



INODAYA Hospitals - Kakinada

Documentation code:

INH/HRM.13

Policy on Personal file management

Prepared date: 11/11/2025

Reference: HRM.10 NABH Standards – 6th Edition

Issue Date:11/11/2025

Issue no: 01

Review No: 0

Review date: 11/11/2026

1.0 POLICY:

Every staff of the hospital shall have a personal file which is started from the day of the staff member is selected. The contents of each file shall define and documented.

2.0 PURPOSE:

The purpose of the policy is to maintain the uniform personal record of all the employees joining the organization.

3.0 SCOPE:

This policy applies to:

- all new and permanent, temporary and casual pool appointments
- Existing employees resuming duty after leave of more than 12 months.

4.0 Distribution:

Human Resource Dept., All HODs & Medical admin

5.0 ABBREVIATIONS:

HR: Human Resource

6.0 RESPONSIBILITY: HR Department

7.0 DISTRIBUTION: HR Department

8.0 PROCESS DETAILS:

Prepared by: 	Verified by: 	Approved by: 
Ms.Lalitha.N	Dr. M. Gowtham Krishna	Ms.Lakshmi Lavanya
HR	Medical director	Accreditation Coordinator



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Personnel files for each and every staff/employee shall be made on their joining to the hospital and maintained by HR Department.

The contents of personnel files shall contain the following data and documented

- Personnel information form
- Bio-data giving details of qualifications
- Training / Professional courses
- Copies of Professional Qualification and Training Certificates
- Medical examination and health status
- Disciplinary background
- Training records
- Documents related to any disciplinary action taken
- Increment, promotion letters
- Any incentives / awards certificate

All records of in-service training and education shall be documented in the personal files. Every employee shall submit records of in-service training and education prior to the annual appraisal and this shall be documented in the personnel file.

Personnel files shall contained Training evaluations and appraisals for all cadres of staff.

9.0 RECORDS AND FORMATS:

1. Employee Personal files
2. Employee personal file checklist

Prepared by: 	Verified by: 	Approved by: 
Ms.Lalitha.N	Dr. M. Gowtham Krishna	Ms.Lakshmi Lavanya
HR	Medical director	Accreditation Coordinator