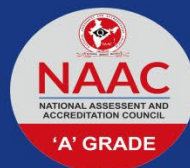




Living World of Diversity...



RECORD RETENTION POLICY Guidelines & Procedures



-: An Initiative of Tecnia Internal Quality Assurance Cell :-

TECNIA INSTITUTE OF ADVANCED STUDIES NAAC ACCREDITED GRADE "A" INSTITUTE

Recognized Under Sec. 2(f) of UGC Act 1956, Approved by AICTE, Ministry of HRD, Govt. of India,
Affiliated to Guru Gobind Singh Indraprastha University.

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, NEW DELHI, 110085

ISO 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified Institute;
Rated as 'A' Category by JAC, Govt. of NCT of Delhi; A++ Category - Best Business School
by AIMA - Business Standard Survey & Included in Top 100 B & IT School by Dalal Street Investment Journal.

-: An Initiative of Tecnia Internal Quality Assurance Cell :-

RECORD RETENTION POLICY

Guidelines & Procedures

SOP FOR RECORD RETENTION POLICY

S.No.	PARTICULARS	DESCRIPTION
1	Policy Number	TIAS/IQAC/2020-21/
2	Policy Structure	<p>SOP FOR RECORD RETENTION POLICY</p> <p>Placed on record Reference to the RTI “Public Notice” of Guru Gobind Singh Indraprastha University Sr.No. 8: Approved Record Retention Schedule of the University; Dated: September, 2020; Policy describes the Record Retention with reference to Record Retention Schedule of the Guru Gobind Singh Indraprastha University which are of the following areas:</p> <ol style="list-style-type: none"> 1. General Records 2. Personnel-HR 3. Department of Management Sciences/ Department of ICT / Department of Journalism & Mass Communication. Office of Directors- USB-GGSIPU 4. General Administration Branch 5. Academic/ Admission Branch 6. Finance & Accounts Department 7. Examinations Branch 8. Purchase & Store Branch 9. Planning & Policy Branch 10. Office of CPIO / RTI Branch-Public Information <p>Also Placed on records</p> <p><i>Previous Record Retention Policy of the Institute.</i></p> <p>(A) Reference 19th Meeting of BoG dated 05.09.2007; Item No. 4: “Minimum Period for Retention of Old Records related to Examination Branch” adopted from GGSIP University; letter No. GGSIPU/AR(S) Exam/2004 Part- II/1128 dated 23rd July 2007; Adopted and notified vide letter no. TIAS/2007-08/Adm./19.4 dated 20.09.2007 copy enclosed</p> <p>(B) Reference 23rd Meeting of BoG dated 05.09.2009 Item No. 4: “Period for Retention of Records related to Academics Department of the Institute” adopted from GGSIP University; letter No. F.(I)IPV-7/Academic/2008-09/2623 dated 28/07/2009; Adopted and notified vide letter no. TIAS/2009-10/Adm./23.4 dated 20.09.2009 copy enclosed</p> <p>(C) Reference 24th Meeting of BoG dated 04.02.2010 Item No. 5: “Weeding Rules for the destruction of old records connected with Accounts” adopted from GGSIP University; Extracts of 25th Finance Committee Meeting of GGSIPU dated 29th September 2010; Adopted and notified vide letter no. TIAS/2009-10/Adm./24.5 dated 20.02.2010 copy enclosed</p> <p>(D) Reference 32nd Meeting of BoG dated 04.02.2014 Item No. 5: “The Retention of Old Records related to General Administration” adopted from GGSIP University; Office Order No. F. No. IPU/GA/ Retention Record/2013-14/140/437661 dated 13th December 2013; Adopted and notified vide letter no. TIAS/2013-14/Adm./32.5 dated 20.02.2014 copy enclosed</p>

3	Scope of the Policy	The policy covers the retention of old record related to General Records i.e. Personnel-HR; ; Department of Management Sciences/ Department of ICT / Department of Journalism & Mass Communication. Office of Directors- USB-GGSIPU; General Administration Branch; Academic/ Admission Branch ;Finance & Accounts Department ; Examinations Branch; Purchase & Store Branch ; Planning & Policy Branch ; Office of CPIO / RTI Branch-Public Information for proper placement and disposal of records pertaining to Tecnia Institute of Advanced Studies (TIAS) (U.G. / P.G.) courses and the allied areas thereof.
4	Policy Status	Original - <i>Version -1.0</i> : Notified vide letter no. TIAS/2007-08/Adm./19.4 dated 20.09.2007 <i>Version -2.0</i> : Notified vide letter no. TIAS/2009-10/Adm./23.4 dated 20.09.2009. <i>Version -3.0</i> : Notified vide letter no. TIAS/2009-10/Adm./24.5 dated 20.02.2010. <i>Version -4.0</i> : Notified vide letter no. TIAS/2013-14/Adm./32.5 dated 20.02.2014 copy enclosed <i>Version -5.0</i> : Notified vide letter no. TIAS/2020-21/Adm./45.5 dated 20.03.2021 copy enclosed
5	Originated By	(A) GGSIP University; letter No. GGSIPU/AR(S) Exam/2004 Part- II/1128 dated 23rd July 2007 "Minimum Period for Retention of Old Records related to Examination Branch"; (B) GGSIP University; letter No. F.(I)IPV-7/Academic/2008-09/2623 dated 28/07/2009 "Period for retention of Records Related to Academic Department of the Institute" (C) GGSIP University; Extracts of 25 th Finance Committee meeting dated 25/09/2009 "Weeding Rules for the destruction of old records connected with Accounts" (D) GGSIP University; Office Order No. F.No. IPU/GA/ Retention Record/2013-14/140/437661 dated 13 th December 2013; "The Retention of Old Records related to General Administration" (E) Guru Gobind Singh Indraprastha University RTI "Public Notice" Sr.No. 8: Approved Record Retention Schedule of the University; Dated: September, 2020;
6	Reviewed By	TIAS Internal Quality Assurance Cell (IQAC) for Institute by Coordinator, TIAS-IQAC, Tecnia Institute of Advanced Studies, Delhi
7	Effective Date	w.e.f. 20/03/2021
8	Approving Authority	Director, Tecnia Institute of Advanced Studies, Delhi. Coordinator, Internal Quality Assurance Cell (IQAC), Tecnia Institute of Advanced Studies, Delhi, TIAS-IQAC,
9	Amendment Number	05
10	Effective Date of Amended Policy	45 th BOG dated 04.03.2021 Item No. 45.5

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1.0 THE INSTITUTE

Tecnia Institute of Advanced Studies (“TIAS”) is a Flagship of Tecnia Group of Institutions; one of the Premier NAAC accredited “A” Grade Institute; Approved by All India Council For Technical Education (AICTE), Ministry of Human Resource Development (MHRD), Government Of India (GoI) and Affiliated to Guru Gobind Singh Indraprastha University, Delhi; Recognized under Section 2(f) of University Grants Commission Act, 1956. The Institute conducts Master of Business Administration (MBA), Bachelor of Business Administration (BBA), Bachelors of Arts Journalism and Mass Communication BA (JMC) & Bachelor of Computer Applications (BCA) programmes in both shifts. The institute is ISO (hereinafter ISO refers to International Organization For Standardization) 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 50001: 2018 Certified and Instituted is Top 50 Best B-School in North Zone by The Week Hansa Research Survey, Top 50 Private Institute in India by Times BBA Education Ranking Survey; The institute has established Institution Innovation Council (IIC) under the Norms of MHRD’s Innovation Cell, GoI Dated 11.09.2019 to promote Innovation and Start up and also established Entrepreneurship Development Cell. Institute provides Value Addition Programs & Career Counseling Session, Capabilities Enhancement Program on Technical and Soft Skill Expertise knowledge for development of young professional. The institute had setup TIAS-NPTEL Local chapter to complete MOOCs Course with e- certification for making students employable. Institute has ultra-Modern infrastructure and impart Value Based Education, conducts Training, Research & Consultancy, National and International Conferences and Seminars, Faculty Exchange Programme, Technical cum Cultural Fest etc. since 1998. The Institute is located at a prime location and has State-of-the-Art facilities, erudite faculties, dedicated staff members and an ambience to fulfill admirable academic pursuit.

2.0 VISION

To impart holistic development, by inculcating knowledge, ethics, professional acumen including socially concerned attitude to carve out an edge in dynamic environment.

3.0 MISSION

To make a thorough professional and responsible citizen through student centric teaching learning process, co-curricular, extra-curricular, enrichment, extension and outreach activities and research environment.

4.0 CORE VALUES

Being a professional institute, we subscribe to, in our dealings and hold ourselves accountable to all stakeholders by maintaining integrity, honesty, openness, personal excellence, constructive self-criticism, continual self-improvement, mutual

respect, professionalism, quality service & standards, innovation, objectivity and honoring our commitments.

5.0 QUALITY POLICY

To provide quality education, training and expertise to improve the quality of life by improving the capabilities of human resources, thinking process, practices and performance in the Management, Information Technology and Media disciplines by adopting the quality management system through continual improvements.

6.0 TECNIA INTERNAL QUALITY ASSURANCE CELL (TIQAC)

The NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC) conducts assessment and accreditation of (HEI) recognized institution to undertake the 'Quality Status' of the institution. NAAC evaluates the institutions for its conformance to the standards of quality in terms of its performance related to the educational processes and outcomes, curriculum coverage, teaching-learning processes, faculty, research, infrastructure, learning resources, organization, governance, financial wellbeing and student services. In pursuance of above for its performance evaluation, assessment & accreditation & quality up-gradation of higher education, NAAC proposes to establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a integral part of the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of the institute for the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence. The Tecnia Institute of Advanced Studies was accredited on 11-Sept.-2017 with CGPA of 3.11 of 'A' Grade by NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL. IQAC established at Institute continued to strive for the betterment of systems, processes and policies setup. The NAAC visited the Institute Campus from 28th - 29th August 2017 (First Cycle) taking the tangible efforts to further has established a concrete Tecnia-IQAC hosting in TIAS-ERP in Institute.

7.0 IQAC VISION

To shape and certify the quality culture in the Institute with an intention of assured all round excellence.

8.0 IQAC MISSION

To channelize the efforts and establish the actions of the institute towards quantify academic and administrative talent and to be the change agent for leading and remove deficits to enrich the quality

9.0 IQAC GOALS

IQAC shall evolve mechanisms and procedures for:-

- ❖ To ensure timely, efficient and progressive performance appraisal of academic, administrative and financial tasks
- ❖ To ensure relevance and quality of academic and research programmes
- ❖ To develop equitable access to and affordability of academic programmes for various sections of society
- ❖ To optimize and integrate modern methods of teaching and learning
- ❖ To ensure credibility of evaluation procedures; adequacy, maintenance and functioning of the support structure and services
- ❖ To develop research sharing and networking with other institutions in India and abroad

10.0 IQAC DOLES

The doles of the IQAC are:-

- ❖ To contribute meaningfully to ensure heightened level of clarity and focus on institutional functioning towards quality enhancement through internalization of the quality culture
- ❖ To act as a nodal agency in the Institute to empower, integrate and coordinate among various quality-related activities including adoption dissemination and institutionalize of best practices, for quality outcomes
- ❖ To build an organized methodology for decision-making, quality changes, documentation of the various programmes/activities to improve institutional functioning and internal communication for quality improvement

11.0 IQAC ROLES

The roles of the IQAC are:-

- ❖ To develop, disseminate information and application of quality benchmarks for various academic and administrative activities of higher education.
- ❖ To facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adapt the required knowledge and technology for participatory teaching and learning process
- ❖ To establish network to coordinate, facilitate and implement feedback response on quality- assurance initiatives by involving the stakeholders
- ❖ from students, parents and other stakeholders
- ❖ To organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- ❖ To develop and maintain institutional database through TIAS-ERP (MIS) for the purpose of maintaining, enhancing, quality culture in the institution.

- ❖ Periodical conduct academic and administrative audit and its follow-up to prepare the Annual Quality Assurance Report (AQAR) as per guidelines and parameters for onward submission to NAAC.

12.0 RECORD RETENTION POLICY

12.1 **Preamble** The policy will be known as “Record Retention Policy of Tecnia Institute of Advanced Studies” (hereinafter referred as “Policy”). The Policy shall be applicable to all documents of TIAS maintained at their Departments, Clubs, Offices etc.

12.2 **Objective**

12.2.1 The objective of the Policy is to ensure that all important documents, generated or received by the Institute, are maintained and preserved in compliance with the applicable statutory provisions and to facilitate destruction of documents that are no longer required, at an appropriate time in specified manner.

