



ALL INDIA INSTITUTE OF SPEECH & HEARING,
MANASAGANGOTTHRI, MYSORE - 570 006



1 Organisation and Function

1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]

(i) 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. AIISH Bye-Laws
7. Correspondence with other offices, Govt. of India etc.
8. Recruitment Rules
9. GPF 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 and Security
25. Admissions to Various Programmes offered by the Institute.
26. Conduct of Theory/Practical/Viva-voce Examinations
27. Examination related Records
28. Students related Records
29. Book Accession Register
30. Journal Subscription Register
31. Membership Register
32. Usage Statistics Register
33. 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.
34. Stock Register, Record of Various Purchases, Supplies and Stores
35. Records relating to Procurement of Equipments and Materials
36. Condemnation of the Equipments
37. Records of Out Patients
38. Clinical Services Related Files
39. Record of various constructions activities and maintenance activities
40. Matters pertaining to Public Relations of the Institute
41. Log Book
42. Preventive Maintenance Records, AMC Records
43. Electrical Work and Instruments Work Related Records
44. EAPX
45. Internet Maintenance Records
46. Records pertaining to various projects, reports etc
47. Training in Hindi
48. Clinical records pertaining to clients availing and who availed services at the Institute.
49. Copy Writing/Translation In-Ward Register
50. Technical Writing/Translation In-Ward Register
51. Printing / Scanning In- Ward Register
52. Designing/Painting In-Ward Register

53. Photography/Video In- Ward Register
54. NBS Screening Program Files at various locations
55. New born/infant hearing screening Files related in DHLS centres
56. School screening Register
57. Industrial screening Register
58. Referred case register for Out Reach Service Centers
59. Induction training program for new recruits
60. Medico-legal and Statutory issues in Dysphagia Unit
61. Forensic Case Register
62. Short term training register
63. Tele intervention and assessment register
64. Skype Therapy Register
65. Counseling Register for visiting cases
66. Videoconference log book (for POCD staff)
67. Record of Tele-assessment and intervention at various centres
68. TCPD- Video related / Multimedia Content/Website related
69. Record of Educational Guidance

(ii) Custodian of documents/categories

Director's Office

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

Administration Section

1. AIISH Bye-Laws
2. Correspondence with other offices, Govt. of India etc.
3. Recruitment Rules

Finance

1. GPF 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

Establishment

1. All matters relating to court and disciplinary cases
2. Allotment of quarters
3. Allotment Rules and Regulations
4. Staff Service Books
5. Personal Files of the Staff

Personnel Section

1. Maintenance of SC/ST/OBC reservation ROSTER.
2. Recruitment of Staff
3. Returns to Employment Exchanges and Govt.
4. Selection/Interview/Appointments Records
5. Tenders and Record of Housekeeping and Security

Academic Section

1. Admissions to Various Programmes offered by the Institute.
2. Conduct of Theory/Practical/Viva-voce Examinations
3. Examination related Records
4. Students related Records

Library and Information Centre

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

Purchase 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.

Stores Section

1. Stock Register, Record of Various Purchases, Supplies and Stores
2. Records relating to Procurement of Equipments and Materials
3. Condemnation of the Equipments

Department of Clinical Service

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

Engineering Section

1. Record of various constructions activities and maintenance activities

Public Information Office

1. Matters pertaining to Public Relations of the Institute

Department of Electronics

1. Log Book
2. Preventive Maintenance Records, AMC Records
3. Electrical Work and Instruments Work Related Records
4. EAPX
5. Internet Maintenance Records

Coordination Section

1. Records pertaining to various projects, reports etc

Official Language Implementation

1. Training in Hindi

Department of Clinical Services

1. Clinical records pertaining to clients availing and who availed services at the Institute.

Department of Material Developments

1. Copy Writing/Translation In-Ward Register
2. Technical Writing/Translation In-Ward Register
3. Printing / Scanning In- Ward Register
4. Designing/Painting In-Ward Register
5. Photography/Video In- Ward Register

Department of Prevention of Communication Disorders

1. NBS Screening Program at various locations
2. New born/infant hearing screening related in DHLS centres
3. School screening Register
4. Industrial screening Register
5. Referred case register for Out Reach Service Centers

Department of Speech Language Pathology

1. Induction training program for new recruits
2. Medico-legal and Statutory issues in Dysphagia Unit

Department of Speech Language Sciences

1. Forensic Case Register
2. Short term training register

Department Of Tele-Center for Persons with Communication Disorders

1. Tele intervention and assessment register
2. Skype Therapy Register
3. Counseling Register for visiting cases
4. Videoconference log book (for POCD staff)
5. Record of Tele-assessment and intervention at various centres
6. TCPD- Video related / Multimedia Content/Website related
7. Record of Educational Guidance