



ALL INDIA INSTITUTE OF SPEECH & HEARING,
MANASAGANGOTTHRI, MYSORE - 570 006



1 Organisation and Function

1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]

- (i) Categories of documents
- (ii) Custodian of documents/categories

1. Agendas and Minutes of the Institute Body, Executive Council, Standing Committees and other Committees.
2. Annual Performance Appraisal Reports of the Staff
3. Annual Reports
4. Legal agreements
5. Society related documents
6. AIISH Bye-Laws
7. Correspondence with other offices, Govt. of India etc.
8. Recruitment Rules
9. GPF etc.
10. Payments/Receipts/Expenditure Record
11. Pension and Death Benefits.
12. Plan and Non Plan Allocations.
13. Salary, Advances etc.
14. Various advances to the Staff
15. All matters relating to court and disciplinary cases
16. Allotment of quarters
17. Allotment Rules and Regulations
18. Staff Service Books
19. Personal Files of the Staff
20. Maintenance of SC/ST/OBC reservation ROSTER.
21. Recruitment of Staff
22. Returns to Employment Exchanges and Govt.

23. Selection/Interview/Appointments Records
24. Tenders and Record of Housekeeping and Security
25. Admissions to Various Programmes offered by the Institute.
26. Conduct of Theory/Practical/Viva-voce Examinations
27. Examination related Records
28. Students related Records
29. Book Accession Register
30. Journal Subscription Register
31. Membership Register
32. Usage Statistics Register
33. Records related to the Purchase of the equipments/services/surgical items/stationary/consumable/Non-consumable items/Services Sanitation, equipment, Construction of Building, Clinical Services requirements.
34. Stock Register, Record of Various Purchases, Supplies and Stores
35. Records relating to Procurement of Equipments and Materials
36. Condemnation of the Equipments
37. Records of Out Patients
38. Clinical Services Related Files
39. Record of various constructions activities and maintenance activities
40. Matters pertaining to Public Relations of the Institute
41. Hearing aid - repairs register for bills to be paid to the company
42. External consultancy register for noise measurements
43. External consultancy register for EAE for hearing aid
44. External consultancy register for calibration of Audiology equipments
45. HEARING AID spares register
46. Work order register for repairs of electrical utilities
47. Register for calibration of POCD and Audiology equipments
48. Register for Calibration of Larson and Davis, Sound level meter
49. Register for Calibration of Larson and Davis, Sound level meter (model 824)
50. Register for Calibration of Bruel and kjaer, Sound level meter (Hand Held analyzer-type No 2250)
51. Work order Register for Electronics equipments
52. Records pertaining to various projects, reports etc
53. Training in Hindi

54. Clinical records pertaining to clients availing and who availed services at the Institute.
55. Copy Writing/Translation
56. Technical Writing/Translation
57. Printing / Scanning
58. Designing/Painting
59. Photography/Video
60. NBS Screening Program Files at various locations
61. New born/infant hearing screening Files related in DHLS centres
62. School screening Register
63. Industrial screening Register
64. Referred case register for Out Reach Service Centers
65. Induction training program for new recruits
66. Medico-legal and Statutory issues in Dysphagia Unit
67. Forensic Case Register
68. Short term training register
69. Tele intervention and assessment register
70. Skype Therapy Register
71. Counseling Register for visiting cases
72. Videoconference log book (for POCD staff)
73. Record of Tele-assessment and intervention at various centres
74. TCPD- Video related / Multimedia Content/Website related
75. Record of Educational Guidance

Director's Office

1. Agendas and Minutes of the Institute Body, Executive Council, Standing Committees and other Committees.
2. Annual Performance Appraisal Reports of the Staff
3. Annual Reports
4. Legal agreements
5. Society related documents

Administration Section

1. AIISH Bye-Laws
2. Correspondence with other offices, Govt. of India etc.

3. Recruitment Rules

Finance

1. GPF etc.
2. Payments/Receipts/Expenditure Record
3. Pension and Death Benefits.
4. Plan and Non Plan Allocations.
5. Salary, Advances etc.
6. Various advances to the Staff