12.2.2 The policy establishes the guidelines for management, retention, preservation and destruction of documents, both in physical form and electronic form by the Institute.

12.2.3 On formulation of policy utmost care has been taken to ensure that files are neither prematurely destroyed nor kept for period longer than necessary.

12.3. **Scope**

12.3.1 This policy shall apply to all documents that include records maintained in the form of files/registers/books or in the electronic form like stored in a computer or external hard disc at TIAS .

12.3.2 The preservation of documents, as mandated under the policy, shall apply to all documents regardless of its location.

12.4. **Definition of Documents**

12.4.1 “Documents” refer to all records that include papers, files, registers, agreements, circulars, judgments, orders, approvals, registration certificates etc. generated or received or maintained by the Corporation in the course of its business either in physical form or in electronic form.

12.4.2 Broadly, there are three kinds of records in the Corporation: (i) Permanent Records include all documents that are intended to be kept permanently; (ii) Records to be kept for Specified Period; and (iii) Temporary Records include all documents that are intended to be superseded by final or

permanent records, or which are intended to be used only for a limited period of time.

Temporary records can be destroyed or permanently deleted if it is available in electronic form when a project or matter closes. Upon closing of such temporary files, the respective departments shall gather and review all such temporary records.

12.5. **Preservation Schedule of Documents**

12.5.1 Each Head of the Department/Clubs/Offices shall identify and at all times maintain a schedule of documents as per policy.

12.5.2 The Record Retention Schedules of various departments of TIAS are divided into two parts i.e

- (i) Records Retention Schedule for Records pertaining to Substantive Functions of TIAS and
- (ii) Records Retention Schedule for Records pertaining to Facilitative Functions of TIAS.

Record Retention Schedule for Substantive and Facilitative Functions has been framed in accordance with "Record Retention Schedule issued by Guru Gobind Singh Indraprastha University and adopted by Institute after vetting by IQAC cell.

12.5.3 The Documents shall be preserved under various categories:-

- a) Documents will be preserved as specified in the table from the date of opening of files i.e. of Concerned Category.
- b) Documents with preservation period of specified years after completion of the relevant transactions i.e. of Concerned Category.

12.5.4 While prescribing the retention period for the Concerned Category 'C' files in the enclosed Retention Schedule slabs may be followed, where the numeral stands for number of years of retention of a file.

The concerned sections on the expiry of the specified retention period must review all Class files. While doing so, these files, if so required, may be granted a further lease of life not exceeding a period as specified in years, or upgraded as depending upon the importance of the subject matter dealt with therein.

- 12.5.5 The concerned category files will be appraised by IQAC cell in consultation with the concerned department of TIAS after specified years of their life. The files selected for permanent retention after appraisal, may be transferred to the Record Room of TIAS for permanent custody and scientific preservation as per provision.
- 12.5.6 The Institute may keep documents specified in policy in the electronic form as well.
- 12.5.7 The minimum retention periods for documents identified for various departments have been specified in policy. However, retention of those documents that are not included in the identified categories should be determined by the Record Retention Committee constituted by the TIAS primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.
- 12.5.8 Where documents are maintained permanently in physical form, electronic version(s) of records also need to be maintained additionally.
- 12.5.9 Retention period has been fixed considering the usage value of each record. The usage value has been determined considering the compliance to statutory requirements and utility of the document based on the experience of the department.
- 12.6. Record Maintenance and Storage
- 12.6.1 All Documents must be properly classified and labeled mentioning the retention period of the document, indexed and stored by the respective departments/desks.
- 12.6.2 The Head of Department/In-Charge of Library, ITC, Program Officer of NSS, RRC, NCC, NSO, In Charge of Cultural Club, Technical Club; Nodal Officer of ECO Club , EBSB Club , Electoral Literacy Club, Gender Champion Club & Fit India Youth Club, Happiness Evangelist of Happiness Club; In Charge of Literary Club, Photography, Nodal Officer of UBA Cell, UHV Cell, Social Media Cell and In Charge Committees' of each concerned department/ Clubs/Cells/Committees and other Office bearers shall ensure compliance of this Policy.
- 12.7. Disposal of Documents

12.7.1 The disposal/destruction of documents/records shall be as per the previous/current Previous Record Retention Policy of the Institute.

- (A) Reference 19th Meeting of BoG dated 05.09.2007; Item No. 4: "Minimum Period for Retention of Old Records related to Examination Branch" adopted from GGSIP University; letter No. GGSIPU/AR(S) Exam/2004 Part- II/1128 dated 23rd July 2007; Adopted and notified vide letter no. TIAS/2007-08/Adm./19.4 dated 20.09.2007 copy enclosed
- (B) Reference 23rd Meeting of BoG dated 05.09.2009 Item No. 4: "Period for Retention of Records related to Academics Department of the Institute" adopted from GGSIP University; letter No. F.(I)IPV-7/Academic/2008-09/2623 dated 28/07/2008 copy enclosed
- (C) Reference 24th Meeting of BoG dated 04.02.2010 Item No. 5: "Weeding Rules for the destruction of old records connected with Accounts" adopted from GGSIP University; extracts of 25th Finance Committee meeting dated 25/09/2009 copy enclosed
- (D) Reference 32nd Meeting of BoG dated 04.02.2014 Item No. 5: "The Retention of Old Records related to General Administration" adopted from GGSIP University; Office Order No. F.No. IPU/GA/ Retention Record/2013-14/140/437661 dated 13th December 2013; Adopted and notified vide letter no. TIAS/2013-14/Adm./32.5 dated 20.02.2014 copy enclosed.
- (E) Placed on record Reference to the RTI "Public Notice" of Guru Gobind Singh Indraprastha University Sr.No. 8: Approved Record Retention Schedule of the University; Dated: September, 2020; Policy describes the Record Retention with reference to Record Retention Schedule of the Guru Gobind Singh Indraprastha University which are of the following areas:
1. General Records
 2. Personnel-HR
 3. Department of Management Sciences/ Department of ICT / Department of Journalism & Mass Communication. Office of Directors- USB-GGSIPU
 4. General Administration Branch
 5. Academic/ Admission Branch
 6. Finance & Accounts Department
 7. Examinations Branch
 8. Purchase & Store Branch
 9. Planning & Policy Branch

10. Office of CPIO / RTI Branch-Public Information

Also placed on records

(F) Record Retention Committee constituted by TIAS mentioned as in the clause 12.7.1 (A), (B), (C) & (D) indicated above preservation period as per schedule to this policy, the documents will be disposed of / destroyed by the respective department on recommendation of Record Retention Committee and approval of the competent authority i.e. Record Retention Committee head

- 12.7.2 The Record Retention Committee will also review the safety of the records and issue instructions to departments from time to time for proper storage and safety of records from various hazards like termite, seepage etc. The committee will also review and prepare an indicative list of important documents likely to preserve under permanent category.
- 12.7.3 The In-Charges/ Respective Departmental heads shall maintain a register containing the details of documents destroyed along with the date of destruction with the approval of the competent authority.
- 12.7.4 The retention periods specified under the policy are guideposts against which requirements of concerned department need to be compared. In exceptional cases, i.e. if the record has certain special features or such a course is warranted by the peculiar needs of the department, the record may be retained for a period longer than that specified in the schedule with the approval of the competent authority mentioning the reasons thereof.
- 12.7.5 In no case, a record will be destroyed without the approval of the competent authority. Any such violations shall be reported to the Record Retention Committee immediately by the in-charge or any employee of the concerned department/office. If any such violation is done, disciplinary action as per the Code of Conduct rules will be taken against the delinquent employee/official.
- 12.7.6 Physical records to be disposed off pursuant to the retention period specified in the retention schedule shall be disposed off using a shredder. The Record Retention Committee shall adopt appropriate procedure to permanently dispose off any nonpaper physical records such as Audio/Video Tapes, Certificates etc. "Permanent Delete" function will be used to permanently dispose off electronic records.
- 12.7.7 Exception/ Exclusions:- The policy does not cover social media like twitter, facebook etc. for this ITC Department shall have separate policy.
- 12.8. Amendments to the Policy

12.8.1 In case of any modification / amendment / re-enactment of any existing acts, rules, regulations, guidelines, etc. or an enactment of any new act, rules, regulations, guidelines, etc., which are inconsistent with this policy, then such modified / amended / re-enacted provision or new provisions shall prevail over the policy.

12.8.2 The Director is authorized to amend this Policy to be consistent with the prevailing provisions of Acts, rules, guidelines, regulations and in accordance with administrative / business requirements of the Institute with the consent of competent authority for record preservation.

12.8.3 The present retention schedule will be reviewed after a period of five years or as per

13.0 Records Retention Schedule for Records pertaining to Substantive and Facilitative Functions

14.0 GENERAL RECORDS

S.No	Particulars	Retention Period	Reference	Remarks
1	Dispatch Register & Peon Book	5 Years	GGSIPIU	Adopted
2	Dak & Diary Register	3 Years	GGSIPIU	Adopted
3	Leave (other than study leave and casual leave)	3 Years	GGSIPIU	Adopted
4	Attendance Register Staff	1 Year	GGSIPIU	Adopted
5	Casual Leave (including special leave)	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: 1yr	GGSIPIU	Adopted

15.0 Personnel - HR

S.No	Particulars	Retention Period	Reference	Remarks
1	Creation & Abolition of post, Promotions	Permanent	GGSIPIU	Adopted
2	Leave rules	Permanent	GGSIPIU	Adopted
3	Posting & Transfers	Permanent	GGSIPIU	Adopted
4	Selection Committee Files	Permanent	GGSIPIU	Adopted
5	Revision of pay scales	10 years	GGSIPIU	Adopted
6	Personal files and Service	3 years after issue of final	GGSIPIU	Adopted

	Books of Officials entitled to retirement/terminal benefits Other employees	pension/gratuity orders 3 years after they have ceased to be in service		
7	Applications for teaching post	3 years	GGSIPIU	Adopted
8	Government/Institute Notifications	3 years	GGSIPIU	Adopted
9	Advertisements	3 years	GGSIPIU	Adopted
10	All files other than personal files	3 years	GGSIPIU	Adopted

16.0 OFFICE OF DIRECTORS/ DEPARTMENT OF MANAGEMENT SCIENCES/ DEPARTMENT OF ICT / DEPARTMENT OF JOURNALISM & MASS COMMUNICATION - USB-GGSIPU

S.No	Particulars	Retention Period	Reference	Remarks
1	Circulars/ notices/ office orders issued by Institute-Policy related to Departments	Permanent	GGSIPIU	Adopted
2	Alumni Data	Permanent	GGSIPIU	Adopted
3	Minutes of BOS/SRC/BOG	Permanent	GGSIPIU	Adopted
4	AMC/Membership Files	Till AMC/Membership continue	GGSIPIU	Adopted
5	Faculty Publication List	Till the faculty is associated with the University	GGSIPIU	Adopted
6	Documents related to organizing of Conference/Seminar/MOP /EDP/FDP/MDP.	5 years after the date of organizing the Conference	GGSIPIU	Adopted
7	Placement Data	5 years after placement	GGSIPIU	Adopted
8	National/International Seminar attended by the faculty	5 years	GGSIPIU	Adopted
9	Sanction Order files	3 years after clearance of final audit by AGCR	GGSIPIU	Adopted
10	Budget files	3 Years after audit	GGSIPIU	Adopted
11	Purchase of Petty Items (through Imprest) Register	3 Years	GGSIPIU	Adopted
12	Admission Record	N+2 years (to be maintained by Admission Cell)	GGSIPIU	Adopted

13	Projects granted by various organizations like UGC/ AICTE etc.	2 years after date of completion	GGSIPIU	Adopted
14	Result/Tabulation Sheet	Issued record to be maintained for 2 years by Departments thereafter records (marksheets/ degree etc. in original) to be forwarded to Examination	GGSIPIU	Adopted
15	Issue of mark sheet/degree	Issued record to be maintained for 2 years by Departments thereafter records (marksheets/degree etc. in original) to be forwarded to Examination	GGSIPIU	Adopted
16	Stock Register (Consumable and Non-Consumable)	1 year (consumable) Permanent (non-consumable)	GGSIPIU	Adopted
17	Student Feedback Record	1 year	GGSIPIU	Adopted
18	Students attendance record	1 Year after declaration of final year result	GGSIPIU	Adopted
19	Advance settlement file	1 year after settlement of advance & Completion of audit	GGSIPIU	Adopted
20	Record of Surveys/Reports	1 year after clearance of final audit	GGSIPIU	Adopted
21	Tender files & related documents	1 year after clearance of final audit	GGSIPIU	Adopted
22	Reminder & Complaints	6 months	GGSIPIU	Adopted
23	Project reports Summer Training and Major Project	6 months after final year result	GGSIPIU	Adopted
24	Detained list of students	6 months after final year result	GGSIPIU	Adopted
25	Internal Marks	6 months after declaration of final year result	GGSIPIU	Adopted
26	Minor examination sheets	3 months after declaration of final year result	GGSIPIU	Adopted

