maintenance of Urgent expenses.	-do-	
125	Acquaintance Roll	Preparation of all types of Bills of the Staff	-do-	
126	Bank Draft Register	B.D. Received from Bank and issued to different persons/Firms.	-do-	
127	G.P.F. Register	Posting of GPF subscription and deduction of the employees	-do-	
128	Spl. House Building Advance Register	Month wise recovery amount posting	-do-	
129	Long term Advance Register	Month wise H.B.A. and M.C.A. recovery posting	-do-	
130	Vehicle stock Register	Posting of Yearwise expenses on purchasing of spare parts repair etc.	-do-	
131	Civil deposit Register	Bill wise amount credited to civil deposit	-do-	
132	Medical Advance Register	Recorded of payment medical advance to employees	-do-	
133	Log Book	Received the Dak from different branch and persons	-do-	
134	Movement Register	File number and date mentioned for corresponding	-do-	
135	Transit Register	After workout the file the draft/letter send to issue branch	-do-	
136	Compilation of dispensaries of Ayurvedic/Homoeopathic/Unani of Orissa State	District wise location with Gram Panchayat/Block/Subdivision etc.	Statistics Branch	
137	Compilation of Annual patient figure of Ayurvedic/Homoeopathic/Unani Dispensary and Hospitals	District wise patient figure of Dispensary and Hospitals	-do-	
138	File Collection No.DEV-IV-VS-Ay	Annual patient figure on Ayurvedic/Unani dispensaries and	-do-	

		Hospitals		
139	File Collection No.DEV-IV-VS-Homoeo.	Annual patient figure on Homoeopathic Dispensaries and Hospitals	-do-	
140	File Collection No.DEV-IV-VS-Misc	Fact Book on Manpower	-do-	
141	File Collection No.DEV-IV-VS-Misc	Economic Survey Report	-do-	
142	File Collection No.DEV-IV-VS-Misc	Information on District wise statistics	-do-	
143	File Collection No.DEV-IV-VS-AQ	Assembly Questions.	-do-	