

# KANTI DEVI MEDICAL COLLEGE

HOSPITAL & RESEARCH CENTER, MATHURA

(A Constituent College of K.D. University, Mathura)

Ref. No. KDMCHRC/Dean/2026/07

Date: 03.01.2026

## CONSTITUTION OF MEDICAL RECORD DISPOSAL COMMITTEE

In accordance with applicable **Medical Record Retention Norms**, Hospital Policy, and Administrative Requirements, a **Medical Record Disposal Committee** is hereby constituted for systematic review and disposal of obsolete records of the KD Medical College, Hospital & Research Center. The members are as follows:-

| Sr. No. | Name                       | Post of Committee                               | Designation   |
|---------|----------------------------|---|---|
| 1.      | Dr. Gagan Deep             | Chairperson                                     | Medical Superintendent & Prof. Department of General Medicine |
| 2.      | Dr. Ambrish Kumar          | Co-Chairperson                                  | DMS, Prof., Department of Pathology                           |
| 3.      | Mr. Neeraj Kumar Prajapati | Secretary                                       | M.R.O   |
| 4.      | Dr. Manju Pandey           | Member<br>General Medicine &<br>Allied Branches | Prof. & HOD, Department of General Medicine                   |
| 5.      | Dr. Pavan P.N              | Member  | Prof. & HOD, Department of Forensic Medicine                  |
| 6.      | Dr. Vikram Sharma          | Member<br>General Surgery &<br>Allied Branches  | Prof. & HOD, Department of Orthopaedics                       |
| 7.      | Mr. Shailabh Kumar Chaubey | Member  | Quality Manager/ NABH Coordinator                             |

### **Terms of Reference (ToR)**

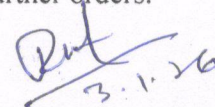
The Committee shall:

1. Identify records eligible for disposal as per prescribed **retention schedule**.
2. Ensure **no medico-legal, court, RTI, audit, or vigilance matters** are pending against such records.
3. Verify clearance from **MLC Section, RTI Cell, and Audit Section**.
4. Recommend suitable **mode of destruction** (shredding/incineration/digitization followed by destruction).
5. Ensure **confidentiality and data protection** during disposal.
6. Maintain proper **documentation and destruction certificates**.
7. Submit periodic reports to the Medical Superintendent/Dean.

### **Tenure**

The Committee shall function for a period of **03 years** or until further orders.

This order is issued with immediate effect.

  
**Prof Dr R.K. Ashoka**  
**Dean/ Principal**  
**KDMCHRC, Mathura**

Prof Dr Ram Kumar Ashoka  
Principal / Dean  
K D Medical College Hospital &  
Research Center, Mathura (U.P.)

To,

All concerned chair holders & members of the committee

### **Copy for kind information to:-**

1. Hon'ble Chairman Sir/ MD Sir, KDMCHRC, Mathura.
2. The Chief Executive Director/ General Manager (Mama ji), KDMCHRC, Mathura.
3. The Medical Superintendent, KDMCHRC, Mathura.
4. The Registrar, K.D. University, Mathura.
5. All Concerned HODs, KDMCHRC, Mathura.
6. P.S. to Hon'ble Vice Chancellor, KD University, Mathura.
7. Office Copy.