17.0 GENERAL ADMINISTRATION BRANCH

S.No.	Particulars	Retention Period	Reference	Remarks
<i>Activities related to Central Diary & Dak Section</i>				
1.	Register of identity Cards	Permanent	GGSIPIU	Adopted
2.	Register of Medical Cards	Permanent	GGSIPIU	Adopted
3.	Dispatch Register & Peon Book	05 Years	GGSIPIU	Adopted
4.	Stamps Account Register	05 Years	GGSIPIU	Adopted
5.	Dak & Diary Register	03 Year	GGSIPIU	Adopted
6.	Payment related files	03 Years or one year after completion of audit whichever is later	GGSIPIU	Adopted
7.	Messenger Book	02 Years	GGSIPIU	Adopted
8.	Records of receiving Copy of Speed Post Data	01 Year	GGSIPIU	Adopted
<i>Activities related to General Arrangements</i>				
9.	Legal Cases related to G.A. Branch	Permanent	GGSIPIU	Adopted
10.	Important Matters, Circulars related to GA	Permanent	GGSIPIU	Adopted
11.	Files related to policy matters approved by Competent Authority	Permanent	GGSIPIU	Adopted
12.	Files related to Repair & Maintenance of Vehicles & their History Sheet Book	08 Years or one year after condemnation and final disposal of the vehicle whichever is later	GGSIPIU	Adopted
13.	Tender files & related documents/ Agreement of Sanitation Services. Hospitality, Dry-cleaning, Hiring of Vehicles, Repair & Maintenance of Vehicles, PA System, Repair & Maintenance of Furniture items, AC, Water Cooler, Refrigerator, Fish Aquarium, Banner, Backdrop & Signage's	05 Years or one year after the completion of audit whichever is later (if there is any pending legal matter or representation)	GGSIPIU	Adopted

	Tentage, photography, I, Cards, Medical Cards, Rubber Stamps, Photocopier/Fax/TV/other electronic items etc.			
14.	Files, Papers and Documents Relating to Contracts, Agreement, etc.	05 Years after the contract/agreement is fulfilled or terminated. In cases where audit objection have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committees.	GGSIPIU	Adopted
15.	Purchase of Petty Items (through Imprest)	03 Years	GGSIPIU	Adopted
16.	Budget Files	03 Years after audit	GGSIPIU	Adopted
17.	Reply to Parliament/Assembly Questions	03 Years	GGSIPIU	Adopted
18.	Diary, Dispatch Register and Peon Book	03 Years	GGSIPIU	Adopted
19.	Convocation related files	03 Years	GGSIPIU	Adopted
20.	Booking Register of Seminar Halls / Community Centre etc.	03 Years	GGSIPIU	Adopted
21.	Sanction Order Register / Expenditure Control Register/ Advance Register	03 Years or one year after completion of audit whichever is later	GGSIPIU	Adopted
22.	Staff Car Log Book / Any other Log Book of Vehicles	03 Years or one after completion of audit whichever is later	GGSIPIU	Adopted

23.	Files related to Payment of Sanitation Services, Hiring of Vehicles, Repair & Maintenance of Vehicles, Hospitality & Accommodation (for meetings, conferences, celebrations and other functions etc.) I-Cards, Medical Cards, Rubber Stamps, Dry-cleaning. Banners, Backdrops, Signage's, Photography, Repair & Maintenance of Furniture items, AC, Water Cooler, Refrigerator, PA System, Cable Connection & Charges, Fish Aquarium, Photocopier/Fax/TV/other electronic items etc.	03 Years or one year after the completion of audit whichever is later	GGSIPU	Adopted
24.	Requisition/ Complaints related to Seminar Hall, Community Centre, Sanitation Services, Hiring of Vehicles, All AMC's, Hospitality & Accommodation (for meetings, conferences, celebrations and other functions etc.), I-Cards, Medical Cards, Rubber Stamps, Dry-Cleaning, Telephone, Tentage, Decorations, Banners, Backdrops, PA System, Cable Connection & Charges, Photocopier/Fax/TV/ other electronic items etc.	03 Years	GGSIPU	Adopted
25.	Stock Register	1 year (consumable)	GGSIPU	Adopted

	(Consumable & Non-Consumables)	Permanent (non-consumable)		
26.	Inspection Reports	01 Year after the date of inspection	GGSIPU	Adopted
Activities related to Institute Health Centre				
27.	Stock Register	Permanent	GGSIPU	Adopted
28.	Medical Book - Fitness Register	05 Years	GGSIPU	Adopted
29.	02 Cylinder Register	05 Years	GGSIPU	Adopted
30.	Discharge Book / Admission	05 Years	GGSIPU	Adopted
31.	Annual Demand File	05 Years	GGSIPU	Adopted
32.	Blood Bank I Health Camp Register/Files	05 Years	GGSIPU	Adopted
33.	Medicine Register	03 Years	GGSIPU	Adopted
34.	Treatment Register	03 Years	GGSIPU	Adopted
35.	Duty Register, Requisition forms and complaint Register	03 Years	GGSIPU	Adopted
36.	Indent Book (Consumable & Non Consumables)	03 Years	GGSIPU	Adopted
37.	Daily Medicine Consumption Register	02 Years	GGSIPU	Adopted
38.	Doctor's call Register	02 Years	GGSIPU	Adopted
39.	Internal Oak Book- Health	02 Years	GGSIPU	Adopted
40.	Dressing Register	02 Years	GGSIPU	Adopted
41.	Garbage Register	01 Year	GGSIPU	Adopted

18.0 ACADEMIC/ ADMISSION CELL

S.No.	Particulars	Retention Period	Reference	Remarks
1.	Admission folders	Permanent	GGSIPU	Adopted
2.	Admission Policy	Permanent	GGSIPU	Adopted
3.	Final Admission Brochure (year wise)	Permanent	GGSIPU	Adopted
4.	Appointment of Admission Officers	Permanent	GGSIPU	Adopted
5.	Cancellation of Admission	Permanent	GGSIPU	Adopted
6.	Requests for change of name and address of students	Permanent	GGSIPU	Adopted
7.	Migration Policy File	Permanent	GGSIPU	Adopted
8.	Award/Scholarship Policy Files	Permanent	GGSIPU	Adopted
9.	Ph.D. Policy Files	Permanent	GGSIPU	Adopted
10.	Budget Files and Audit Related Files	Permanent	GGSIPU	Adopted
11.	Fixation of remuneration to URs and other staff	Permanent	GGSIPU	Adopted

12.	Legal cases/ RTI Information	Permanent	GGSIPIU	Adopted
13.	Fee Notification	Permanent	GGSIPIU	Adopted
14.	Complaint Register	Permanent	GGSIPIU	Adopted
15.	Guard File	Permanent (Digital Format will also available)	GGSIPIU	Adopted
16.	Individual Files of Ph.D. registration	10 Years (Subsequent to which the same will be available in digital format.)	GGSIPIU	Adopted
17.	Important orders & circulars related to Academic Branch	10 Years (Subsequent to which the documents will be available in digital format.)	GGSIPIU	Adopted
18.	Printing of Admission Brochure	5 Years	GGSIPIU	Adopted
19.	Common Entrance Test (CET) result received from Examination Division	3 Years	GGSIPIU	Adopted
20.	Schedule of Counseling and other Counseling Records	3 Years	GGSIPIU	Adopted
21.	File for Payment to URs and staff etc.	3 Years	GGSIPIU	Adopted
22.	Reply to Parliament/ Assembly Questions	3 Years	GGSIPIU	Adopted
23.	Section Diary	3 Years	GGSIPIU	Adopted
24.	Personal Files of Student (Hard Copy)	N+2+1*Years (Subsequent to which the documents will be available in digital format.)	GGSIPIU	Adopted
25.	Up-gradation of students for e.g. B. Tech	N+2 Years*	GGSIPIU	Adopted
26.	Individual Oak/Letters related to Admissions (Other than change of name and address-see point 8 above)	2 Years	GGSIPIU	Adopted
27.	Migration Cases of Inter-University and Intra-University	N+2 Years* (Subsequent to which the	GGSIPIU	Adopted

		documents will be available in digital format)		
28.	Issue of Migration Certificates of this University along with the applications	N+2 Years* (Subsequent to which the documents will be available in digital format)	GGSIPIU	Adopted
29.	Award/Scholarship Individual Files	N+2 Years*	GGSIPIU	Adopted
30.	Stationary requirement for Academic Branch	2 Years	GGSIPIU	Adopted
31.	Files related to statistics supplied to outside agencies	2 Years	GGSIPIU	Adopted
32.	Miscellaneous / routine general correspondence except policy matters pertains to the Academic Branch	1 Year	GGSIPIU	Adopted

*N: No. of Years of course, *2: 2 years, till the degree awarded, *1s: 1 year for mercy chance.

19.0 FINANCE & ACCOUNTS DEPARTMENT

S.No	Documents	Retention Period	References	Remarks
1.	Register of Investments	Permanent	Delhi University	Adopted
2.	Safe Custody Receipts	Permanent	Delhi University	Adopted
3.	CPF Ledgers	Permanent	Delhi University	Adopted
4.	Minutes of Finance Committee	Permanent	Delhi University	Adopted
5.	Statement of Annual Accounts	Permanent	GGSIPIU	Adopted
6.	Weeding Rules	Permanent	GGSIPIU	Adopted
7.	Pay Bill Register	35 Years	GFR	Adopted
8.	CPF Vouchers through Final Payment made to Persons other than Subscribers (a) To Minors (b) In accordance with	30 Years 30 Years	Delhi University	Adopted

	declaration of the Subscriber			
9.	Cash Book	10 Years	GFR	Adopted
10.	Bank Book	10 Years	GGSIPIU	Adopted
11.	Cheque Register	10 Years	Delhi University	Adopted
12.	Stock Register of Receipt Books	10 Years	Delhi University	Adopted
13.	Other CPF Payments	10 Years	Delhi University	Adopted
14.	CPF Vouchers through Final Payment made to Persons other than Subscribers (a) To other than minors in accordance with declaration of subscribers	6 Years	Delhi University	Adopted
15.	TDS/WCT/Labour Cess Register	6 Years	GGSIPIU	Adopted
16.	Income Tax (Annual Return) Statement	6 Years	GGSIPIU	Adopted
17.	Voucher Relating to Non-Refundable withdrawals from CPF	6 Years from the date of sanction of withdrawal	Delhi University	Adopted
18.	Register of Valuables	5 Years	Delhi University	Adopted
19.	Bill Register	5 Years	GFR	Adopted
20.	Counterfoils of Receipt Books	5 Years	Delhi University	Adopted
21.	Files pertaining to Fee transfer	5 Years	GGSIPIU	Adopted
22.	Budget Estimates/Revised Estimates	3 Years	GFR	Adopted
23.	Other Charges (Contingent Register Such as LTC, Medical etc.)	3 Years	Delhi University	Adopted
24.	Stock Register of Cheques	3 Years	Delhi University	Adopted

25.	CPF Vouchers other than final Payments	3 Years	Delhi University	Adopted
26.	Parliamentary/ Vidhan Sabha Questions	3 Years	GGSIPIU	Adopted
27.	Postal Receipts	3 Years	Delhi University	Adopted
28.	A quittance Roll	3 Years or 1 Years after the completion of Audit, Whichever is later	GFR	Adopted
29.	Contingent Bills (Payment, Receipt & Journal Vouchers)	3 Years or 1 Year after the completion of Audit, Whichever is later	GFR & Delhi University	Parity with contingent expenditure of GFR.
30.	Temporary Advance Register	2 Years	Delhi University	subject to necessary entries being made in the subsequent register.
31.	Statement of Reconciliation	To be weeded out after the accounts for the F.Y. have been finalized	GFR	Adopted
32.	Adjustment of Missing Credits in GPF Accounts	1 Year	GFR/ Parity with GPF	Adopted
33.	Audit Notes (Statutory & Local)	1 Year after the settlement pending audit paras	-	Adopted
34.	Files containing Correspondence regarding different Meetings	1 Year	Delhi University	Adopted
35.	Miscellaneous Correspondence I Files	1 Year	Delhi University	Adopted

Notes and Instructions:

- 1 The following on no account be destroyed:-
 - (i) Records connected with expenditure which is within the period of limitation fixed by law.
 - (ii) Records connected with expenditure on projects schemes or works not

- completed, although beyond the period of limitation.
- (iii) Records connected with claims to service and personal matters affecting persons in the service.
 - (iv) Records in respect of which an audit objection is outstanding.
 - (v) Records relating to 'sub-judice' cases
- 2 The retention period, in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
 - 3 In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
 - 4 In exceptional cases, a record may be retained for a period longer than specified in the Schedule, if it has certain special *features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.*
 - 5 If a record is required in connection with disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably. Powers in this regard shall rest with the Vice Chancellor.
 - 6 Before any pay bill/s pay bill registers are destroyed, the service of the Government servants concerned should be verified in accordance with GFR 257 (1)
 - 7 Full details shall be maintained permanently, in the office, of all records destroyed from time to time.
 - 8 File(s) relating to Fee - settlement shall be weeded out only after informing the affiliated Institutes.
 - 9 Vice Chancellor shall be empowered to sanction the weeding out of records not specified under these rules and may prescribe such conditions as deem fit.
 - 10 Year means 'Financial year'.
 - 11 A Notice *may* be issued before weeding out the records, to invite the comments, if any, from the departments of the University.

