

Rules for Preservation and Destruction of Record (Approved by the Executive Council vide Agenda No. 52 in its 29th meeting held on 10.05.2018)

RESERVATION AND DESTRUCTION OF RECORD ACADEMIC BRANCH:

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	Papers for various Elections	06 Months
2.	Ruling and Executive Council's Decision File	Permanent
3.	AC/EC/Court's Cyclostyled Office Copies/Disposal Copies and Printed Minutes (Three Copies)	Permanent
4.	Academic Council/Executive Council/Court's Minutes (Original Manuscripts)	Permanent
5.	Office copies of the disposal of AC/EC/Court's paragraphs and other routine letters.	03 years
6.	Draft Executive Council/court Agendas	01 years
7.	Set of Amended regulations as circulated to Fellows and approved by Government from time to time.	5 years
8.	University Calendars (Ten Copies)	Permanent
9.	Office copies of letters circulated to various Institutions/Branches of the office regarding alteration /amendments in the regulations or till such time the Act/Statues/Ordinances/rules and the calendars are reprinted.	05 years
10.	10. Circulars and notifications relating to Syllabi and Courses	03 years
11.	11. Registers of members of University Bodies	05 years
12.	12. Proceedings of the meeting of the Boards of Studies	05 years
13.	13. Proceedings of the Meeting of Faculties	05 years
14.	14. Proceedings of the Academic Council (2 Copies)	Permanent
15.	15. Joint Research Board Proceedings	Permanent
<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
16.	16. Research Degree Committee Proceedings	05 year

17.	17. Academic Planning Board	Permanent
18.	18. Constitution/Election of University Bodies	03 year
19.	19. Prospectuses (5 Copies)	Permanent
20.	20. Rulings obtained from time to time	Permanent
21.	21. Court cases	Permanent
22.	22. Application Forms for Admission to various Courses	01 Year
23.	23. Damaged University Calendars	01 Year
24.	24. Counseling Performas Checked by checking board with relevant documents	01 year

OFFICE OF CONTROLLER OF EXAMINATIONS

A Records relating to Entrance Examination/Written Screening Test

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	Press copies/Office copies of question papers and unused Question papers.	9 months after the date of declaration of result of the entrance Examination/Written Screening Test
2.	Used and unused question booklets and answer sheets (other than those of UMC cases); Signature Charts; Absentee Reports; Secrecy memo etc.	-do-
3.	All relevant records relating to various court cases or Disputed cases.	3 years or one year after the Case/dispute is finally decided by the respective court/appellate Courts/ Authorities etc. whichever is later.

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
4.	Files containing noting and correspondence and panels/ names of paper setters and other registers etc. relating to various entrance examinations/written screening Test.	3 years from the date of declaration of result.
5.	Result Gazette/Merit list	01 year

(B) Records Relating to General Examination

1.	Press copies, Office copies of Question papers and unused Question Papers	6 months after the date of declaration of result of the Examination.
2.	Centre statements, print orders, and related correspondence either with the concerned branches or the confidential Printers etc	-do-

(C) Other Records/Files

1.	Diary and Dispatch Registers and relating papers such as UPC lists, Postal registration receipts, peon books etc.	03 years
2.	Complementary copies of old Prospectuses, handbooks of information etc.	03 years
3.	Files and register relating to payments to paper setters Confidential printers, computer agencies, adjustment of advances, imprest files/Registers.	10 year or till the post Audit is complete whichever is later
4.	Stock Registers	Permanent

Result Branch:

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	Admission forms for various examinations	03 year
2.	Result sheets	Permanent
3.	Award Lists/Rechecking Awards etc.	02 year
4.	Cut Lists	05 year
5.	Application forms of which Certificates have been issued 1.Duplicate detail marks cards, date of birth provisional merit Certificates, counterfoils and degree in absential	02 year Permanent
<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
	2. Fee Register	
6.	Office copies of various correspondence	02 years
7.	Dispatch record of Roll Nos., Detailed Marks Cards/Degrees	02 year
8.	Receipt and Dispatch Registers	02 year
9.	Centre Statements (Supdt./Asstt.)	02 year
10.	10. Result Gazettes(All Gazettes of various examinations)	Permanent with Certificate Section
11.	11. Ruling files of various examinations	Permanent
12.	12. Counterfoils of duplicate Roll Nos.	02 year
13.	13. Statistical Information	06 year
14.	14. Attendance/Signature charts	01 year

CONDUCT BRANCH

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	Appointment registers indicating the names of the Supdts/Dy. Supdts./Supervisors Centre-wise.	02 year
2.	List of Superintendents(5 copies)	02 year
3.	3.Correspondence files	02 year

