	QUALITY PROCEDURE	Doc. No: UPHBD/QP/02	Prepared By	AMR
	CONTROL RECORDS OF	Title:	Issue No.: 01	Reviewed By
Rev. No.: 00		Eff. Date: 01.09.09	Approved By	HC
Page: 1 of 3		Issued by	MR	
Ref.Clause 4.2.4				

1.0 OBJECTIVE:

To establish a system for controlling all quality records in a manner that will provide evidence of conformity to requirements and effective operation of quality management system.

2.0 SCOPE:

All department offices/units of UPHDB.

3.0 RESPONSIBILITY

M.R. for designing & improving the process of controlling of records , while implementing & maintaining the procedure is various departments/office of UPHDB with respective HoDs/office in charges.

4.0 PROCEDURE:

4.1 Identification of records

Each record required to be maintained by UPHDB shall be identified in the following manner.

Files : Department Name/Unit Code/ Town Name- Yojna Name /Subject/ Serial Number.

Internal audit Reports: IAR/ Department Name/Unit Code/ Serial Number/ Date.


Corrective & preventive actions – NCR/ Department Name/Unit Code/ Serial Number/ Date

Management review Meeting- MRM/ Department Name/Unit Code/ Serial Number/ Date.

Report related with Quality Control – MRR/ Department Name/Unit Code/ Serial Number/ Date .

4.2 Storage , Protection & Retrieval of Records-


4.2.1 All the records are stored centrally at under the overall control of respective Sectional Head at the Head Office and field offices respectively. Records are properly filed in the serial order in the respective folders, which are well protected, uniquely indexed and stacked in shelves.

	QUALITY PROCEDURE	Doc. No: UPHBD/QP/02	Prepared By	AMR
	Title: CONTROL RECORDS	OF	Issue No.: 01	Reviewed By
Rev. No.: 00			Approved By	HC
Eff. Date: 01.09.09			Issued by	MR
Page: 2 of 3				
Ref.Clause 4.2.4				

4.2.2 The records are stored in a manner that provides easy access to all the users. Any requisition of records has to be made to JHC at the head office & Sectional Heads at the filed offices.

4.2.3 The methods and responsibilities for storing protecting ,retaining and disposal of records after reference period is as follows.

SI.No.	Department	Responsible	Storage	Type	Location
1	LAC	HoD	Almirah /racks/ Cabinates/ cloth bage	Box, files, flate file ,register	LAC cell at HQ
2	APD	HOD	Cabinats,almirah/Drg cabinete rack	Box files, flat files register, computer	CAP office Nilgiri office
3	ENG	HOD	EE's Register, file,box, file, computer	Almairah,racks ,cloth base,	CE's/SE(P)/SE officer
4	F&A	HOD	Almirah,rack,	register,files	Offices & ub offices
5	PRP	JHC/AHC 'S	Almirah,rack,cloth bags	Register, files	JHC office / designted EMO/ AHC Offices
6	COS	AE(cos)	Almirah,rack register,files	Box files, flat files register, computer	AE Costing HQ
7	LEG	S.O	Almirah,rack	Box files, flat	Legal cell at HQ

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Rev. No.: 00			Approved By	HC
Eff. Date: 01.09.09			Issued by	MR
Page: 3 of 3				
Ref.Clause 4.2.4				

			register, files	files register, computer	
8	PRO	JHC	Almirah Files	Box files, flat files register, computer	PRO at HQ
9	MRO	MR	Almirah,rack files, register, box files	Box files, flat files register, computer	AMR at ISO Cell
10	COC	Manager System	Almirah,rack lles,register,box files	Box files, flat files register, computer	Comuper cell of HQ
11	ADM	JHC	Almirah,rack,file,cloth bag files, register, box files	Box files, flat files register, computer	JHC (Admn) Office
12	HCO	OSD	Filing cabinate, almirah, racks files,register,box files	Box files, flat files register, computer	PS at HCO

4.2.4 A separate master list of records is available with the designated officer giving the details of their retention period and disposition methods/ authority adopted by UPHDB. Typically the disposition methods included burning ,leaving off etc. All the designated officer as depend above, endure though constant communication and awareness the need to maintain record in a legible.

5.0 **CHANGES DETAILS:** Nil