

Medical Record Section DR. RAJENDER PRASAD GOVT. MEDICAL  
COLLEGE KANGRA AT TANDA.

No: HFW-H (DRPGMC)MRD/2020- 1145-47 dated: 11/02/2020

NOTICE

Institute Weeding Off Policy for Medical Records :-

This is for information to the public DR. RPGMC Tanda follows DGHS guidelines vide letter number 4-7/68-MR dt 31-08-68, which states the durations of the different categories of medical records to be retain as under.


1. O.P.D. (i. e case sheets and registrations books) - 5 Years
2. In Patient's Medical Records (i. e case sheets etc)-10 Years
3. Medico-Legal Registers - 10 Years
4. Record of Birth and Death forms -Forever
5. MLC Case Sheet - Till Court cases disposal

The Record w.e.f 2006 to Dec. 2009 has been destroyed as per Govt letter dated 23-10-2003.

  
Medical Supdt.  
Dr RPGMC Hospital,  
Kangra at Tanda.

Copy to :

- 1) The Principal Dr RPGMC Kangra at Tanda for information please.
- 2) Dr Gaurav Sharma, Assistant Professor Ophthalmology, Dr RPGMC Tanda for information and necessary action please.
- 3) Mr Vikas Project Manager IT Dr RPGMC Tanda for information and and directed to upload this notice on the college website.

  
Medical Supdt.  
Dr RPGMC Hospital,  
Kangra at Tanda.