20.0 EXAMINATIONS BRANCH

S.No.	Particulars	Retention Period	Reference	Remarks
1.	Examination Ordinances, Regulations & Policy files	Permanent	GGSIPIU	Adopted
2.	End Term Exam Result Tabulation Sheets	Permanent	GGSIPIU	Adopted
3.	Scrolls of Convocations	Permanent	GGSIPIU	Adopted
4.	Decision of the Un-Fair	Permanent	GGSIPIU	Adopted

	Means Case along with Note sheet			
5.	Record of issuance of Original/Duplicate Degree Certificate	Permanent	GGSIPIU	Adopted
6.	Record of issuance of Original /Duplicate Consolidated Statements of Marks and Provisional Certificates	Permanent	GGSIPIU	Adopted
7.	Files of Ph.D. Scholars	Permanent	GGSIPIU	Adopted
8.	Stock Register of Non-Consumables	Permanent	GGSIPIU	Adopted
9.	Official copies of Scheme & Syllabi	5 years after discontinuation of Syllabus (To keep Permanent record in Academic Affairs)	GGSIPIU	Adopted
10.	Cases not covered under any provision of Ordinances- Relaxations in Eligibility for appearing in End Term Exam, Exemption from Passing the Subject etc.	5 years	GGSIPIU	Adopted
11.	Register of records identified for weeding out	5 years	GGSIPIU	Adopted
12.	End Term Exam Result Declaration files	5 years after declaration of result	GGSIPIU	Adopted
13.	Files pertaining to conduct of Special Exams- Supplementary Exam, Mercy Chance, Extra Chance etc.	3 years after declaration of result	GGSIPIU	Adopted
14.	Section Diary	3 years	GGSIPIU	Adopted
15.	Replies to Parliament/Assembly questions	2 years	GGSIPIU	Adopted
16.	Correspondences with Statutory/Regulatory Bodies related to Education Sector	2 years	GGSIPIU	Adopted

17.	Appointment of End Term Exam Question Paper Setters/ Examiners- Correspondences, forms, settlement of bills etc.	2 year after conduct of exam	GGSIPIU	Adopted
18.	Appointment of End Term Exam Question Paper Moderators - Correspondences, form, settlement of bills etc.	2 year after conduct of exam	GGSIPIU	Adopted
19.	Printing of End Term Exam Question Papers- Correspondences forms, settlement of bills etc.	2 year after conduct of exam	GGSIPIU	Adopted
20.	Students Grievances related to End Term Exam Question Papers-Files, committee recommendations, approvals etc.	2 years after declaration of result	GGSIPIU	Adopted
21.	Files and bills related to printing of formats for End Term Exam Admit Cards, OMR Award Sheets/Student/Faculty Detail Forms, Statements of Marks, Consolidated Statement of Marks, Provisional Certificates, Degree Certificates etc.	2 years	GGSIPIU	Adopted
22.	Files pertaining to preparation of Gold Medals, Silver Plaques, Prizes etc. for award to Meritorious students.	2 years after the Convocation	GGSIPIU	Adopted
23.	Gold Medals, Silver Plaques, Prizes etc.	2 years after convocation, to be recycled thereafter.	GGSIPIU	Adopted
24.	Common Entrance Test (CEn Result Declaration files	2 years after declaration of CET	GGSIPIU	Adopted

		result		
25.	Common Entrance Test (CET) Result	To keep upto 2 years after declaration of CET results in digital form.	GGSIPIU	Adopted
26.	Finalisation of End Term Exam Centres, Appointment of Center Superintendents, Deputy Center superintendents, Invigilators, University Representatives, University Observers Payment of bills thereof etc.	1 year after declaration of result. 2 years	GGSIPIU	Adopted
27.	Files related to weeding out of old records	1 year	GGSIPIU	Adopted
28.	CET answer sheets, Attendance Sheets, Un-Fair Means case files and related records	1 year after declaration of CET result	GGSIPIU	Adopted
29.	End Term Exam Registration Charts	In digital form for 1 year after declaration of result by the Departments / Institute and ERP Server	GGSIPIU	Adopted
30.	End Term Exam Detention Lists	1 year after declaration of result	GGSIPIU	Adopted
31.	Record of issuance of Original/ Duplicate Statement of Marks (Semester Marksheets)	1 year	GGSIPIU	Adopted
32.	Award Sheets of Theory Internal, Practical Internal, Practical External, NUES Exams, Projects, Dissertation etc.	In physical and digital form duly signed by the concerned Faculty & Dean for 1 year after declaration of result	GGSIPIU	Adopted
33.	Stock Register of	1 year(Financial)	GGSIPIU	Adopted

	Consumables			
34.	Record of Examinations conducted on behalf of other authorities	1 year after conduct of exam	GGSIPIU	Adopted
35.	Files pertaining to RTI applications	1 year after giving reply	GGSIPIU	Adopted
36.	Files pertaining to Court cases, Public Grievance Commission cases, RTI Appeals cases etc.	1 year after giving reply	GGSIPIU	Adopted
37.	Miscellaneous Case File	1 year after processing	GGSIPIU	Adopted
38.	Record of issuance of End Term Exam Admit Cards	06 months after declaration of result	GGSIPIU	Adopted
39.	Finalization of CET Exam Centres, Appointment of Center Superintendent, Deputy Center Superintendents, Invigilators, University Representatives, University Observers B. Payment of bills thereof etc.	6 months after declaration of CET result. 1 year	GGSIPIU	Adopted
40.	End Term Exam Question Papers (copies to be provided to library)	06 months after conduct of exam	GGSIPIU	Adopted
41.	Correspondence with University Schools of Studies/ Affiliated Institutes regarding End Term Exams, Special Exams etc.	6 months after declaration of result	GGSIPIU	Adopted
42.	Files pertaining to Moderation of Result	6 months after declaration of result	GGSIPIU	Adopted
43.	Correspondences with University Schools of Studies/ Affiliated Institutes regarding Revision of End Term Exam Results	6 months after completion of processing	GGSIPIU	Adopted
44.	Record of issuance of	06 months after	GGSIPIU	Adopted

	Transcripts of Marks	processing		
45.	File of Attestation/ Verification of documents/certificates issued by Examination Division	06 months after processing	GGSIPIU	Adopted
46.	Students undertakings for award of Special /certificates issued by Examination Division	6 months after processing	GGSIPIU	Adopted
47.	Record of issuance of Confidential Results	6 months after declaration of final result	GGSIPIU	Adopted
48.	Answer Sheets of End Term Examination (except those answer sheets for which applications for Rechecking/ Inspection/Certified Copy are submitted to Examination Division within stipulated time as per procedure prescribed in relevant Ordinance/Regulation of the University)	90 days after declaration of result	GGSIPIU	Adopted
49.	End Term Theory Examination Award Sheets and P-IV, P-11I of Answer Sheets, Dispatch Memos, Absentee Statements, Attendance Sheets, Undertakings etc.	90 days after declaration of result	GGSIPIU	Adopted
50.	Applications for Rechecking/Inspection /Certified Copy of Evaluated Answer Sheets submitted to Examination Division within stipulated time as per procedure prescribed in relevant Ordinance/ Regulation of the University	90 days after declaration of rechecking result.	GGSIPIU	Adopted
51.	Answer sheets of	90 days after	GGSIPIU	Adopted

	Rechecking Results	declaration of rechecking result		
52.	Deputation of Officers/Staff for CET related duties	90 days after conduct of CET	GGSIPIU	Adopted
53.	Record of CET Applications and Used/Unused CET Question Papers/ Test Booklets etc.	90 days after declaration of result	GGSIPIU	Adopted
54.	Reports of Centre Superintendents, University Representatives, University Observers etc.	90 days after declaration of CET/ end term exam result	GGSIPIU	Adopted
55.	Files regarding Setting, Moderation, Formatting, Printing of CET Question Papers, Correspondences, Settlement of bills thereof etc.	03 months after conduct of CET	GGSIPIU	Adopted
56.	Thesis protocols for Medical Programmes	To be transferred to library after result declaration	GGSIPIU	Adopted
57.	Thesis of Post Graduate Medical Programmes	To be transferred to library after result declaration	GGSIPIU	Adopted

21.0 PURCHASE & STORE BRANCH

S.No.	Particulars	Retention Period	Reference	Remarks
1.	Policy for procurement	Permanent	GGSIPIU	Adopted
2.	Register related to issue of custom duty exemption certificate	6 years	GGSIPIU	Adopted
3.	File related to custom duty exemption certificate issued by DSIR	6 years	GGSIPIU	Adopted
4.	Folder for purchase orders	3 years	GGSIPIU	Adopted
5.	Folder for sanction orders	3 years	GGSIPIU	Adopted
6.	File related for RTI/Court cases(If any)	3 years	GGSIPIU	Adopted
7.	File movement register	3 years	GGSIPIU	Adopted
8.	Sanction Order register	3 years	GGSIPIU	Adopted
9.	Purchase Order register	3 years	GGSIPIU	Adopted

10.	Tender register	3 years	GGSIPIU	Adopted
11.	EMO register	3 years	GGSIPIU	Adopted
12.	Budget Control register	3 years	GGSIPIU	Adopted
13.	File related for procurement of Lab Equipments	1 year after completion of statutory audit, to the satisfaction of audit authorities or 06 months after completion of warranty period/ refund of performance security	GGSIPIU	Adopted
14.	File related for procurement of non-consumables items	1 year after completion of statutory audit, to the satisfaction of audit authorities or 06 months after completion of warranty period/ refund of performance security	GGSIPIU	Adopted
15.	File related for procurement of consumable items	1 year after completion of statutory audit, to the satisfaction of audit authorities	GGSIPIU	Adopted
16.	Technical bids received against each tender	1 year after completion of statutory audit, to the satisfaction of audit authorities	GGSIPIU	Adopted
17	Central Stock Register (Consumable & Non Consumable)	1 year (consumable) Permanent (non-consumable)	GGSIPIU	Adopted

STATUTORY

22.0 PLANNING & POLICY BRANCH

S.No.	Particulars	Retention Period	Reference	Remarks
1	Important notifications, Circulars related to planning and policy branch	Permanent	GGSIPIU	Adopted
2	Reply to Parliament I Assembly Questions	Permanent	GGSIPIU	Adopted
3	Files related to policy matters approved by Competent Authority	Permanent	GGSIPIU	Adopted
4	Legal Cases related to planning and policy branch	Permanent	GGSIPIU	Adopted
5	Scholarship related record	6 Years	GGSIPIU	Adopted
6	Dak and Diary Register	3 Years	GGSIPIU	Adopted
7	Budget Files	3 years	GGSIPIU	Adopted
8	Depatch register	3 Years	GGSIPIU	Adopted
9	Peon Book	3 Years	GGSIPIU	Adopted
10	Sanction Order Register/ Expenditure Control Register/ Advance Register	3 Years or 1 year after completion of audit whichever is later	GGSIPIU	Adopted
11	Attendance Register	2 Years	GGSIPIU	Adopted
12	Leave Record Register	2 Years	GGSIPIU	Adopted
13	Travelling Allowance Register	2 Years or 1 year after completion of audit whoever is later	GGSIPIU	Adopted
14	Stock Register (Consumable & Non Consumable)	1 year (consumable) Permanent (non-consumable)	GGSIPIU	Adopted

