



OFFICE OF THE MEDICAL SUPERINTENDENT
ATTAR SAIN JAIN EYE & GENERAL
HOSPITAL
LAWRENCE ROAD,
NEW DELHI – 110035.

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

21. Refer to Higher Center Book	Deptt. incharge
22. Discharge Book	I/C Ward
23. Discharge patient Medicine Book	I/C Ward
24. LAMA/Abscond Book	I/C Ward
25. Death Book	I/C Deptt. concerned
26. MRD Book	MRO
27. Round Register	I/C Deptt. concerned
28. Drug Receiving Book	I/C Store
29. Census Book	I/C Deptt. concerned
30. Crash Cart book	NA
31. Emergency tray/ambulance bag book	I/C Deptt. concerned
32. Daily Appraisal Book	I/C Deptt. concerned
33. Daily cleaning and Disinfection Register	I/C Deptt. concerned
34. Refrigerator temperature charting Book	I/C Deptt. concerned
35. Dressing /CLW/POP book	I/C Medicine
36. Medical gases/oxygen cylinder book	I/C Deptt. concerned
37. C.S.S.D Book	I/C Deptt. concerned
38. B.M.W. Book	I/C B.M.W.
39. Laundry Book	I/C Deptt. concerned
40. Pest Control Book	I/C Store

41. Needle Stick Injury Register	Ms. Sarika Nursing Officer
42. Incident reporting register	Ms. Sarika Nursing Officer
43. Spill Management Register	Ms. Sarika Nursing Officer
44. Blood Transfusion Register	NA
45. Adverse Drug Reaction Book	Ms. Sarika Nursing Officer
46. High Risk Drug Book	Ms. Sarika Nursing Officer
47. Sero Positive cases Book	Ms. Sarika Nursing Officer
48. Near Expiry Drugs Register	Core Deptt.
49. Doctors/Specialist call Book	Admn.
50. Birth companion Register	NA
51. Feedback Register	Department Concerned
52. Casualty entry register	Eye Deptt.
53. NST Register	NA
54. JSSKY Book	NA
55. DMPA Book	NA
56. Inj Iron/FCM Book	NA
57. Narcotic Drugs Register	NA
58. PAC Book	Sh. Ranjeet
59. OT Dates Register	Eye Deptt.
60. OT Case Entry Register	I/C OT

61. OT Drug Consumption Book	I/C OT
62. OT Atmosphere and Temperature recording Book	I/C OT
63. Narcotic and controlled drugs Register	NA
64. Culture Book	I/C OT
65. Suture Book	I/C OT
66. Suture Deduction Book	I/C OT
67. Newborn Immunization Book	NA
68. Ortho Implant Book	NA
69. Infected Implant removal register	NA
70. Autoclave indicator Register	I/C OT
71. OPD physiotherapy Book	NA
72. OPD Occupational therapy book	NA
73. In patient Physiotherapy Book	NA
74. Movement Register	Admn.
75. MLC Register	Eye OPD
76. MLC Refusal Register	Eye OPD
77. Patient Resuscitation Book	I/C OT
78. Good Samaritan Book	Ms. Sarika Nursing Officer
79. Poisoning, CPR, Cardiac Illness entry Book	NA

80. Ambulance Logbook	NA
81. Ambulance Requisition Book	I/C OPD
82. Ambulance Inspection Book	Sr. Nursing Officer
83. Quality File	Ms. Sarika Nursing Officer
84. Key Performance Indicator Book	Ms. Sarika Nursing Officer
85. Departmental Quality Training Register	Ms. Sarika Nursing Officer
86. Hospital internal audit Register	Ms. Sarika Nursing Officer
87. EQAS Register	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 OT
92. Monthly Lab report register	Sr. Lab Technician
93. Biochemistry Analysis Monthly Report Register	Sr. Lab Technician
94. FNAC Report Register	NA
95. PAP Report Register	NA
96. Urine Report Register	NA
97. Thyroid Report Register	NA
98. Blood status Register	NA
99. Stock register (DDU)	NA
100. Stock register(patient)	NA
101. Blood Issue Register	NA
102. Quality control of reagents Register	NA
103. Blood transfusion reaction book	NA
104. Cross Matching reports Register	NA
105. Expired/Discarded Blood Register	NA
106. Office Information Book	Dealing Assistant
107. Peon Book	Dealing Assistant
108. Loan Book	Dealing Assistant

109. Complaint Book	Deptt. concerned
110. Countable Drug Book	DA Store
111. Non-Countable Drug Book	DA Store
112. Stock register	DA Store
113. Non Consumable Stock Register	DA Store
114. Consumable Stock Register	DA Store
115. Buffer Stock Register	DA Store
116. Indent Book Consumable	DA Store
117. Indent Book Non-Consumable	DA Store
118. Log Book	I/C OPD
119. Minor Procedure Register	I/C OPD
120. Refractionist Register	Refractionist
121. Immunization register	NA
122. IYCF Counselling Register	NA
123. AEFI Register	Sr. Nursing Officer
124. ARSH Register	Sr. Nursing Officer
125. ANC Counselling Register	NA
126. International Traveler Register	NA
127. Anganwadi Referral Register	NA
128. Vaccine Distribution Register	NA
129. RBS +BP Monitoring Register	I/C OPD
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	NA
134. MLC X-Ray Registration register	NA

135. Critical finding Register	NA
136. USG Appointment Register	NA
137. USG Register	NA
138. OPD Register for diet	NA
139. Menu Register	NA
140. Diet check Register	NA
141. Diet Register	NA
142. Cancel Diet register	NA
143. Dietary Counseling Register	NA
144. Diet indicator Register	NA
145. Diet census Register	NA
146. Cleaning procedure for food service and staff hygiene register	NA
147. Quality check Register	I/C OT
148. CSSD Recall Book	I/C OT
149. Waiting Time Register	NA
150. Induction Training Register	NA
151. Birth Registration Register	NA
152. Death Registration Register	MRO
153. Summon Register	DA
154. Case Sheet on Loan Register	DA
155. File Movement Register	DA
156. File Identification Register	DA
157. Doctors Identification Register	DA
158. MTNL Bill Register	DA
159. Electricity Bill Register	DA
160. Water Bill Register	DA
161. IGL Bill Register	NA
162. Library Book	NA