4.	Main approvals/Substitute approvals of the Supdts. and Dy. Supdts	02 year
5.	Inspectors' approval lists (5 copies)Flying Squad/Observer approval list	02 year
6.	Inspectors' approval lists (5 copies)Flying Squad/Observer approval list	02 year
7.	Question Papers & Date Sheets	02 year
8.	Superintendents last packets, seating plans etc.	06 month

CONDUCT BRANCH – PRACTICAL SECTION

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	Programme Chart	02 year
<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
2.	Examiner's Acceptances	01 year
3.	Examiner's Lists	03 year
4.	Other Correspondence etc.	02 year
5.	Figure Register	02 year

CONDUCT BRANCH – UNFAIR MEANS CASES SECTION

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	UMC Files	02 years after the period of disqualification

SECURITY BRANCH – Ph.D. SECTION

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	Examiner's Report (Ph.D.)	03 year
2.	Proceedings of Research Degree Committee (Ph.D.)	05 year
3.	Other Records (Correspondence files) (Ph.D.)	02 year

SECURITY BRANCH

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	Examiner's Registers	02 year
2.	Examiner's Card, Registers for making entries regarding the Examinership held in various year by an individual.	----
3.	Disqualification Cases	Permanent
4.	Correspondence/Office copies file	02 year
5.	Registers containing names of Paper-setter	02 year
6.	Record of dispatch of material to the Examiners appointed Every year for the various examinations	01 year
7.	Dissertation/Training Reports/Project Reports (PG Classes)	06 months
<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>

8.	Evaluated Answer Books	04 month after declaration of result
9.	Record file containing Executive Council's decisions, rulings etc relating to registration of examiners	Permanent
10.	10. Disqualification Register regarding disqualification of Examiners	Permanent
11.	11. Files of individual disqualified persons	05 year
12.	12. Payment Registers for Theory	05 year
13.	Paid bills	05 year
14.	14. Important cases files including Executive Council's Resolution	Permanent
15.	Controller of Examiners and Registrar's approval for TA to examiners	02 year
16.	16. Registers regarding receipt of answer books	03 year
17.	17. Registers regarding dispatch of answer books	03 year
18.	18. Secrecy worker's Register regarding work done by Secrecy worker	03 year
19.	19. Receipt Register for stray answer books.	01 year
20.	20. Supdts. Memos. Regarding detail of answer-books	01 year
21.	21. Centre Statements	06 month
22.	22. Other correspondence relating to complaints etc	01 year

RE-CHECKING BRANCH

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	All Papers and correspondence including complaints etc. Relating to re-checking of answer books	01 year
2.	Record registers of re-checking of answer-books	03 years or till the post audit of fee etc. is completed whichever is later
3.	Cases which are pending for non-adjustment of fee account	06 month or till the fee is adjusted whichever is later.
4.	Diary and Dispatch Registers and related papers such as UPC lists Postal	02 year
<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
	Registration receipts, peon books etc.	
5.	Registers of Dispatch of Answer Books to the examiners/Re-Checking	01 year
6.	Files regarding proposal and order of the Vice-Chancellor for amendment in Re-Checking rules and resolutions/ decisions of the Academic Council/Executive Council thereto.	Permanent
7.	Files relating to rulings, important cases/files of permanent nature standing orders obtained from time to time	Permanent
8.	Lists of names and addresses of Re-Checking & files containing approval of names of Re-Checking.	03 year or till adjustment of advances whichever is later.

9.	Files containing orders/correspondence regarding drawal of advances of names of Re- evaluators	03 year or till the adjustment of advances whichever is later.
10.	Re-Checking cases/forms for various examinations, including awards list of No Changes cases	09 month or till the post audit of fee is completed which-ever is later.
11.	All relevant records, registers, answer books etc. relating to the court cases or disputed cases	03 year or one year after the case/disputer is finally decided by the Court/appellate Authorities whichever is later.

Recruitment & Establishment Branch

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	Application form of unselected candidates for the various posts advertised and applications received after last date of receipt of applications (Except in Court Cases if any)	01 Year (except court case)
2.	Copies of Synopsis	03 year
3.	Service Books	05 years after the death or retirement whichever is earlier.
4.	Personal files and Confidential Report	05 years after the death or retirement or resignation or termination.
5.	Departmental permission files and Registers	03 year
6.	Advertisement file (Except in Court Cases if any)	03 year
7.	Leave Register (Other than Casual Leave) maintained by the Establishment Section, if any.	03 year
8.	Office copies of General enquires regarding qualification, grades etc./ disciplinary enquires.	03 year
9.	CM Window Complaints / RTI Application Register	Permanent
<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
10.	Circular and general instruction files of Govt. Notification/ instruction.	Permanent
11.	Internal Circular/office order etc	03year