23.0 OFFICE OF CPIO / RTI BRANCH

S.No.	Particulars	Retention Period	Reference	Remarks
1	Record of Quarterly Reports submitted to CIC	Permanent	GGSIPIU	Adopted
2	Legal Cases	Permanent	GGSIPIU	Adopted
3	RTI Cases disposed without attracting any 1st Appeal	5 Years	GGSIPIU	Adopted
4	RTI Cases attracting 1s,	5 Years	GGSIPIU	Adopted

	Appeal			
5	RTI Cases attracting 2n ^o Appeal (without any remarkable decision)	5 Years or till the compliance of CIC orders, whichever is later	GGSIPIU	Adopted
6	1st Appeal Cases files/documents	5 Years	GGSIPIU	Adopted
7	2nd Appeal Cases files / documents	5 Years	GGSIPIU	Adopted
8	Files relating to the administrative aspects of RTI Act 2005, i.e. implementation, suggestions, guidelines etc.	5 Years	GGSIPIU	Adopted
9	File Register of RTI Applications i.e. records other than file	5 Years	GGSIPIU	Adopted
10	File movement register	5 Years	GGSIPIU	Adopted
11	Dispatch register	5 Years	GGSIPIU	Adopted
12	Peon book	3 Years	GGSIPIU	Adopted
13	Miscellaneous file	3 Years	GGSIPIU	Adopted
14	Staff attendance register	1 Year	GGSIPIU	Adopted
15	Details of Postal Orders / Cash Receipt submitted to Accounts Branch	1Year	GGSIPIU	Adopted



TECNIA INSTITUTE OF ADVANCED STUDIES

TECNIA SCHOOL OF INFORMATION TECHNOLOGY
(Approved by AICTE & affiliated to GGS Indraprastha University, Delhi)
3 PSP Institutional Area, Madhuban Chowk, Rohini, Delhi-110 085

Ref. No.:TIAS/2007-08/Adm./19.4

Dated: 20/09/2007

Office Order

Subject: Minimum Period of Retention of Old Records related to Examinations

The 19th BOG meeting of the Institute vider **item no. 4** : "Minimum Period of Retention of Old Records related to Examinations " in consonance with Guru Gobind Singh Indraprastha University vide letter No. GGSIPU/AR(S) Exam/2004 Part- II/1128 dated 23/07/2007 on the subject cited above for adoption in Institute w.e.f. date of notification .

S. No.	Main Head	Retention Period
1	Answer-scripts of minor/practical examinations and Project reports/practical files	6 months
2	Dissertation	1 year
3	Internal/External Examiners' details	6 months


Director, TIAS
 Tecnia Institute of Advanced Studies
 (Affiliated to G.G.S.I.P., University
 Delhi) Madhuban Chowk, Rohini
 New Delhi-110085

Copy to the following for information please

1. HODs'
2. PA. to Hon'ble. ED,

Prof. Yogesh Singh

CONTROLLER OF EXAMINATIONS



**GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY**
Kashmere Gate, Delhi-110006. INDIA
Phone : 23900196
Fax : 23900197
E-mail : ys66@rediffmail.com
ys@ipu.edu

No. GGSIPU/AR(S)Exam/2004Part-III/1128

23rd July, 2007

To

Sub.: Minimum Period of Retention of Old Records related to Examinations.

Dear Sir/Madam,

The schedule of retention of old records related to Examinations materials in respect of Minor/practical examinations/project reports/dissertation to be retained after declaration of results at the institution level is given below for further necessary action at your end please:-

- | | | |
|---|----|----------|
| 1. Answer-scripts of minor/practical examinations and Project reports/practical files | -- | 6 months |
| 2. Dissertation | -- | 1 year |
| 3. Internal/External Examiners' details | -- | 6 months |

Thanking you,

Yours sincerely,

(Yogesh Singh)
Controller of Examinations

Mr. Rajesh Bajaj
Per [Signature]
20/7/07



TECNIA INSTITUTE OF ADVANCED STUDIES
TECNIA SCHOOL OF INFORMATION TECHNOLOGY
 (Approved by AICTE & affiliated to GGS Indraprastha University, Delhi)
 3 PSP Institutional Area, Madhuban Chowk, Rohini, Delhi-110 085

Ref. No.:TIAS/2009-10/Adm./23.4

Dated: 20/09/2009

Office Order

Subject: Period for Retention of Records Related to Academic Department of the Institute

Recommendations of 23rd BOG meeting of the Institute vide item No. 4 : "Period for Retention of Records Related to Academic Branch of the Institute " .The institute has adopted the GGSIPU's w.e.f. date of notification.

S. No.	Main Head	Retention Period
1	Admission Folders/Files	Permanent Retention
2	Admission Policy	Permanent Retention
3	Printing of Admission Brochure	5 years
4	GGSIPIU Admission Brochure (year wise)	Permanent Retention in Library
5	Personal Files of Student (Hard Copy)	N+2+1* years (Subsequent to which the documents will be available in digital format)
6	Appointment of Admission Officers	N+2+1* years (Subsequent to which the documents will be available in digital format)
7	Cancellation of Admission	N+2+1* years (Subsequent to which the documents will be available in digital format)
8	Requests for change of name and address of students	Permanent Retention
9	Up-gradation of students for e.g. MBA, MCA, BBA & BJMC	N+2 years*
10	Individual Dak/Letters related to Admissions(Other than change of Name & Address see-point 8)	2 years
11	Schedule of Counseling and other Counseling	3 years
12	File for payment to URs and staff etc.	3 years
13	Migration Policy Files	Permanent Retention
14	Migration Cases of Inter-University and Intra	N+2* years
15	Issue of Migration Certificates of this University along with the applications	N+2* years
16	Award / Scholarship Policy Files	Permanent Retention
17	Award / Scholarship Individual Files	N+2 years*
18	Budget Files and Audit Related Files	Permanent Retention
19	Fixation of remuneration to URs and other staff	Permanent Retention
20	Important order & circulars related to Academic Branch	10 years(Subsequent to which the same will be available in digital format)
21	Legal Cases/RTI Information	Permanent Retention

DIRECTOR
 Tecnia Institute of Advanced Studies
 (Affiliated to GGS Indraprastha University)
 3 PSP Institutional Area, Madhuban Chowk, Rohini, Delhi-110 085

22	Reply to Parliament/Assembly Questions	10 years(Subsequent to which the same
23	Fee Notification	Permanent Retention
24	Complaint Register	Permanent Retention
25	Files related to statistics supplied to outside agencies	2 years
26	Miscellaneous/routine general correspondence	1 year
27	Section Diary	3 years
28	Dispatch Register	5 years
29	Peon Books	1 year
30	Casual Leave application files & Casual Leave	2 years
31	Stationery requirement for Academic Branch	2 years
32	Guard File	Permanent Retention(Digital Format will

*N= No. of years of course, *2 = 2 years, till the degree awarded, *1= 1 year for mercy chance


DIRECTOR
 Director, TIAS
 Technia Institute of Advanced Studies
 (Affiliated to G.G.S.I.P. University
 Delhi) Madhuban Chowk, Rohini
 New Delhi-110085

Copy to the following for information please

1. Heads of Deptt.
2. PA. to Hon'ble. ED,



Guru Gobind Singh Indraprastha University
Kashmere Gate, Delhi-110403 Website: <http://ipu.ac.in>
(ACADEMIC DIVISION)

11/2

F.(I)IPV-7/Academic/2008-09/2623

Dated: 28/09/2008

Office Order

Period for Retention of Records Related to Academic Branch of the University is as under:

Sr. No.	Document	Retention Period
1	Admission folders	Permanent Retention
2	Admission Policy	Permanent Retention
3	Printing of Admission Brochure	5 Years
4	Final Admission Brochure (year wise)	Permanent Retention
5	Personal Files of Student (Hard Copy)	N+2+1* Years (Subsequent to which the documents will be available in digital format.)
6	Appointment of Admission Officers	Permanent Retention
7	Cancellation of Admission	Permanent Retention
8	Requests for change of name and address of students	Permanent Retention
9	Up-gradation of students for e.g. B. Tech	N+2 Years*
10	Individual Dak / Letters related to Admissions (Other than change of name and address-see point 8 above)	2 Years
11	Common Entrance Test (CET) result received from Examination Division	3 Years
12	Schedule of Counseling and other Counseling Records	3 Years
13	File for Payment to URs and staff etc.	3 Years
14	Migration Policy File	Permanent Retention
15	Migration Cases of Inter-University and Intra-University	N+2 Years* (Subsequent to which the documents will be available in digital format)
16	Issue of Migration Certificates of this University along with the applications	N+2 Years* (Subsequent to which the documents will be available in digital format)
17	Award/Scholarship Policy Files	Permanent Retention
18	Award/Scholarship Individual Files	N+2 Years*
19	Ph.D. Policy Files	Permanent Retention
20	Individual Files of Ph.D. registration	10 Years (Subsequent to which the same will be available in digital format.)
21	Budget Files and Audit Related Files	Permanent Retention
22	Fixation of remuneration to URs and other staff	Permanent Retention

Contd.

by Gm


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-2-

23	Important orders & circulars related to Academic Branch	10 Years (Subsequent to which the documents will be available in digital format.)
24	Legal cases/ RTI Information	Permanent Retention
25	Reply to Parliament/ Assembly Questions	Permanent Retention
26	Fee Notification	Permanent Retention
27	Complaint Register	Permanent Retention
28	Files related to statistics supplied to outside agencies	2 Years
29	Miscellaneous/ routine general correspondence except policy matters pertains to the Academic Branch	1 Year
30	Section Diary	3 Years
31	Dispatch Register	5 Years
32	Peon Books	1 Year
33	Casual Leave application files & Casual Leave Register to staff and attendance register of staff	2 Years
34	Stationary requirement for Academic Branch	2 Years
35	Guard File	Permanent Retention (Digital Format will also available)

* N= No. of Years of course, *2= 2 years, till the degree awarded, *1= 1 year for mercy chance.

This is issued with the approval of the Competent Authority.


(Vinod K. Jain)
Registrar

Copy to the following for information please.

- 1 OSD to the Vice Chancellor
- 2 Controller of Examinations
- 3 All Deans/Directors/Heads
- 4 All Joint Registrars
- 5 All Dy. Registrars/ Additional Dy. Registrars
- 6 All Assistant Registrars
- 7 PS to the Registrar
- 8 Guard file


(A.K. Verma)
Joint Registrar (Academic)



TECNIA INSTITUTE OF ADVANCED STUDIES

TECNIA SCHOOL OF INFORMATION TECHNOLOGY
(Approved by AICTE & affiliated to GGS Indraprastha University, Delhi)
3 PSP Institutional Area, Madhuban Chowk, Rohini, Delhi-110 085

Ref. No.:TIAS/2009-10/Adm./24.5

Dated: 20/02/2010

Office Order

Subject: Weeding Rules for the destruction of old records connected with Accounts

Recommendations of 24th BOG meeting of the Institute vide item No. 5 : "Weeding Rules for the destruction of old records connected with Accounts ". The institute has adopted the GGSIPU's Weeding Rules for the destruction of old records connected with Accounts w.e.f. date of notification.

WEEDING RULES FOR THE DESTRUCTION OF OLD RECORDS CONNECTED WITH ACCOUNTS

S. No.	Main Head	Retention Period
1	Cash Book	10 years
2	Bank Book	10 years
3	Register of Valuables	5 years
4	Impress Advance Register (only after settlement)	2 years
5	TDS Register	6 years
6	Income Tax (Annual Return) Statement	6 years
7	Budget Estimates / Revised Estimates	3 years
8	Contingent Bills (Payment, Receipt & Journal Vouchers)	3 years or 1 year after the completion of Audit, whichever is
9	Bill Register	5 years
10	Other Charges (Contingent Register etc.)	3 years
11	Counter foils of Receipt Books	3 years
12	Register of Investments	Permanent
13	Audit Notes (Statutory & Local)	1 year after the settlement of all the pending audit paras
14	Miscellaneous Correspondence / Files	1 year
15	Files pertaining to Fee transfer	5 years
16	Statement of Annual Accounts	Permanent
17	Statement of Reconciliation	To be weeded out after the accounts for the F.Y. have been finalized
18	Diary & Dispatch Register & Attendance Register	1 year
19	Postal Receipts	1 year
20	Weeding Rules	Permanent

Notes and Instructions:

1. The following on no account be destroyed:-

DIRECTOR
Tecnica Institute of Advanced Studies
Affiliated to G.G.S.I.P. University
Delhi) Madhuban Chowk, Rohini
New Delhi-110085

- (i) Records connected with expenditure which is within the period of limitation fixed by law.
 - (ii) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
 - (iii) Records connected with claims to service and personal matters affecting persons in the service.
 - (iv) Records in respect of which an audit objection is outstanding.
 - (v) Records relating to 'sub-judice' matter only, if any.
2. The retention period, in the case of a file, is to be reckoned from the year in which the file is closed (i.e. action thereon has been completed) and not necessarily from the year in which it is recorded.
 3. In the case of records other than files, e.g. registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
 4. In exceptional cases, a record may be retained for a period longer than specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
 5. If a record is required in connection with disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably. Powers in this regard shall rest with the Executive Director.
 6. Before any pay bills / pay bill registers are destroyed, the outstanding payment against the same should be verified in accordance with the norms.
 7. Full details shall be maintained permanently, in the office, of all records destroyed from time to time.
 8. File(s) relating to Fee-settlement shall be weeded out only after informing Executive Director.
 9. Executive Director shall be empowered to sanction the weeding out of records not specified under these rules and may prescribe such conditions as deem fit.
 10. Year means 'Financial year'.
 11. A notice may be issued before weeding out the records, to invite the comments any, from the departments of the Institute.

