

(Statement of the categories of documents are held or under control)

Name of the Department/Board/Corporation/Institution / Office:

Director Health & Family Welfare, Punjab

Sr.No	Category of Documents	Authority Holding the Information
1	Service record of officers and employees at different levels	Head Office, District Offices and Block level
2	Births and deaths record of rural area	Civil Surgeon Office
3	Medical fitness record on first entry	Civil Surgeon Office
4	Issue of disability certificates	Civil Surgeon Office
5	Record of Ultrasound centres	State and District Head Quarters
6	Record of MTP Centres	State and District Head Quarters
7	Grant and renewal of wholesale and retail drug licenses for the State	State Head Quarters
8	Record of various samples seized	Civil Surgeon Office
9	Record of post mortem conducted	Hospitals or PHC levels
10	Record of Indoor Patients	at the respective institutions.
11	Record of surgeries conducted	at the respective institutions.
12	Record of consent forms for sterilization (family planning operations performed)	at the respective institutions.
13	Record of Medical Reimbursement Bills	Civil Surgeon Office
14	Retail sale licenses (Form No. 20, 21 & 21 c), whole sale licenses (Form No. 20 b, 21 b and 21 c), Homeo retail sale licenses (Form No. 20 c and 20 e), Homeo whole sale licenses (Form No. 20 d and 20 f), Manufacturing of Allopathic drugs (Form No. 25, 28 and 26), Blood Bank Licenses (Form No. 20 c and Form No. 20 g) and Cosmetic Manufacturing Licenses (Form No. 32 and 33)	State Drug Controller at State Head Quarters