Registration & Affiliation Branch

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	Admission & Withdrawal Register of Student	Permanent
2.	Migration Register	Permanent
3.	Register Regarding verification of Registration & Continuation Fee	Permanent
4.	Subscription of Youth Red Cross File	Permanent
5.	File for affiliation/extension of affiliation to college	Permanent
6.	Register Regarding affiliation and inspection fee	Permanent
7.	File of Ph.D. Registration of the students of various Dept.	07 year from the date of their enrollment for Ph.D.
8.	Registration Return File.	05 year/Time period of the course but subject to verification of RR Fee/Continuation fee.
9.	Prescribed format alongwith enclosure for extension in affiliation	03 year
10.	Enclosure received alongwith inspection/periodical/ compliance	03 year
11.	Dispatch/Diary Register, Peon Book, Dak Book	03 year
12.	Documents Received from College for checking the eligibility	02 year
13.	Correspondence with the college	02 year

14.	Change in Name cases	02 year
15.	Change in Date of Birth	02 year
16.	Migration cases correspondence etc.	02 year
17.	File pertaining to complaint by student/faculty member of a college	02 year
18.	Proposal for establishment of college without fee	01 year
19.	Casual Leave application of staff	After the close of calendar year

Accounts Branch

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	All vouchers in support of expenditure	8 years
<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
2.	Used up Receipt Books	8 years
3.	Details of Budget Estimates	5 years
4.	Register of Contingent Expenditure	5 years
5.	All accounts or documents relating to Trust, Donation and Subscriptions: (i) Cash Books (ii) Income and Expenditures Registers/Budget Register (iii) Classified Registrar of Receipts and Expenditures/Receipt & payment Account (iv) Provident fund Ledger and Liability Register	20 Years
6.	Applications for refund of securities and other fees for which no refund is made	2 years after a reply is sent
7.	Diary/Dispatch Register	20 Years
8.	Correspondence relating compliance of Audit Objections (except objections raised on fundamental nature)	2 years, after the withdrawal of the audit objection/Requisition.
9.	Audit requisitions on important subjects	5 years
10.	Bank Statements	5 years
11.	Demand and Collection Register of students' dues (tuition fee etc.)	8 years from first admission, Provided these have been checked by audit.
12.	I.P.O card receipts	8 years
13.	Demand Sheets of Private candidates	3 years
14.	Demand and Collection Registers of College candidates	5 years
15.	Bills Registers relating to payments to:- (i) Examiners remuneration contingencies etc. (ii) Supervisors, Laboratory staff of Examination Centre (iii) Supdt, Examination, Inspectors, Supervisors and other Officer's/Officials on account of T.A.	4 years

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
16.	Register of Advances	3 years
17.	Festival/Wheat Loan Recovery Register	2 years
18.	Insurance Premium Register of Employees	3 years after Settlement
19.	Income Tax Deduction Register	8 years
20.	House Rent and water Charges Recovery Register	3 years
	Note: To be destroyed after these have been checked by the Audit and the defaulters have been carries over in the demand and collection register of defaulters.	
21.	Register containing record of Bank Drafts received (Maintained by Income Section)	3 years
22.	Paid Bills Vouchers	2 years
23.	Office copies of withdraw of Provident Fund and advance	5 years
24.	Miscellaneous Statistical Information supplied to U.G.C, Government of India, State Government and other organizations from time to time	3 years
25.	Register regarding verification of registration of fee	5 years
26.	Scheme related documents	2 years after audit of the record
27.	Loan & Advance to employees	3 year after completion of loan <u>& non issued</u>
28.	Pension related documents	20 years
29.	Record of stamps purchased	3 years
30.	Indent Books	3 years
31.	Scholarship	Period of sanction
32.	Challans of cash paid on account of Income-tax	6 years
33.	Check register of bills or drafts payable	12 years
<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
34.	Register of Bills or Drafts issued/Paid	12 years
35.	Register of Challans issued	6 Years
36.	Register of orders of payment	3 Years
37.	Pre-audit Bill Slips	1 years

38.	Lists of cheques and Government drafts drawn (I.A.F.A-129)	3 Years excluding the year of issue
39.	Lists of cheques and Government drafts	3 Years excluding the year

Estate Office

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	Estimates of New Buildings	Permanent
2.	Estimates of Repairing/ Maintenance	04 years
3.	Purchase/ Transfer of Land etc.	Permanent
4.	Hiring/ Rent of building etc	01 year after completion of Audit or 01 year after termination of lease/ contract, within ever is later
5.	Requirement of office accommodation/ allotment of space etc	01 year
6.	Requests received for booking of rooms in Guest House	01 year
7.	Receipts of amount deposited as room- charges	01 year after Audit

RTI Cell

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	RTI File	03 Year /Finalizing of case whichever is later/ pending cases.

Miscellaneous

<u>S.No.</u>	<u>Description of Record</u>	<u>Period of Preservation</u>
1.	Casual leave application of the staff	After the close of calendar year
2..	Casual leave account	5 Year
3.	Attendance Register of staff	5 Year
4.	Outdoor & indoor Dak Register	2 Year