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

**MANASAGANGOTHRI, MYSORE - 570 006**

1 Organization 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. **Categories of documents**
4. Agendas and Minutes of the Institute Body, Executive Council, Standing Committees and other Committees.
5. Annual Performance Appraisal Reports of the Staff
6. Annual Reports
7. Legal agreements
8. Society related documents
9. Ph.D post-doctoral related files
10. AIISH Bye-Laws
11. Correspondence with other offices, Govt. of India etc.
12. Recruitment Rules
13. GPF etc.
14. Payments/Receipts/Expenditure Record
15. Pension and Death Benefits.
16. Plan and Non Plan Allocations.
17. Salary, Advances etc.
18. Various advances to the Staff
19. All matters relating to court and disciplinary cases
20. Allotment of Quarters
21. Allotment Rules and Regulations
22. Staff Service Books
23. Personal Files of the Staff
24. Maintenance of SC/ST/OBC reservation ROSTER.
25. Recruitment of Staff
26. Returns to Employment Exchanges and Govt.
27. Selection/Interview/Appointments Records
28. Tenders and Record of Housekeeping and Security
29. Admissions to Various Programmes offered by the Institute.
30. Conduct of Theory/Practical/Viva-voce Examinations
31. Examination related Records
32. Students related Records
33. Book Accession Register
34. Journal Subscription Register
35. Membership Register
36. Usage Statistics Register
37. 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.
38. Stock Register, Record of Various Purchases, Supplies and Stores
39. Records relating to Procurement of Equipments and Materials
40. Condemnation of the Equipments
41. Records of Out Patients
42. Clinical Services Related Files
43. Record of various constructions activities and maintenance activities
44. Horticulture documents
45. Matters pertaining to Public Relations of the Institute
46. Advertisement notification and press communique
47. Patients request for appointments
48. Log Book for vehicles
49. Preventive Maintenance Records, AMC Records
50. Electrical Work and Instruments Work Related Records
51. EAPX
52. Internet Maintenance Records
53. Records pertaining to various projects, reports etc
54. Training in Hindi
55. Clinical records pertaining to clients availing and who availed services at the Institute.
56. Copy Writing/Translation
57. Technical Writing/Translation
58. Printing / Scanning
59. Designing/Painting
60. Photography/Video
61. NBS Screening ProgramFiles at various locations
62. New born/infant hearing screening Files related in DHLS centres
63. School screening Register
64. Industrial screening Register
65. Referred case register for Out Reach Service Centers
66. Induction training program for new recruits
67. Medico-legal and Statutory issues in Dysphagia Unit
68. Forensic Case Register
69. Short term training register
70. Tele intervention and assessment register
71. Skype Therapy Register
72. Counseling Register for visiting cases
73. Videoconference log book (for POCD staff)
74. Record of Tele-assessment and intervention at various centres
75. TCPD- Video related / Multimedia Content/Website related
76. Record of Educational Guidance
77. Key register
78. Security staff attendance register
79. Vigilance related documents
80. Copies of quarterly reports sent to the Ministry
81. Complaint and enquiry reports
82. RTI matters
83. Issues related to court cases
84. **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
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

**Accounts**

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 Bookfor 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

**Research 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