

POLICY OF MEDICAL RECORD SECTION, JPNATC
FOR POLICE & COURT PERSONNEL

Dealing Time (including receiving request & handing over):
10.00am to 12.30 pm & 2.00 pm to 4.30 pm

1. Receiving of Court Summons: -
 - a) Courts in Delhi - At least 04 days prior to the date of hearing
 - b) Courts Outside Delhi- minimum one week prior to the Date of Hearing.
2. Police request/summons for any kind of Departmental Enquiry (DE) or for Production of records – Received at least two working days prior to the date of hearing/ evidence
3. Police request for issue of X-rays, MLC and Discharge Summary etc.- min 3 working days
4. Police request for opinion on any case / record – Minimum 5 working days


18/11/21

5. Police request for conversion of record from Non-MLC to MLC which were left by any reason:-

a) If case is new (2-3- days old) -

i) First get permission from Faculty In-Charge, E.D. -
At least two working hours from the time of receiving the request.

b) If the case is Old (more than a week) -

i) First get the permission from Concerned area's S.D.M., 1ST Class Magistrate, D.C.P., A.C.P., stating the reason why this was not done earlier (the specific reason for delay)

At least One working day


8/2/21

Faculty In-Charge
E.D.
J.P. Nagar, Dabra, A.D.C., Rajdhani
Dist. Dabra-387029