



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Ministry of Health and Family Welfare

राष्ट्रीय जन स्वास्थ्य प्रशिक्षण एवं अनुसंधान संस्थान

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## PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

### 1. ORGANIZATION AND FUNCTION

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

##### [Section 4(1)(b)(vi)]

##### i. Categories of documents

##### ii. Custodian of documents / categories

Categories of documents	Custodian of documents
Letters, notes pertaining to internal communication and communication with MOH&FW, State Govt. authorities and others Annual performance Appraisal Reports Confidential files Court cases & related documents Disciplinary proceedings Annual Reports	Director Office

Recruitment rules Service registers Personal files of all staff Recruitment, Appointment & Promotions/Seniority Pay fixation Committee constitution & reports Engagement of casual labourers Leave register of employees Maintenance of Roster for identification of posts Quarters allotment Estate & Security related files	Establishment
Salary particulars, advances etc Cash book / Receipts GPF Financial statements Budget estimates / Expenditure Pension Details of retired staff Audit	Accounts section
Supplies & Materials Records related to purchase of equipment's /articles/services/consumables/non-consumables Condemnation of articles Stock register Tender / quotations Maintenance of articles	Stores
Patient medical records – out patient Drug stock Yellow Fever Vaccination records and stocks	Clinical division
Lab reports of patients and Students	Laboratory division
Annual Training Calendar Training particulars Joining & Relieving reports of Participants Training resources	Academic division
Library books Journals Technical	Library
RTI applications RTI Act 2005 & rules 2012 RTI - Compendium of rules & OM	Public Information Officer