Copy to the following for information please

1. Heads of Deptt.
2. PA. to Hon'ble. ED,


Director, IAS
Tecnia Institute of Advanced Studies
(Affiliated to G.G.S.I.P. University)
Delhi Madhuban Chowk, Rehtani,
New Delhi-110088

Extract from the Minutes of Finance
Meeting - 25th

..3..

Agenda Item No.25.07: To consider the Additional Resource Mobilization for the University.

The Committee noted the fast diminishing gap between the income & expenditure of the University mainly due to the implementation of VIth Pay Commission's recommendations besides other reasons. Therefore, it appreciated the need to explore the avenues to enhance the income of the University. While deliberating on the exercise of mobilizing additional resources for the university, the committee felt further deliberations are needed by the University in the matter as some rates seem to be on the higher side. A revised proposal may be put up to the next meeting of the Finance Committee. Before that the revised proposal of the University may be referred to the Principal Secretary (Finance) of GNCTD for his valuable suggestions. The Committee decided to meet in a month's time to decide on the matter.

Agenda Item No.25.08: To consider the Charging of Fee from the foreign students.

The Committee decided that this year the increased fee may not be charged from the students in view of the circular issued by the Director (International Affairs). However, from the next year onwards, the fee may be received in dollars as prescribed in the information brochure.

Agenda Item No.25.09: To consider the Weeding out of records in the Accounts Section.

The Committee approved the proposal but suggested that records related to any pending cases i.e. Vigilance, CBI or Court Case may not be weeded out till the cases are over.

Agenda Item No.25.10: To consider the Creation of Welfare Funds for the employees of GGSIP University, as proposed.

The Committee approved the proposal of Creation of Welfare Funds for the employees of the University, as proposed.

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Extract of F.C Agenda - 25-09

Minutes of the Committee

Recommendations of the committee constituted for framing Weeding Rules for the destruction of old records connected with Accounts are elaborated as under:

S.No.	Documents	Retention Period	References	Remarks
1	Cash Book	10 Years	GFR	-
2	Bank Book	10 Years	-	Parity with Cash book.
3	Register of Valuables	5 Years	Delhi University	-
4	Cheque Register	10 Years	Delhi University	Parity with Remittance Register.
5	Temporary Advance Register (only after settlement)	2 Years	Delhi University	Subject to necessary entries being made in the subsequent register.
6	Stock Register of Receipt Books	10 Years	Delhi University	-
7	TDS/ WCT/ Labour Cess Register	6 Years	-	-
8	Income Tax (Annual Return) Statement	6 Years	-	-
9	Budget Estimates/Revised Estimates	3 Years	GFR	-
10	Pay Bill Register	35 Years	GFR	-
11	Acquittance Roll	3 Years or 1 Year after the completion of Audit, Whichever is later	GFR	-
12	Contingent Bills (Payment, Receipt & Journal Vouchers)	3 Years or 1 Year after the completion of Audit, Whichever is later	GFR & Delhi University	Parity with contingent expenditure of GFR.
13	Bill Register	5 Years	GFR	-

Prasad
24/4/09

Devi
22/4/09

extract of F.C Agenda-25.09

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31/6

14	Other Charges (Contingent Register Such as LTC, Medical etc.)	3 Years	Delhi University	-
15	Stock Register of Cheques	3 Years	Delhi University	-
16	Counterfoils of Receipt Books	5 Years	Delhi University	-
17	Register of Investments	Permanent	Delhi University	-
18	Safe Custody Receipts	Permanent	Delhi University	-
19	CPF Ledgers	Permanent	Delhi University	-
20	CPF Nomination Papers	1 Year - after final settlement of CPF Account	GFR	Parity with GPF
21	CPF Annual Statements	1 Year	GFR	Parity with GPF
22	Adjustment of Missing Credits in CPF Accounts	1 Year	GFR	Parity with GPF
23	CPF Vouchers other than Final Payments	3 Years	Delhi University	-
24	CPF Vouchers through Final Payment made to Persons other than Subscribers a) To Minors b) In accordance with declaration of the Subscriber c) To other than minors in accordance with declaration of subscribers	30 Years 30 Years 6 Years	Delhi University	-
25	Other CPF Payments	10 Years	Delhi University	-
26	Voucher Relating to Non - Refundable Withdrawals from CPF	6 Years from the date of sanction of withdrawal	Delhi University	-
27	Minutes of Finance Committee	Permanent	Delhi University	-
28	Audit Notes (Statutory & Local)	1 Year after the settlement of all the pending audit paras		-

22/4/09

22/4/09

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Master Copy
30/10

Extract of F.C Agenda - 2509

29	Parliamentary/ Vidhan Sabha Questions	10 years	Delhi University	-
30	Files containing Correspondence regarding different Meetings	1 Years	Delhi University	-
31	Miscellaneous Correspondence/Files	1 Years	Delhi University	-
32	Files pertaining to Fee transfer	5 Years	-	-
33	Statement of Annual Accounts	Permanent	-	-
34	Statement of Reconciliation	To be weeded out after the accounts for the F.Y. have been finalized	GFR	-
35	Diary & Dispatch Register, Peon Book & Attendance Register	2 Years	-	-
36	Postal Receipts	3 Years	Delhi University	-
37	Weeding Rules	Permanent	-	-

Notes and Instructions:

- 1 The following on no account be destroyed:-
 - (i) Records connected with expenditure which is within the period of limitation fixed by law.
 - (ii) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
 - (iii) Records connected with claims to service and personal matters affecting persons in the service.
 - (iv) Records in respect of which an audit objection is outstanding.
 - (v) Records relating to 'sub-judice' cases
- 2 The retention period, in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
- 3 In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
- 4 In exceptional cases, a record may be retained for a period longer than specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
- 5 If a record is required in connection with disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such

P. Singh
22/4/09

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22/4/09

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Extract of Fee Agenda - 25-09

Master


records should be consciously reviewed and, where necessary, revised suitably. Powers in this regard shall rest with the Vice Chancellor.


- 6 Before any pay bills/pay bill registers are destroyed, the service of the Government servants concerned should be verified in accordance with GFR 257 (1)
- 7 Full details shall be maintained permanently, in the office, of all records destroyed from time to time.
- 8 File(s) relating to Fee - settlement shall be weeded out only after informing the affiliated Institutes.
- 9 Vice Chancellor shall be empowered to sanction the weeding out of records not specified under these rules and may prescribe such conditions as deem fit.
- 10 Year means 'Financial year'.
- 11 A Notice may be issued before weeding out the records, to invite the comments, any, from the departments of the University.


Prabhat Mishra
(Jr. A/c Officer)

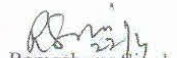

Asha Rani
(Jr. A/c Officer)


Manju Raheja
(Jr. A/c Officer)



PK Verma
(Jr. A/c Officer)


Mohinder Sharma
(Asstt. A/c Officer)


Gopal Singh
(Asstt. A/c Officer)


Rameshwar Singh
(Consultant)


Dev Raj
(Finance Officer)


A. D. Bhateja
(Finance Officer)


Raj Chouhan
(Finance Officer)

Annexure – IV



TECNIA INSTITUTE OF ADVANCED STUDIES

TECNIA SCHOOL OF INFORMATION TECHNOLOGY
(Approved by AICTE & affiliated to GGS Indraprastha University, Delhi)
3 PSP Institutional Area, Madhuban Chowk, Rohini, Delhi-110 085

Ref. No.:TIAS/2013-14/Adm./32.5

Dated: 20/02/2014

Office Order

Subject: Period for Retention of Records related to Administration Department of the Institute

Recommendations of the 32nd BOG meeting of the Institute vide item no.5: "Period for Retention of Records related to Administration Department of the Institute" .The Institute has adopted the GGSIPU's Period for Retention of Records related to Administration Department of the Institute w.e.f. date of notification .

S. No.	Main Head	Retention Period
A.	Diary	
1.	Records of Receiving Copy of Speed Post Data	01 Year
2.	Dak & Diary Register	03 Year
3.	Despatch Register & Peon Book	05 Years
B	Activities related to General Arrangements	
4.	Payment related files	03 Years or one year after completion of audit whichever is later
5.	Budget Files *	03 Years
6.	Legal Cases if any	Permanent
7.	Purchase of Petty Items (through Imprest)	03 Years
8.	Important Matters, Circulars related to GA	Permanent
9.	Convocation related files	03 Years
10.	Attendance Register of Staff	02 Years
11.	Casual Leave Record	To be destroyed at the end of the year
12.	Files related to policy matters approved by Competent Authority	Permanent
13.	Staff Car Log Book / Any other Log Book of Vehicles	03 Years or one year after completion of audit whichever is later
14.	Stock Register (Consumable & Non-Consumables)	Permanent
15.	Agreement of Housekeeping Services, Security Services	05 Years or one year after the completion of audit whichever is later (if there is any pending legal matter or representation)
16.	Files related to Payment of Sanitation Services,	05 Years or one year after the

	Hospitality, Dry-cleaning, Hiring of Vehicles, Repair & Maintenance of Vehicles, PA System, Repair & Maintenance of Furniture items, AC, Water Cooler, Refrigerator, Fish Aquarium, Banner, Backdrop & Signage's Tentage, Photography, I-Cards, Medical Cards, Rubber Stamps, Photocopier/Fax/TV/other electronic items etc.	completion of audit whichever is later (if there is any pending legal matter or representation)
17.	<i>Requisition /Complaints related</i> to Sanitation Services, Hospitality, Dry-cleaning, Hiring of Vehicles, Repair & Maintenance of Vehicles, PA System, Repair & Maintenance of Furniture items, AC, Water Cooler, Refrigerator, Fish Aquarium, Banner, Backdrop & Signage's Tentage, Photography, I-Cards, Medical Cards, Rubber Stamps, Photocopier/Fax/TV/other electronic items etc.	05 Years or one year after the completion of audit whichever is later (if there is any pending legal matter or representation)
18.	Files, Papers and Documents Relating to Contracts, Agreement, etc.	05 years after the contract/agreement is fulfilled or terminated. In cases where audit objection have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.
19.	Files related to Repair & Maintenance of Vehicles & their History Sheet Book	08 Years or one year after condemnation and final disposal of the vehicle whichever is later
20.	Inspection Reports	01 Year after the date of inspection


Director, TIAS

Director
Technic Institute of Advanced Studies
(Affiliated to GGSIP University Delhi)
Madhuban, Ghaziabad, Uttar Pradesh, India

Copy to the following for information please

1. HOD
2. PA. to Hon'ble. ED,



Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi
(General Administration Branch)

F.No.IPU/GA/Retention Record/2013-14/140/4376 L1

Dated: 13th December, 2013


Office Order

Period for Retention of Records related to General Administration Branch of the University is as under:-

