



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 General Medicine & 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 General Surgery & Allied Branches	Prof. & HOD, Department of Orthopaedics
7.	Mr. Shailabh Kumar Chaubey	Member	Quality Manager/ NABH Coordinator

Terms of Reference (ToR)

The Committee shall:

- Identify records eligible for disposal as per prescribed **retention schedule**.
- Ensure **no medico-legal, court, RTI, audit, or vigilance matters** are pending against such records.
- Verify clearance from **MLC Section, RTI Cell, and Audit Section**.
- Recommend suitable **mode of destruction** (shredding/incineration/digitization followed by destruction).
- Ensure **confidentiality and data protection** during disposal.
- Maintain proper **documentation and destruction certificates**.
- 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:-

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