

Delhi Pharmacy Council

Manual 6

A statement of the categories of documents that are held by it for under its control
[Section 4(1) b (vi)]

A Statement of Categories of documents held

S.No.	Nature of Record	Details of Information available	Unit/ section where available	Retention Period, Where available
1.	Files relating to registration/renewal of registration of pharmacists	Name and fathers name of the Pharmacist Qualification Age Proof Diploma/Degree copy Proof of Residence Photographs	Council office	Life long
2.	Files relating to Govt. Correspondence	Various Correspondence with the Govt.	Council Office	10 years
3.	RTI Application	Original Application of the candidate alongwith the reply sent	Council office	10 years
4.	Audited Accounts Statement	Balance Sheet , Income & Expenditure Statement	Council Office	10 Years
5.	Fresh Registration Register	Name and Fathers name of the candidate , Registration no. and college / state /sec under which registered and qualification	Council office	10 years
6.	Fees Receipt	Particulars of the Fees Received from the candidate & his/her registration no. name and fathers / husband name	Council Office	10 Years