

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT
FOR UNDER ITS CONTROL
SECTION 4(1)(B)(vi)
PURCHASE BRANCH, DSCI

S. No.	Name of the record	Unit section where available	Retention period
1.	Earnest Money Deposit	Accounts Branch	After completion of tender duration for qualified bidders
2.	Letter of Credit	Purchase Branch	After completion of warranty period and satisfactory performance provided by the User Branch
3.	Performance Bank Guarantee/DR		

MANUAL 6

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MANUAL 6

Purchase Officer



Purchase Officer
Delhi State Cancer Institute
Dilshad Garden, Delhi-110095

2/08/26 -

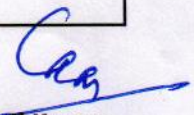
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MANUAL - 6

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT
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[Section 4 (1) (b) (vi)]**

➤ **Retentation schedule of Accounts Branch, DSCI:**

S No.	Main Head	Sub Head	Retention Period Appendix 13 , As per GFR
1.	Payment and recoveries	Expenditure sanction not covered by Paragraph 1 above (including sanctions relating to grants-in-aid)	2 years or one year after completion of audit, whichever is later.
		Cash books/GAR-6 maintained by the Drawing and disbursing officers under Central Government Account(Receipt and Payments Rules 1983)	10 Years
		Contingent Expenditure	3 years, or one year after completion of audit, whichever is later
		Arrear claims (including sanction for investigation, where necessary)	3 years, or 1 year after completion of audit, whichever is later.
		Paper Relating to :	
		GPF Membership	1 year
		GPF Nomination	1 Year-after final settlement of GPF Account
		T.A /Transfer T.A. Claims	1 year. 3 Years, or one year after completion of audit, whoever is later.
2.	Budget Estimates/Revised Estimates		3 Years.
3.	Expenditure statements	In respect of lower formations	To be weeded out at the end of financial year
		In respect of Department Itself	To be weeded out after the Appropriation Accounts for the year have been finalized.
		Register of monthly expenditure (Form GFR 9)	To be weeded out after the Appropriation Accounts for the year have been finalized
4.	Pay Bill Register		35 Years
5.	Office copies of establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained)		35 Years
6.	Schedules to the Establishment pay bills for the period for which pay bill register is maintained		3 Years, or one year after the completion of audit, whichever is later.
7.	Bill Register maintained in Form TR-28-A		5 Years
8.	Paid Cheques returned by the Bank to the Audit/Accounts Office		5 Years


Anil Kumar

Deputy Controller of Accounts, DSCI



DELHI STATE CANCER INSTITUTES

- centres par excellence in the service of humanity
(A group of autonomous institutions under the Govt. of NCT of Delhi)

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DEPARTMENT OF NURSING

MANUAL-6

A statement of the categories of documents that are held by it for under its control
Section 4 I (b) VI

Retention schedule of Hospital Record

S. No.	LIST OF REGISTERS	RETENTION PERIOD
1	Report Book in non-critical areas and critical areas	10 Years
2	Treatment Book	5 Years
3	Narcotics Register	5 Years
4	Consumption Book: Sutures and surgical consumable	5 Years
5	Special drug account book/Medicine consumption book	5 Years
6	Stock book of medicine, non-consumable and consumable items	5 Years
7	Sponge book/ Bath book	5 Years
8	Census Book	5 Years
9	Diet Book	5 Years
10	Attendance register / Duty Roster	5 Years
11	Indent Books medicine and consumable	5 Years
12	Peon Book	5 Years
14	Mortuary book	5 Years
15	Blood Transfusion Register	5 Years
16	Taking over/ Handing over book/ inventoryBook	5 Years


MS SINIMOL BABY
ASSISTANT DIRECTOR (NURSING)
APR REGN. NO. N-18222
- 18126
22/5/26

17	CSSD book /ETO/Autoclave book	5 Years
18	Condemnation Book	5 Years
19	Indent book of non-consumable items	5 Years
20	Laundry Book	5 Years
21 a	Admission Discharge (LAMA) register(IPD)	10 Years
21 b	Admission Discharge Register (Reception)	10 Years
22	Operation record book (major & minor OT) Operation transfer register OT List register Post- Op register / Pre-op register	10 Years
23	Personal files of temporary nurses other staff to serve for 1-2 years and then resign/leave for abroad	5 Years
24	New Patient Entry Register (Reception)	5 Years
25	Railway concession form entry register	5 Years
26	Dispatch Register (Report & File)	5 Years
27	Chemotherapy Prescription	5 Years
28	Chemotherapy Administration Register	5 Years


 MS SINIMOL BABY
 ASSISTANT DIRECTOR (NURSING)
 APNC REGN. NO. N-18222
 M. - 18126

(5)

