



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



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

(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. Ph.D post-doctoral related files
7. AIISH Bye-Laws
8. Correspondence with other offices, Govt. of India etc.
9. Recruitment Rules
10. GPF etc.
11. Payments/Receipts/Expenditure Record
12. Pension and Death Benefits.
13. Plan and Non Plan Allocations.
14. Salary, Advances etc.
15. Various advances to the Staff
16. All matters relating to court and disciplinary cases
17. Allotment of Quarters
18. Allotment Rules and Regulations
19. Staff Service Books
20. Personal Files of the Staff
21. Maintenance of SC/ST/OBC reservation ROSTER.

22. Recruitment of Staff
23. Returns to Employment Exchanges and Govt.
24. Selection/Interview/Appointments Records
25. Tenders and Record of Housekeeping and Security
26. Admissions to Various Programmes offered by the Institute.
27. Conduct of Theory/Practical/Viva-voce Examinations
28. Examination related Records
29. Students related Records
30. Book Accession Register
31. Journal Subscription Register
32. Membership Register
33. Usage Statistics Register
34. 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.
35. Stock Register, Record of Various Purchases, Supplies and Stores
36. Records relating to Procurement of Equipments and Materials
37. Condemnation of the Equipments
38. Records of Out Patients
39. Clinical Services Related Files
40. Record of various constructions activities and maintenance activities
41. Horticulture documents
42. Matters pertaining to Public Relations of the Institute
43. Advertisement notification and press communique
44. Patients request for appointments
45. Log Book for vehicles
46. Preventive Maintenance Records, AMC Records
47. Electrical Work and Instruments Work Related Records
48. EAPX
49. Internet Maintenance Records
50. Records pertaining to various projects, reports etc
51. Training in Hindi
52. Clinical records pertaining to clients availing and who availed services at the Institute.

53. Copy Writing/Translation
54. Technical Writing/Translation
55. Printing / Scanning
56. Designing/Painting
57. Photography/Video
58. NBS Screening Program Files at various locations
59. New born/infant hearing screening Files related in DHLS centres
60. School screening Register
61. Industrial screening Register
62. Referred case register for Out Reach Service Centers
63. Induction training program for new recruits
64. Medico-legal and Statutory issues in Dysphagia Unit
65. Forensic Case Register
66. Short term training register
67. Tele intervention and assessment register
68. Skype Therapy Register
69. Counseling Register for visiting cases
70. Videoconference log book (for POCD staff)
71. Record of Tele-assessment and intervention at various centres
72. TCPD- Video related / Multimedia Content/Website related
73. Record of Educational Guidance
74. Key register
75. Security staff attendance register
76. Vigilance related documents
77. Copies of quarterly reports sent to the Ministry
78. Complaint and enquiry reports
79. RTI matters
80. Issues related to court cases

(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
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
3. Advertisement notification and press communique
4. 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

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. 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