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 **ALL INDIA INSTITUTE OF SPEECH & HEARING,**

 **MANASAGANGOTHRI, MYSORE - 570 006**

1 Organisation and Function

* 1. **Categories of documents held by the authority under its control** **[Section 4(1)(b)(vi)]**
1. **Categories of documents**
2. **Custodian of documents/categories**
3. Agendas and Minutes of the Institute Body, Executive Council, Standing Committees and other Committees.
4. Annual Performance Appraisal Reports of the Staff
5. Annual Reports
6. Legal agreements
7. Society related documents
8. AIISH Bye-Laws
9. Correspondence with other offices, Govt. of India etc.
10. Recruitment Rules
11. GPF etc.
12. Payments/Receipts/Expenditure Record
13. Pension and Death Benefits.
14. Plan and Non Plan Allocations.
15. Salary, Advances etc.
16. Various advances to the Staff
17. All matters relating to court and disciplinary cases
18. Allotment of quarters
19. Allotment Rules and Regulations
20. Staff Service Books
21. Personal Files of the Staff
22. Maintenance of SC/ST/OBC reservation ROSTER.
23. Recruitment of Staff
24. Returns to Employment Exchanges and Govt.
25. Selection/Interview/Appointments Records
26. Tenders and Record of Housekeeping and Security
27. Admissions to Various Programmes offered by the Institute.
28. Conduct of Theory/Practical/Viva-voce Examinations
29. Examination related Records
30. Students related Records
31. Book Accession Register
32. Journal Subscription Register
33. Membership Register
34. Usage Statistics Register
35. 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.
36. Stock Register, Record of Various Purchases, Supplies and Stores
37. Records relating to Procurement of Equipments and Materials
38. Condemnation of the Equipments
39. Records of Out Patients
40. Clinical Services Related Files
41. Record of various constructions activities and maintenance activities
42. Matters pertaining to Public Relations of the Institute
43. Log Book
44. Preventive Maintenance Records, AMC Records
45. Electrical Work and Instruments Work Related Records
46. EAPX
47. Internet Maintenance Records
48. Records pertaining to various projects, reports etc
49. Training in Hindi
50. Clinical records pertaining to clients availing and who availed services at the Institute.
51. Copy Writing/Translation
52. Technical Writing/Translation
53. Printing / Scanning
54. Designing/Painting
55. Photography/Video
56. NBS Screening Program Files at various locations
57. New born/infant hearing screening Files related in DHLS centres
58. School screening Register
59. Industrial screening Register
60. Referred case register for Out Reach Service Centers
61. Induction training program for new recruits
62. Medico-legal and Statutory issues in Dysphagia Unit
63. Forensic Case Register
64. Short term training register
65. Tele intervention and assessment register
66. Skype Therapy Register
67. Counseling Register for visiting cases
68. Videoconference log book (for POCD staff)
69. Record of Tele-assessment and intervention at various centres
70. TCPD- Video related / Multimedia Content/Website related
71. 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
6. Ph.D post-doctoral related files

**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
6. No due certificates

**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
5. No due certificates

**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**

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

**Department of Prevention of Communication Disorders**

1. School screening Register

1.(i) Outreach centre

1.(ii) Extension service related activities

1. New born/infant hearing screening
2. Industrial screening
3. Visit to old age homes
4. Bed side testing
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

**Security Section**

1. Key register
2. 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