

Guru Gobind Singh Medical College & Hospital, Faridkot

A statement of categories of the documents that are held by it or under its control

Manual-5	A statement of the categories of documents that are held by it or under its control	<p>a) Permanent records:</p> <ul style="list-style-type: none">- Service books and person file of all the employees,- GIS record of all employees- GPF record of subordinate staff. <p>b) Student record:</p> <ul style="list-style-type: none">- Different documents and certificate as submitted at the time of admission. <p>c) Expense accounts and receipts till audit.</p> <p>d) Patient record including all investigation .</p> <p>e) Record relating to purchase of machinery/equipments and drugs/ reagents/kits etc.</p>
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