

**GOVT. OF N. C. T. OF DELHI
DIRECTORATE OF HEALTH SERVICES
F-17, Karkardooma, Delhi-110032**

MANUAL - 6

A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT
FOR UNDER ITS CONTROL
A STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD

S.No	Nature of Record	Details of information available	Unit/ section where available	Retention period, where available
1.	List Of Registered Nursing Homes (Total Number of Nursing homes are registered till date is 674)	Registration No., address, beds position,	Nursing Home Cell	Registration number is unique and is valid for one financial year. In case of closure of nursing home / cancellation of registration the number is not issued to any other. The list is updated every six months with the details
2	Enquiry Reports of the enquiries against the private nursing homes / hospitals for any complaints against them	The matter is enquired by Delhi Medical Council and the details of enquiry are mentioned in the report.	Available in the nursing home cell if the enquiry has been initiated by this directorate	Till the case is closed/settled.
3	Permission granted to pvt hospitals for obtaining narcotic drugs	Details of the surgical activities being done by the hospitals.	In the nursing home cell	The files are kept as long as the hospital remains functional
4	Opinion on the cases referred to this Directorate by all Delhi Govt departments in case of medical reimbursement claim..	Details remain in the concerned files , however the copy of the permission granted is retained	Officer concerned	As long as needed