



OFFICE OF THE MEDICAL
SUPERINTENDENTACHARYASHREE
BHIKSHU GOVERNMENT HOSPITAL MOTI
NAGAR, NEW DELHI – 110015.

MANUAL – 6 A Statement of the documents that are held
by it for under its control Section 4(1)(b)(vi)



Documents	Custodian
1.Attendance Register of Doctors	PS to MS
2. Attendance Register of Nursing Officer	I/C Sr. Nursing Officer
3. Attendance Register of Para- Medical staff	Concerned Incharges
4. Attendance Register of Nursing Orderly/Housekeeping/security guards	I/C Sr. Nursing Officer
5. Duty Roaster of Nursing Officers	ANS
6. Duty Roaster of Nursing Orderly	I/C Sr. Nursing Officer
7. Signature Book of Doctors	MRO
8. Signature Book of Nursing Officers	MRO
9. Handing and taking over Book	I/C Sr. Nursing Officer
10. Inventory book	I/C Sr. Nursing Officer
11. Admission Register	I/C Sr. Nursing Officer
12. KUO Register (Kept under Observation)	I/C Sr. Nursing Officer
13. Treatment book	I/C Sr. Nursing Officer
14. Injection Book	I/C Sr. Nursing Officer
15. Inj Rabipur Book	I/C Sr. Nursing Officer
16. Lab Book	I/C Sr. Nursing Officer
17. Trop-T Book	I/C Sr. Nursing Officer
18. Report Book	I/C Sr. Nursing Officer
19. Transfer Out Book (In Hospital)	I/C Sr. Nursing

	Officer
20. Transfer to Higher Centre Book	I/C Sr. Nursing Officer
21. Refer to Higher Centre Book	I/C Sr. Nursing Officer
22. Discharge Book	I/C Sr. Nursing Officer
23. Discharge patient Medicine Book	I/C Sr. Nursing Officer
24. LAMA/Abscond Book	I/C Sr. Nursing Officer
25. Death Book	I/C Sr. Nursing Officer
26. MRD Book	MRO
27. Round Register	I/C Sr. Nursing Officer
28. Drug Receiving Book	I/C Sr. Nursing Officer
29. Census Book	I/C Sr. Nursing Officer
30. Crash Cart book	I/C Sr. Nursing Officer
31. Emergency tray/ambulance bag book	I/C Sr. Nursing Officer
32. Daily Appraisal Book	I/C Sr. Nursing Officer
33. Daily cleaning and Disinfection Register	I/C Sr. Nursing Officer
34. Refrigerator temperature charting Book	I/C Sr. Nursing Officer
35. Dressing /CLW/POP book	I/C Sr. Nursing Officer
36. Medical gases/oxygen cylinder book	I/C Sr. Nursing Officer
37. C.S.S.D Book	I/C Sr. Nursing Officer
38. B.M.W. Book	I/C Sr. Nursing

	Officer
39. Laundry Book	I/C Sr. Nursing Officer
40. Pest Control Book	I/C Sr. Nursing Officer
41. Needle Stick Injury Register	I/C Sr. Nursing Officer
42. Incident reporting register	I/C Sr. Nursing Officer
43. Spill Management Register	I/C Sr. Nursing Officer
44. Blood Transfusion Register	I/C Sr. Nursing Officer
45. Adverse Drug Reaction Book	I/C Sr. Nursing Officer
46. High Risk Drug Book	I/C Sr. Nursing Officer
47. Sero Positive cases Book	I/C Sr. Nursing Officer
48. Near Expiry Drugs Register	I/C Sr. Nursing Officer
49. Doctors/Specialist call Book	I/C Sr. Nursing Officer
50. Birth companion Register	I/C Sr. Nursing Officer
51. Feedback Register	I/C Sr. Nursing Officer
52. Casualty entry register	I/C Sr. Nursing Officer
53. NST Register	I/C Sr. Nursing Officer
54. JSSKY Book	I/C Sr. Nursing Officer
55. DMPA Book	I/C Sr. Nursing Officer
56. Inj Iron/FCM Book	I/C Sr. Nursing Officer

57. Narcotic Drugs Register	I/C Sr. Nursing Officer
58. PAC Book	I/C Sr. Nursing Officer
59. OT Dates Register	I/C Sr. Nursing Officer
60. OT Case Entry Register	I/C Sr. Nursing Officer
61. OT Drug Consumption Book	I/C Sr. Nursing Officer
62. OT Atmosphere and Temperature recording Book	I/C Sr. Nursing Officer (OT)
63. Narcotic and controlled drugs Register	I/C Nursing Officer
64. Culture Book	I/C Sr. Nursing Officer
65. Suture Book	I/C Sr. Nursing Officer
66. Suture Deduction Book	I/C Sr. Nursing Officer
67. Newborn Immunization Book	I/C Sr. Nursing Officer
68. Ortho Implant Book	I/C Sr. Nursing Officer
69. Infected Implant removal register	I/C Sr. Nursing Officer
70. Autoclave indicator Register	I/C Sr. Nursing Officer
71. OPD physiotherapy Book	I/C Sr. Nursing Officer
72. OPD Occupational therapy book	I/C Sr. Nursing Officer
73. In patient Physiotherapy Book	I/C Sr. Nursing Officer
74. Movement Register	I/C Sr. Nursing Officer
75. MLC Register	I/C Sr. Nursing