MANUAL 6

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

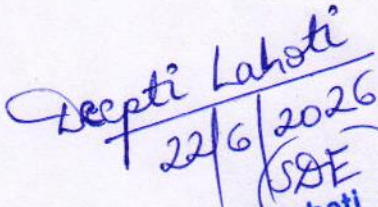
{Section 4(1)(b)(VI)}

Retention Schedule of Hospital Record

S.no	List of Record	Retention period of records as per Delhi Govt. Norms	Retention period of records as per Collective Consensus
1	Stock Registers	03 Years	10 Years
2	Indent (Issued) Vouchers	03 Years	10 Years
3	Received Challans	03 Years	10 Years
4	Copy of invoices	03 Years	10 Years
5	Other miscellaneous files/ Records	03 Years	10 Years

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UNDER ITS CONTROL
[Section 4 (1) (B) (Vi)]**

S.No	Name Of Record	Details Of Info. Available	Unit/Section Where Available	Retention Period	
				As Per Delhi Govt. Norms	As Per Collective Consensus
1.	Non perishable stock register	Cereals, Pulses, oil, Sugar etc.	Dietary Department	3 Years	10 Years
2.	Perishable stock register	Fruits, Vegetables, Milk and Milk products		3 Years	10 Years
3.	Patient census	-		1 Year	3 Years
4.	Attendance book register	-		1 Year	5 Years
5.	Indent book of Non Consumable items	-		1 Year	5 Years
6.	Consumable Stock Register	-		3 Years	5 Years


 22/6/2026
 (SDE)
Deepti Lahoti
 Senior Dietary Executive
 Delhi State Cancer Institute
 Dilshad Garden, Delhi-110095



(7)

MANUAL - 6

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT
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[Section 4 (1) (b) (vi)]**

➤ Retention schedule of Hospital Records Planning Branch, DSCI:

S No.	Name of Record	Details of Info available	Unit Section where available	Retention Period
1	Files related to various information and subjects	E-office login ID	Planning Department	All records are maintained in electronic form through the E-Office system and are available on the NIC server.

Neeraj Kumar
Neeraj Kumar
(Statistical Officer)
Planning Department, DSCI

MANUAL 6**A statement of categories of documents that are held by it for under its control****{Section 4 (1) (b) (IV)}****Retention Schedule of Hospital Record**

Sr. No.	List of Record	Retention period of records as per Delhi Govt. Norms	Retention period of records as per Collective Consensus
1.	Physical Files of all CAMC/AMC/LAMC & Repair Equipment's	03 Years	10 Years
2.	Sanction Order Register	03 Years	10 Years
3.	Record of CMC/AMC/Repair Register	03 Years	10 Years
4.	Physical file of e-tender of CAMC	03 Years	10 Years
5.	Tender Opening Register	03 Years	10 Years

Forwarded to Nodal officer (RTI)
DSCI.

Dr. Satyaki Sarker
OIC (Equipment Maintenance)
Delhi State Cancer Institute
Dilshad Garden, Delhi 110095
09/08/2026

Manual-06

A statement of the categories of documents that are held by it for under its control Section 41(b) VI

Retention schedule of Cancer Research Department, DSCI

Department became operational after the first faculty appointment on March 21st 2025.

Diagnostic and research initiatives are currently in their preliminary phases. Standard Operating Procedures (SOPs) for workflow of diagnostic and research services are under development.



MANUAL 06

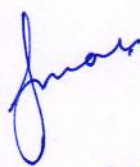
[Section 4(1)(b)(vi)]

Retention schedule of Hospital Records may be submitted by all the Deptts of our Institute in the following format:

ADMIN BRANCH (RECRUITMENT)

Recruitment Branch is a subsidiary branch of Admn Branch-II and deals with only recruitment of staff, on the basis of providing of vacancy position from Admn Branch-II.

No Retention schedules regarding application forms etc have been handed over from erstwhile Admn (HR) Branch.



Dr. Swati Bhan
In-charge Recruitment
Delhi State Cancer Institute
Dilshad Garden, Delhi-110095

(11)

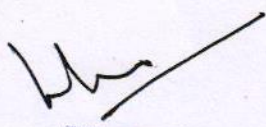
Manual-6

A statement of the categories of documents that are held by it for under its control Section 4 I (b) VI

Retention schedule of Medical Record Department, DSCI

S.No.	Details of Documents / Records	Retention Period Of Records As Per Delhi Govt. / AIIMS Norms
1	Patient's OPD Files	For 10 years (last attendance in the hospital)
2	Patient's IPD records	For 10 years (as per date of discharge)
3	Patient's OPD Death files	For 10 years

2/c MRD



HEMANT SHARMA
MEDICAL RECORD OFFICER
DELHI STATE CANCER INSTITUTE
DELHI-110005 (INDIA)



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

{Section 4(1)(b)(VI)}

Retention Schedule of Care Taking Branch Records

S.No	List of Record	Retention period as per Delhi Govt. Norms
1	DAK Register and Files	03 Years
2	PWD Works Register (Civil & Electrical), and related documents like estimates, MOM etc.	03 Years
3	Attendance and Duty Rosters	03 Years
4	Other Miscellaneous Files / Records	03 Years

25/5/26

25/5/26



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MANUAL 6

SECTION 4(1)(b)(VI)

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S.NO	Name of Record	Details of info available	Unit section where available	Retention Period
1	Information in E-office	Files & Receipts	Coordination	N/A in E-office