Establishment

1. All matters relating to court and disciplinary cases
2. Allotment of quarters
3. Allotment Rules and Regulations
4. Staff Service Books
5. Personal Files of the Staff

Personnel Section

1. Maintenance of SC/ST/OBC reservation ROSTER.
2. Recruitment of Staff
3. Returns to Employment Exchanges and Govt.
4. Selection/Interview/Appointments Records
5. Tenders and Record of Housekeeping and Security

Academic Section

1. Admissions to Various Programmes offered by the Institute.
2. Conduct of Theory/Practical/Viva-voce Examinations
3. Examination related Records
4. Students related Records

Library and Information Centre

1. Book Accession Register
2. Journal Subscription Register
3. Membership Register

4. Usage Statistics Register

Purchase Section

1. Records related to the Purchase of the equipments/services/surgical items/stationary/consumable/Non-consumable items/Services Sanitation, equipment, Construction of Building, Clinical Services requirements.
2. Gem, Procurement updates

Stores Section

1. Stock Register, Record of Various Purchases, Supplies and Stores
2. Records relating to Procurement of Equipments and Materials
3. Condemnation of the Equipments

Department of Clinical Service

1. Records of Out Patients
2. Clinical Services Related Files

Engineering Section

1. Record of various constructions activities and maintenance activities
2. Horticulture documents

Public Information Office

1. Matters pertaining to Public Relations of the Institute
2. Advertisement notification and press communique
3. Patients request for appointments

Department of Electronics

1. Hearing aid - repairs register for bills to be paid to the company
2. External consultancy register for noise measurements
3. External consultancy register for EAE for hearing aid
4. External consultancy register for calibration of Audiology equipments
5. HEARING AID spares register
6. Work order register for repairs of electrical utilities
7. Register for calibration of POCD and Audiology equipments
8. Register for Calibration of Larson and Davis, Sound level meter

9. Register for Calibration of Larson and Davis, Sound level meter (model 824)
10. Register for Calibration of Bruel and kjaer, Sound level meter (Hand Held analyzer-type No 2250)
11. Work order Register for Electronics equipments

Coordination Section

1. Records pertaining to various projects, reports etc

Official Language Implementation

1. Training in Hindi
2. Work related to Hindi Annual Report, Celebration of Hindi week, OLIC exam and training

Department of Clinical Services

1. Clinical records pertaining to clients availing and who availed services at the Institute.
2. Clinical practicum attendance

Department of ENT

1. Case file register

Department of Material Developments

2. Copy Writing/Translation
3. Technical Writing/Translation
4. Printing / Scanning
5. Designing/Painting
6. Photography/Video

Department of Prevention of Communication Disorders

1. School screening Register
 - 1.(i) Outreach centre
 - 1.(ii) Extension service related activities
2. New born/infant hearing screening
4. Industrial screening
5. Visit to old age homes

6. Bed side testing
7. Referred case register for Out Reach Service Centers

Department of Speech Language Pathology

1. Induction training program for new recruits
2. Medico-legal and Statutory issues in Dysphagia Unit

Department of Speech Language Sciences

1. Forensic Case Register
2. Short term training register

Department Of Tele-Center for Persons with Communication Disorders

1. Tele intervention and assessment register
2. Skype Therapy Register
3. Counseling Register for visiting cases
4. Videoconference log book (for POCD staff)
5. Record of Tele-assessment and intervention at various centres
6. TCPD- Video related / Multimedia Content/Website related
7. Record of Educational Guidance

Security Section

1. Security staff attendance register

Chief Administrative Office

1. Issues related to court cases

Central Public Information Office

1. RTI matters

Vigilance Office

1. Vigilance related documents
2. Copies of quarterly reports sent to the Ministry
3. Complaint and enquiry reports