

1.6.2 Categories of Documents and their custodian (year 2025-2026)

S. No.	Categories of Documents	Custodian
1.	Letters, notes pertaining to internal communication, Communication with MOHFW and others Annual Performance Appraisal Reports Confidential files Court cases and related documents Disciplinary Proceedings Annual Reports etc	Director office
2.	Recruitment Rules Service Registers Personal files of all staff Recruitment, Appointment, Promotions Seniority and Pay fixation Committee constitution and reports Engagement of casual laborers Leave Register of Employees Maintenance of Reservation Rosters Quarters Allotment Estate and Security related files etc	Establishment / Administration
3.	Salary Particulars, Advances etc Cash book / Receipts GPF Financial Statements Budget Estimates/ Expenditure Pension details of retired staff Audit etc	Accounts Section
4.	Records related to purchase of Equipment's, consumables, Chemical, Reagents , office stationery, etc Condemnation of articles Stock register Tender / Quotations etc.	Procurement /Store Dept.
5.	IT Department is maintains and manages the organizational information technology. This entails network administration, system maintenance, and installation of software, data protection, and technical support to every department to achieve efficient and secure electronic operations etc.	IT Dept.
6.	Library Books Scientific Journals Field Reports Annual Reports of Institute	Library
7.	RTI Applications RTI Act 2005 and rules 2012 RTI – Compendium of rules and OM	CPIO
8.	Sample Receipt & Dispatch Unit receiving biological samples along with the applicable testing fees for various categories of Quality Control (QC) testing. The unit ensures proper documentation, forwards the samples to the designated laboratories, and dispatches the final test reports to the concerned stakeholders etc.	SRRDU
9.	Concerned with Lab	Lab
10.	Training Unit is responsible for planning, organizing, and conducting training programs to enhance the skills and knowledge of personnel. The department identifies training needs, develops relevant materials, coordinates with subject matter experts, and maintains records of training activities. It also ensures the continuous professional development of staff through both in-house and external training initiatives.	Training Unit