



Government of India  
Ministry of Health and Family Welfare  
**CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE**  
**CHENGALPATTU – 603 001, TAMIL NADU**



## PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

### 1. ORGANIZATION 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

Categories of documents	Custodian of documents
Letters, notes pertaining to internal communication and communication with DGHS, MoH&FW, state Govt. authorities and others Annual performance Appraisal Reports Confidential files Court cases & related documents Disciplinary proceedings Annual Reports	Director Office
Recruitment rules Service registers Personal files of all staff Recruitment, Appointment & Promotions / Seniority Pay fixation Committee constitution & reports Engagement of casual labourers Leave register of employees Maintenance of Roster for identification of posts Quarters allotment Estate & Security related files	Establishment

Salary particulars , advances etc Cash book / Receipts GPF Financial statements Budget estimates / expenditure Pension details of retired staff Audit	Accounts section
Supplies & Materials - Records related to purchase of equipments /articles/services/consumables/Non-consumables Condemnation of articles Stock register Tender / quotations Maintenance of articles	Central Stores
Patient medical records – out patient & Inpatient Drug indent register Drug stock register MDT stock register Death register Diet register Railway concession register	Clinical division
In patient registers OT register RCS register MCR issue register Disability Certificate issue register	Surgical division
Lab reports of patients Research documents Animal House particulars	Laboratory division
Annual Training Calendar Training particulars Joining & Relieving reports of participants Training resources Monitoring & Evaluation reports Field Surveillance reports Technical reports / guidelines Publications Annual Reports Website related documents	Epidemiology & Statistics division

Library books Scientific journals Technical reports Annual Reports of Institute	Library
RTI applications RTI Act 2005 & rules 2012 RTI - Compendium of rules & OM	Public Information Officer



# RIGHT TO INFORMATION