

## **Categories of documents held by the authority under its control**

### 1.6.1 Categories of documents

1. Agendas and Minutes of the Institute Body, Executive Council, Standing Committees and other Committees.
2. Annual Performance Appraisal Reports of the Staff
3. Annual Reports
4. Legal agreements
5. Society related documents
6. Pasteur Institute India, Coonoor Bye-Laws
7. Correspondence with other offices, Govt. of India etc.
8. Recruitment Rules
9. General Provident Fund etc.
10. Payments/Receipts/Expenditure Record
11. Pension and Death Benefits.
12. Plan and Non Plan Allocations.
13. Salary, Advances etc.
14. Various advances to the Staff
15. All matters relating to court and disciplinary cases
16. Allotment of quarters
17. Allotment Rules and Regulations
18. Staff Service Books
19. Personal Files of the Staff
20. Maintenance of SC/ST/OBC reservation ROSTER.
21. Recruitment of Staff
22. Returns to Employment Exchanges and Govt.
23. Selection/Interview/Appointments Records
24. Tenders and Record of Housekeeping, Security and Outsourced staff
25. Records related to the Purchase of the equipments/services/surgical items/stationary/consumable/Non-consumable items/Services Sanitation, equipment, Construction of Building, Clinical Services requirements.
26. Stock Register, Record of Various Purchases, Supplies and Stores
27. Records relating to Procurement of Equipments and Materials
28. Condemnation of the Equipments
29. Records of Out Patients
30. Record of various constructions activities and maintenance activities
31. Matters pertaining to Public Relations of the Institute
32. Log Book
33. Preventive Maintenance Records, AMC Records

34. Electrical Work and Instruments Work Related Records
35. Internet Maintenance Records
36. Records pertaining to various projects, reports etc.
37. Training in Hindi

### **1.6.2 Custodian of documents/Technical documents/categories**

#### **Director's Office**

1. Agendas and Minutes of the Executive/Standing Committees and Governing Body and other Committees.
2. Academic activities related files
3. Annual Reports/Scientific Reports
4. Correspondence with other offices, Govt. of India etc.
5. All matters relating to court and disciplinary cases
6. Internet & Website related files
7. Parliament Questions
8. Trainees Hostel related files and Register

#### **Administration Section**

1. Pasteur Institute India, Coonoor Bye-Laws
2. Correspondence with other offices, Govt. of India etc.
3. Recruitment Rules
4. All agreements
5. Department Promotional Committee minutes/related files Allotment of quarters
6. Allotment Rules and Regulations
7. Staff Service Books
8. Personal Files of the Staff Maintenance of SC/ST/OBC reservation ROSTER.
9. Recruitment of Staff
10. Returns to Employment Exchanges and Govt.
11. Selection/Interview/Appointments Records
12. Tenders and Record of Housekeeping and Security
13. Training in Hindi.

#### **Finance**

1. General Provident Fund etc.
2. Payments/Receipts/Expenditure Record
3. Pension and Death Benefits.
4. Plan and Non Plan Allocations.

5. Salary, Advances etc.
6. Various advances to the Staff

### **Library and Information Centre**

1. Book Accession Register
2. Journal Subscription Register
3. Usage Statistics Register

### **Purchase & Stores Section**

1. Records related to the Purchase of the equipments/services/surgical items/stationary/consumable/Non-consumable items/Services Sanitation, equipment, Construction of Building, Clinical Services requirements.
2. Stock Register, Record of Various Purchases, Supplies and Stores
3. Records relating to Procurement of Equipments and Materials
4. Condemnation of the Equipments

### **Rabies Treatment Centre & Dispensary for staff**

1. Records of Out Patients
2. Clinical Services Related Files

### **Maintenance Section**

1. Record of various constructions activities and maintenance activities
2. Log Book
3. Preventive Maintenance Records, AMC Records
4. Electrical Work and Instruments Work Related Records

### **Quality Assurance**

1. Apex document like Quality Manual, Validation Master Plan, and Site Master File.
2. Quality Policy.
3. Standard Operating Procedures, Master Formula Record, Batch Manufacturing Record, Batch Processing Records, Specifications, Validation and Qualification protocols and reports etc.
4. General Record, work sheet, record sheet forms.