S. No.	Main Head	Retention Period
Activities related to Central Diary & Dak Section		
1.	Records of Receiving Copy of Speed Post Data	01 Year
2.	Dak & Diary Register	03 Year
3.	Despatch Register & Peon Book	05 Years
4.	Messenger Book	02 Years
5.	Stamps Account Register	05 Years
6.	Payment related files	03 Years or one year after completion of audit whichever is later
7.	Register of identity Cards	Permanent
8.	Register of Medical Cards	Permanent
Activities related to General Arrangements		
9.	Budget Files	03 Years
10.	Legal Cases related to G.A. Branch	Permanent
11.	Purchase of Petty Items (through Imprest)	03 Years
12.	Important Matters, Circulars related to GA	Permanent
13.	Reply to Parliament/Assembly Questions	03 Years
14.	Diary, Dispatch Register and Peon Book	03 Years
15.	Convocation related files	03 Years
16.	Attendance Register of Staff	02 Years
17.	Casual Leave Record	To be destroyed at the end of the year
18.	Booking Register of Seminar Halls / Community Centre etc.	03 Years
19.	Files related to policy matters approved by Competent Authority	Permanent
20.	Staff Car Log Book / Any other Log Book of Vehicles	03 Years or one year after completion of audit whichever is later
21.	Stock Register (Consumable & Non-Consumables)	Permanent
22.	Sanction Order Register / Expenditure Control Register / Advance Register	03 Years or one year after completion of audit whichever is later
23.	<i>Tender files & related documents / Agreement of Sanitation Services, Hospitality, Dry-cleaning, Hiring of Vehicles, Repair & Maintenance of Vehicles, PA System, Repair & Maintenance of Furniture items, AC, Water Cooler, Refrigerator, Fish Aquarium, Banner, Backdrop & Signage's Tentage, Photography, I-Cards, Medical Cards, Rubber Stamps, Photocopier/Fax/TV/other electronic items etc.</i>	05 Years or one year after the completion of audit whichever is later (if there is any pending legal matter or representation)
24.	<i>Files related to Payment of Sanitation Services, Hiring of Vehicles, Repair & Maintenance of Vehicles, Hospitality & Accommodation (for meetings, conferences, celebrations and other functions etc.), I-Cards, Medical Cards, Rubber Stamps, Dry-cleaning, Speed Post, Telephone Bills, Tentage, Decorations, Banners, Backdrops, Signage's, Photography, Repair &</i>	03 Years or one year after the completion of audit whichever is later

	Maintenance of Furniture items, AC, Water Cooler, Refrigerator, PA System, Cable Connection & Charges, Fish Aquarium, Photocopier/Fax/TV/other electronic items etc.	
25.	Requisition / Complaints related to Seminar Hall, Community Centre, Sanitation Services, Hiring of Vehicles, All AMC's, Hospitality & Accommodation (for meetings, conferences, celebrations and other functions etc.), I-Cards, Medical Cards, Rubber Stamps, Dry-Cleaning, Telephone, Tentage, Decorations, Banners, Backdrops, PA System, Cable Connection & Charges, Photocopier/Fax/TV/other electronic items etc.	03 Years
26.	Files, Papers and Documents Relating to Contracts, Agreement, etc.	05 years after the contract/agreement is fulfilled or terminated. In cases where audit objection have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.
27.	Files related to Repair & Maintenance of Vehicles & their History Sheet Book	08 Years or one year after condemnation and final disposal of the vehicle whichever is later
28.	Inspection Reports	01 Year after the date of inspection
Activities related to University Health Centre		
29.	Duty Register, requisition forms and complaint Register	03 Years
30.	Doctor's call Register	02 Years
31.	Medical Book – Fitness Register	05 Years
32.	Daily Medicine Consumption Register	02 Years
33.	Treatment Register	03 Years
34.	O2 Cylinder Register	05 Years
35.	Discharge Book / Admission	05 Years
36.	Medicine Register	03 Years
37.	Annual Demand File	05 Years
38.	Blood Bank/Health Camp Register / Files	05 Years
39.	Dressing Register	02 Years
40.	Indent Book (Consumable & Non Consumables)	03 Years
41.	Internal Dak Book – Health	02 Years
42.	Garbage Register	01 Year
43.	Stock Register	Permanent

This is issued with the approval of the competent authority.


(Dr. B. P. Joshi)
Registrar

Copy to the following for information please

1. All Deans / Directors / Heads
2. All Joint Registrars
3. All Dy. Registrars
4. A.R. to Hon'ble Vice Chancellor
5. A.R. to the Registrar
6. All Assistant Registrars
7. Guard File


(Pankaj Agrawal)
Dy. Registrar (GA)

170/c



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in

September 2020

RECORD RETENTION SCHEDULE OF THE UNIVERSITY

(1) General Records (For all University School of Studies/Other Deptts)

SN	Particulars	Retention Period
1	Dak & Diary Register	3 Years
2	Dispatch Register & Peon Book	5 Years
3	Attendance Register Staff	1 Year
4	Leave (other than study leave and casual leave)	3 Years
5	Casual Leave (including special leave)	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: 1yr

(2) Personnel Branch

SN	Particulars	Retention Period
1	Personal files and Service Books of (a) Officials entitled to retirement/terminal benefits (b) Other employees	3 years after issue of final pension/gratuity orders 3 years after they have ceased to be in service
2	Selection Committee Files	Permanent
3	Applications for teaching post	3 years
4	Revision of pay scales	10 years
5	Government Notifications	3 years
6	Creation & Abolition of post, Promotions	Permanent
7	Leave rules	Permanent
8	Posting & Transfers	Permanent
9	Advertisements	3 years
10	All files other than personal files	3 years

Deha 1/1 Page
D.R. (PGC)

16/11/19

(3) University School of Studies / Office of Directors

SN	Particulars	Retention Period
1	Students attendance record	1 Year after declaration of final year result
2	Project reports summer Training and Major Project	6 months after final year result
3	Detained list of students	6 months after final year result
4	Minor examination sheets	3 months after declaration of final year result
5	Internal Marks	6 months after declaration of final year result
6	Projects granted by various organizations like UGC AICTE etc.	2 years after date of completion
7	Circulars/ notices/ office orders issued by University – Policy related/School	Permanent
8	Sanction Order files	3 years after clearance of final audit by AGCR
9	AMC/membership Files	Till AMC/Membership continue
10	Advance settlement file	1 year after settlement of advance & completion of audit
11	Documents related to organizing of Conference/Seminar/ Workshop/MDP/EDP.	5 years after the date of organizing the Conference
12	Placement Data	5 years after placement
13	Alumni Data	Permanent
14	Admission Record	N+2 years (to be maintained by Admission Branch)
15	Stock Register (Consumable and non-consumable) ➤ Consumable and Non Consumable	1 year (consumable) Permanent (non-consumable)
16	Student Feedback Record	1 year
17	Minutes of BOS/SRC	Permanent
18	Result/Tabulation Sheet	Issued record to be maintained for 2 years by USS thereafter records (marksheets/degree etc. in original) to be forwarded to Examination
19	Issue of mark sheet/degree	Issued record to be maintained for 2 years by USS thereafter records (marksheets/degree etc. in original) to be forwarded to Examination
20	National/International Seminar attended by the faculty	5 years

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21	Faculty Publication List	Till the faculty is associated with the University
22	Record of Surveys/Reports	1 year after clearance of final audit
23	Budget files	3 Years after audit
24	Purchase of Petty Items (through Imprest) Register	3 Years
25	Tender files & related documents	1 year after clearance of final audit
26	reminder & complaints	6 months

(4) General Administration Branch

SN	Particulars	Retention Period
Activities related to Central Diary & Dak Section		
1.	Records of receiving Copy of Speed Post Data	01 Year
2.	Dak & Diary Register	03 Year
3.	Dispatch Register & Peon Book	05 Years
4.	Messenger Book	02 Years
5.	Stamps Account Register	05 Years
6.	Payment related files	03 Years or one year after completion of audit whichever is later
7.	Register of identity Cards	Permanent
8.	Register of Medical Cards	Permanent
Activities related to General Arrangements		
9.	Budget Files	03 Years after audit
10.	Legal Cases related to G.A. Branch	Permanent
11.	Purchase of Petty Items (through Imprest)	03 Years
12.	Important Matters, Circulars related to GA	Permanent
13.	Reply to Parliament/Assembly Questions	03 Years
14.	Diary, Dispatch Register and Peon Book	03 Years
15.	Convocation related files	03 Years
16.	Booking Register of Seminar Halls / Community Centre etc.	03 Years
17.	Files related to policy matters approved by Competent Authority	Permanent
18.	Staff Car Log Book / Any other Log Book of Vehicles	03 Years or one after completion of audit whichever is later
19.	Stock Register (Consumable & Non-Consumables)	1 year (consumable) Permanent (non-consumable)
20.	Sanction Order Register / Expenditure Control Register/ Advance Register	03 Years or one year after completion of audit whichever is later

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21.	Tender files & related documents / Agreement of Sanitation Services. Hospitality, Dry-cleaning, Hiring of Vehicles, Repair & Maintenance of Vehicles, PA System, Repair & Maintenance of Furniture items, AC, Water Cooler, Refrigerator, Fish Aquarium, Banner, Backdrop & Signage's Tentage, photography, I, Cards, Medical Cards, Rubber Stamps, Photocopier/Fax/TV/other electronic items etc.	05 Years or one year after the completion of audit whichever is later (if there is any pending legal matter or representation)
22.	Files related to Payment of Sanitation Services, Hiring of Vehicles, Repair & Maintenance of Vehicles, Hospitality & Accommodation (for meetings, conferences, celebrations and other functions etc.) I-Cards, Medical Cards, Rubber Stamps, Dry-cleaning. Banners, Backdrops, Signage's, Photography, Repair & Maintenance of Furniture items, AC, Water Cooler, Refrigerator, PA System, Cable Connection & Charges, Fish Aquarium, Photocopier/Fax/TV/other electronic items etc.	03 Years or one year after the completion of audit whichever is later
23.	Requisition / Complaints related to Seminar Hall, Community Centre, Sanitation Services, Hiring of Vehicles, All AMC's, Hospitality & Accommodation (for meetings, conferences, celebrations and other functions etc.), I-Cards, Medical Cards, Rubber Stamps, Dry-Cleaning, Telephone, Tentage, Decorations, Banners, Backdrops, PA System, Cable Connection & Charges, Photocopier/Fax/TV/other electronic items etc.	03 Years
24.	Files, Papers and Documents Relating to Contracts, Agreement, etc.	05 Years after the contract/agreement is fulfilled or terminated. In cases where audit objection have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committees.
25.	Files related to Repair & Maintenance of Vehicles & their History Sheet Book	08 Years or one year after condemnation and final disposal of the vehicle whichever is later

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26.	Inspection Reports	01 Year after the date of inspection
Activities related to University Health Centre		
27.	Duty Register, Requisition forms and complaint Register	03 Years
28.	Doctor's call Register	02 Years
29.	Medical Book – Fitness Register	05 Years
30.	Daily Medicine Consumption Register	02 Years
31.	Treatment Register	03 Years
32.	02 Cylinder Register	05 Years
33.	Discharge Book / Admission	05 Years
34.	Medicine Register	03 Years
35.	Annual Demand File	05 Years
36.	Blood Bank / Health Camp Register/Files	05 Years
37.	Dressing Register	02 Years
38.	Indent Book (Consumable & Non Consumables)	03 Years
39.	Internal Dak Book – Health	02 Years
40.	Garbage Register	01 Year
41.	Stock Register	Permanent

(5) Academic / Admission Branch

SN	Particulars	Retention Period
1.	Admission folders	Permanent
2.	Admission Policy	Permanent
3.	Printing of Admission Brochure	5 Years
4.	Final Admission Brochure (year wise)	Permanent
5.	Personal Files of Student (Hard Copy)	N+2+1*Years (Subsequent to which the documents will be available in digital format.)
6.	Appointment of Admission Officers	Permanent
7.	Cancellation of Admission	Permanent
8.	Requests for change of name and address of students	Permanent
9.	Up-gradation of students for e.g. B. Tech	N+2 Years*
10.	Individual Dak/Letters related to Admissions (Other than change of name and address-see point 8 above)	2 Years
11.	Common Entrance Test (CET) result received from Examination Division	3 Years
12.	Schedule of Counseling and other Counseling Records	3 Years
13.	File for Payment to URs and staff etc.	3 Years
14.	Migration Policy File	Permanent

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15.	Migration Cases of Inter-University and Intra-University	N+2 Years* (Subsequent to which the documents will be available in digital format)
16.	Issue of Migration Certificates of this University along with the applications	N+2 Years* (Subsequent to which the documents will be available in digital format)
17.	Award/Scholarship Policy Files	Permanent
18.	Award/Scholarship Individual Files	N+2 Years*
19.	Ph.D. Policy Files	Permanent
20.	Individual Files of Ph.D. registration	10 Years (Subsequent to which the same will be available in digital format.)
21.	Budget Files and Audit Related Files	Permanent
22.	Fixation of remuneration to URs and other staff	Permanent
23.	Important orders & circulars related to Academic Branch	10 Years (Subsequent to which the documents will be available in digital format.)
24.	Legal cases/ RTI Information	Permanent
25.	Reply to Parliament / Assembly Questions	3 Years
26.	Fee Notification	Permanent
27.	Complaint Register	Permanent
28.	Files related to statistics supplied to outside agencies	2 Years
29.	Miscellaneous / routine general correspondence except policy matters pertains to the Academic Branch	1 Year
30.	Section Diary	3 Years
31.	Stationary requirement for Academic Branch	2 Years
32.	Guard File	Permanent (Digital Format will also available)

*N= No. of Years of course, *2= 2 years, till the degree awarded, *1= 1 year for mercy chance.

