



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



## 1 Organisation and Function

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### 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

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
50. Technical Writing/Translation
51. Printing / Scanning
52. Designing/Painting

53. Photography/Video
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

#### **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.

2. Gem, Procurement updates

### **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
2. Horticulture documents

### **Public Information Office**

1. Matters pertaining to Public Relations of the Institute
2. Advertisement notification and press communique
3. Patients request for appointments

### **Department of Electronics**

1. Log Book for vehicle
2. Preventive Maintenance Records, AMC Records
3. Electrical Work and Instruments Work Related Records
4. EAPX
5. Website Maintenance Records
6. Hearing aid repairs
7. Calibration of equipment
8. Server room records

### **Coordination Section**

1. Records pertaining to various projects, reports etc

### **Official Language Implementation**

1. Training in Hindi

2. Work related to Hindi Annual Report, Celebration of Hindi week, OLIC exam and training

#### **Department of Clinical Services**

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

#### **Department of ENT**

1. Case file register

#### **Department of Material Developments**

2. Copy Writing/Translation
3. Technical Writing/Translation
4. Printing / Scanning
5. Designing/Painting
6. Photography/Video

#### **Department of Prevention of Communication Disorders**

1. School screening Register
  - 1.(i) Outreach centre
  - 1.(ii) Extension service related activities
2. New born/infant hearing screening
4. Industrial screening
5. Visit to old age homes
6. Bed side testing
7. 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

### **Security Section**

1. Security staff attendance register

### **Chief Administrative Office**

1. Issues related to court cases

### **Central Public Information Office**

1. RTI matters

### **Vigilance Office**

1. Vigilance related documents
2. Copies of quarterly reports sent to the Ministry
3. Complaint and enquiry reports