	Officer
76. MLC Refusal Register	I/C Sr. Nursing Officer
77. Patient Resuscitation Book	I/C Sr. Nursing Officer
78. Good Samaritan Book	I/C Sr. Nursing Officer
79. Poisoning, CPR, Cardiac Illness entry Book	I/C Sr. Nursing Officer
80. Ambulance Logbook	I/C Sr. Nursing Officer
81. Ambulance Requisition Book	I/C Sr. Nursing Officer
82. Ambulance Inspection Book	I/C Sr. Nursing Officer
83. Quality File	I/C Sr. Nursing Officer
84. Key Performance Indicator Book	I/C Sr. Nursing Officer
85. Departmental Quality Training Register	I/C Sr. Nursing Officer
86. Hospital internal audit Register	I/C Sr. Nursing Officer
87. EQAS Register	I/C Sr. Nursing Officer
88. Lab Register for OPD	Sr. Lab Technician
89. Lab Register for IPD	Sr. Lab Technician
90. Lab Register for Emergency	Sr. Lab Technician
91. Autoclave Register	I/C Sr. Nursing Officer
92. Monthly Lab report register	Sr. Lab Technician
93. Biochemistry Analysis Monthly Report Register	Sr. Lab Technician
94. FNAC Report Register	Sr. Lab Technician
95. PAP Report Register	Sr. Lab Technician
96. Urine Report Register	Sr. Lab Technician

97. Thyroid Report Register	Sr. Lab Technician
98. Blood status Register	Sr. Lab Technician
99. Stock register (DDU)	Sr. Lab Technician
100. Stock register(patient)	Sr. Lab Technician
101. Blood Issue Register	Sr. Lab Technician
102. Quality control of reagents Register	Sr. Lab Technician
103. Blood transfusion reaction book	Sr. Lab Technician
104. Cross Matching reports Register	Sr. Lab Technician
105. Expired/Discarded Blood Register	Sr. Lab Technician
106. Office Information Book	Dealing Assistant
107. Peon Book	Dealing Assistant
108. Loan Book	Dealing Assistant
109. Complaint Book	Dealing Assistant
110. Countable Drug Book	I/C Pharmacist
111. Non-Countable Drug Book	I/C Pharmacist
112. Stock register	I/C Pharmacist
113. Non-Consumable Stock Register	I/C Pharmacist
114. Consumable Stock Register	I/C Pharmacist
115. Buffer Stock Register	I/C Pharmacist
116. Indent Book Consumable	I/C Pharmacist
117. Indent Book Non-Consumable	I/C Pharmacist
118. Log Book	I/C Sr. Nursing Officer
119. Minor Procedure Register	I/C Sr. Nursing Officer
120. Refractionist Register	I/C Sr. Nursing Officer
121. Immunization register	I/C Sr. Nursing Officer
122. IYCF Counselling Register	I/C Sr. Nursing Officer
123. AEFI Register	I/C Sr. Nursing Officer
124. ARSH Register	I/C Sr. Nursing Officer
125. ANC Counselling Register	I/C Sr. Nursing

	Officer
126. International Traveller Register	I/C Sr. Nursing Officer
127. Anganwadi Referral Register	I/C Sr. Nursing Officer
128. Vaccine Distribution Register	I/C Sr. Nursing Officer
129. RBS +BP Monitoring Register	I/C Sr. Nursing Officer
130. ECG Register	ECG Technician
131. DM +HTN register	I/C Nursing Officer
132. Geriatric Register	I/C Nursing Officer
133. X-Ray entry Book	I/C Sr. Radiographer
134. MLC X-Ray Registration register	I/C Sr. Radiographer
135. Critical finding Register	I/C Sr. Radiographer
136. USG Appointment Register	I/C Sr. Radiographer
137. USG Register	I/C Sr. Radiographer
138. OPD Register for diet	Assistant Dietician
139. Menu Register	Assistant Dietician
140. Diet check Register	Assistant Dietician
141. Diet Register	Assistant Dietician
142. Cancel Diet register	Assistant Dietician
143. Dietary Counselling Register	Assistant Dietician
144. Diet indicator Register	Assistant Dietician
145. Diet census Register	Assistant Dietician
146. Cleaning procedure for food service and staff hygiene register	Assistant Dietician
147. Quality check Register	OT Technician
148. CSSD Recall Book	OT Technician
149. Waiting Time Register	I/C Sr. Nursing Officer
150. Induction Training Register	I/C Sr. Nursing Officer
151. Birth Registration Register	MRO
152. Death Registration Register	MRO
153. Summon Register	MRO

154. Case Sheet on Loan Register	MRO
155. File Movement Register	MRO
156. File Identification Register	MRO
157. Doctors Identification Register	MRO
158. MTNL Bill Register	MRO
159. Electricity Bill Register	MRO
160. Water Bill Register	MRO
161. IGL Bill Register	MRO
162. Library Book	MRO