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(6) Finance & Accounts Department

SN	Documents	Retention Period	References	Remarks
1.	Cash Book	10 Years	GFR	-
2.	Bank Book	10 Years	-	Parity with Cash book
3.	Register of Valuables	5 Years	Delhi University	-
4.	Cheque Register	10 Years	Delhi University	Parity with Remittance Register.
5.	Temporary Advance Register	2 Years	Delhi University	subject to necessary entries being made in the subsequent register.
6.	Stock Register of Receipt Books	10 Years	Delhi University	-
7.	TDS/WCT/Labour Cess Register	6 Years	-	-
8.	Income Tax (Annual Return) Statement	6 Years	-	-
9.	Budget Estimates/Revised Estimates	3 Years	GFR	-
10.	Pay Bill Register	35 Years	GFR	-
11.	A quitance Roll	3 Years or 1 Years after the completion of Audit, Whichever is later	GFR	-
12.	Contingent Bills (Payment, Receipt & Journal Vouchers)	3 Years or 1 Year after the completion of Audit, Whichever is later	GFR & Delhi University	Parity with contingent expenditure of GFR.
13.	Bill Register	5 Years	GFR	-
14.	Other Charges (Contingent Register Such as LTC, Medical etc.)	3 Years	Delhi University	-
15.	Stock Register of Cheques	3 Years	Delhi University	-
16.	Counterfoils of Receipt	5 Years	Delhi University	-

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	Books			
17.	Register of Investments	Permanent	Delhi University	-
18.	Safe Custody Receipts	Permanent	Delhi University	-
19.	CPF Ledgers	Permanent	Delhi University	-
20.	CPF Nomination Papers	1 Year – after final settlement of CPF Account	GFR	Parity with GPF
21.	CPF Annual Statements	1 Year	GFR	Parity with GPF
22.	Adjustment of Missing Credits in GPF Accounts	1 Year	GFR	Parity with GPF
23.	CPF Vouchers other than final Payments	3 Years	Delhi University	-
24.	CPF Vouchers through Final Payment made to Persons other than Subscribers (a) To Minors (b) In accordance with declaration of the Subscriber (c) To other than minors in accordance with declaration of subscribers	30 Years 30 Years 6 Years	Delhi University	-
25.	Other CPF Payments	10 Years	Delhi University	-
26.	Voucher Relating to Non-Refundable withdrawals from CPF	6 Years from the date of sanction of withdrawal	Delhi University	-
27.	Minutes of Finance Committee	Permanent	Delhi University	-
28.	Audit Notes (Statutory & Local)	1 Year after the settlement pending audit paras	-	-
29.	Parliamentary / Vidhan Sabha Questions	3 Years	-	-
30.	Files containing Correspondence regarding different Meetings	1 Year	Delhi University	-
31.	Miscellaneous Correspondence / Files	1 Year	Delhi University	-
32.	Files pertaining to Fee	5 Years	-	-

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	transfer			
33.	Statement of Annual Accounts	Permanent	-	-
34.	Statement of Reconciliation	To be weeded out after the accounts for the F.Y. have been finalized	GFR	-
35.	Postal Receipts	3 Years	Delhi University	-
36.	Weeding Rules	Permanent	-	-

Notes and Instructions:

- 1 The following on no account be destroyed:-
 - (i) Records connected with expenditure which is within the period of limitation fixed by law.
 - (ii) Records connected with expenditure on projects schemes or works not completed, although beyond the period of limitation.
 - (iii) Records connected with claims to service and personal matters affecting persons in the service.
 - (iv) Records in respect of which an audit objection in outstanding.
 - (v) Records relating to 'sub-judice' cases
- 2 The retention period, in the case of a file, is to be reckoned form the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
- 3 In the case of records other than files, e.g., registers, the prescribed retention period will be counted form the year in which it has ceased to be current.
- 4 In exceptional cases, a record may be retained for a period longer than specified in the Schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
- 5 If a record is required in connection with disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably. Powers in this regard shall rest with the Vice Chancellor.
- 6 Before any pay bill/s pay bill registers are destroyed, the service of the Government servants concerned should be verified in accordance with GFR 257 (1)
- 7 Full details shall be maintained permanently, in the office, of all records destroyed from time to time.
- 8 File(s) relating to Fee – settlement shall be weeded out only after informing the affiliated Institutes.
- 9 Vice Chancellor shall be empowered to sanction the weeding out of records not specified under these rules and may prescribe such conditions as deem fit.
- 10 Year means 'Financial year'.
- 11 A Notice may be issued before weeding out the records, to invite the comments, if any, from the departments of the University.

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(7) Examinations Branch

SN	Particulars	Retention Period
1.	Examination Ordinances, Regulations & Policy files	Permanent
2.	End Term Exam Result Tabulation Sheets	Permanent
3.	Scrolls of Convocations	Permanent
4.	Official copies of Scheme & Syllabi	5 years after discontinuation of Syllabus (To keep Permanent record in Academic Affairs)
5.	Replies to Parliament/Assembly questions	2 years
6.	Correspondences with Statutory/Regulatory Bodies related to Education Sector	2 years
7.	Appointment of End Term Exam Question Paper Setters/ Examiners- Correspondences, forms, settlement of bills etc.	2 year after conduct of exam
8.	Appointment of End Term Exam Question Paper Moderators – Correspondences, form, settlement of bills etc.	2 year after conduct of exam
9.	Printing of End Term Exam Question Papers- Correspondences forms, settlement of bills etc.	2 year after conduct of exam
10.	End Term Exam Question Papers (copies to be provided to library)	06 months after conduct of exam
11.	Students Grievances related to End Term Exam Question Papers-Files, committee recommendations, approvals etc.	2 years after declaration of result
12.	End Term Exam Registration Charts	In digital form for 1 year after declaration of result by the USS / Institute and University Exam. Server
13.	A. Finalisation of End Term Exam Centres, Appointment of Center Superintendents, Deputy Center Superintendents, Invigilators, University Representatives, University Observers B. Payment of bills thereof etc.	1 year after declaration of result. 2 years
14.	Record of issuance of End Term Exam Admit Cards	06 months after declaration of result
15.	End Term Exam Detention Lists	1 year after declaration of result
16.	Decision of the Un-Fair Means Case along with Notesheet	Permanent
17.	Files pertaining to conduct of Special Exams- Supplementary Exam, Mercy Chance, Extra Chance etc.	3 years after declaration of result
18.	Cases not covered under any provision of Ordinances- Relaxations in Eligibility for appearing in End Term Exam, Exemption from Passing the Subject etc.	5 years
19.	A. Finalization of End Term Exam Evaluation Centres, Appointment of Center Superintendent, Deputy Center Superintendent, Evaluators.	06 months after declaration of result.

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	B. Payment of bills thereof etc.	2 years
20.	Answer Sheets of End Term Examination (except those answer sheets for which applications for Rechecking/ Inspection/Certified Copy are submitted to Examination Division within stipulated time as per procedure prescribed in relevant Ordinance/Regulation of the University)	90 days after declaration of result
21.	Correspondence with University Schools of Studies/ Affiliated Institutes regarding End Term Exams, Special Exams etc.	6 months after declaration of result
22.	End Term Exam Result Declaration files	5 years after declaration of result
23.	End Term Theory Examination Award Sheets and P-IV, P-III of Answer Sheets, Dispatch Memos, Absentee Statements, Attendance Sheets, Undertakings etc.	90 days after declaration of result
24.	Award Sheets of Theory Internal, Practical Internal, Practical External, NUES Exams, Projects, Dissertation etc.	In physical and digital form duly signed by the concerned Faculty & Dean for 1 year after declaration of result
25.	Files pertaining to Moderation of Result	6 months after declaration of result
26.	Correspondences with University Schools of Studies/ Affiliated Institutes regarding Revision of End Term Exam Results	6 months after completion of processing
27.	Applications for Rechecking/Inspection /Certified Copy of Evaluated Answer Sheets submitted to Examination Division within stipulated time as per procedure prescribed in relevant Ordinance/ Regulation of the University	90 days after declaration of rechecking result.
28.	Answer sheets of Rechecking Results	90 days after declaration of rechecking result
29.	Record of issuance of Original/Duplicate Degree Certificate	Permanent
30.	Record of issuance of Original /Duplicate Consolidated Statements of Marks and Provisional Certificates	Permanent
31.	Record of issuance of Original/ Duplicate Statement of Marks (Semester Marksheets)	1 year
32.	Record of issuance of Transcripts of Marks	06 months after processing
33.	File of Attestation/ Verification of documents/certificates issued by Examination Division	06 months after processing
34.	Students undertakings for award of Special /certificates issued by Examination Division	6 months after processing
35.	Record of issuance of Confidential Results	6 months after declaration of final result
36.	Thesis protocols for Medical Programmes	To be transferred to library after result declaration
37.	Thesis of Post Graduate Medical Programmes	To be transferred to library after result declaration

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38.	Files of Ph.D. Scholars	Permanent
39.	Stock Register of Non-Consumables	Permanent
40.	Stock Register of Consumables	1 year (Financial)
41.	Files and bills related to printing of formats for End Term Exam Admit Cards, OMR Award Sheets/Student/Faculty Detail Forms, Statements of Marks, Consolidated Statement of Marks, Provisional Certificates, Degree Certificates etc.	2 years
42.	Files pertaining to preparation of Gold Medals, Silver Plaques, Prizes etc. for award to Meritorious students.	2 years after the Convocation
43.	Gold Medals, Silver Plaques, Prizes etc.	2 years after convocation, to be recycled thereafter.
44.	Register of records identified for weeding out	5 years
45.	Files related to weeding out of old records	1 year
46.	Common Entrance Test (CET) Result Declaration files	2 years after declaration of CET result
47.	Common Entrance Test (CET) Result	To keep upto 2 years after declaration of CET results in digital form.
48.	Files regarding Setting, Moderation, Formatting, Printing of CET Question Papers, Correspondences, Settlement of bills thereof etc.	03 months after conduct of CET
49.	Deputation of Officers/Staff for CET related duties	90 days after conduct of CET
50.	Finalization of CET Exam Centres, Appointment of Center Superintendent, Deputy Center Superintendents, Invigilators, University Representatives, University Observers B. Payment of bills thereof etc.	6 months after declaration of CET result. 1 year
51.	CET answer sheets, Attendance Sheets, Un-Fair Means case files and related records	1 year after declaration of CET result
52.	Record of CET Applications and Used/Unused CET Question Papers/ Test Booklets etc.	90 days after declaration of result
53.	Reports of Centre Superintendents, University Representatives, University Observers etc.	90 days after declaration of CET/ end term exam result
54.	Record of Examinations conducted on behalf of other authorities	1 year after conduct of exam
55.	Files pertaining to RTI applications	1 year after giving reply
56.	Files pertaining to Court cases, Public Grievance Commission cases, RTI Appeals cases etc.	1 year after giving reply
57.	Miscellaneous Case File	1 year after processing
59.	Section Diary	3 years

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(8) Purchase & Store Branch

SN	Particulars	Retention Period
1.	File related for procurement of Lab Equipments	1 year after completion of statutory audit, to the satisfaction of audit authorities or 06 months after completion of warranty period/ refund of performance security
2.	File related for procurement of non consumables items	1 year after completion of statutory audit, to the satisfaction of audit authorities or 06 months after completion of warranty period/ refund of performance security
3.	File related for procurement of consumable items	1 year after completion of statutory audit, to the satisfaction of audit authorities
4.	Technical bids received against each tender	1 year after completion of statutory audit, to the satisfaction of audit authorities
5.	Folder for purchase orders	3 years
6.	Folder for sanction orders	3 years
7.	File related for RTI/Court cases(If any)	3 years
8.	File movement register	3 years
9.	Sanction Order register	3 years
10.	Purchase Order register	3 years
11.	Tender register	3 years
12.	EMD register	3 years
13.	Budget Control register	3 years
14.	Register related to issue of custom duty exemption certificate	6 years
15.	File related to custom duty exemption certificate issued by DSIR	6 years
16.	Policy for procurement	Permanent
17.	Central Stock Register (Consumable & Non Consumable)	1 year (consumable) Permanent (non-consumable)

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(9) Planning & Policy Branch

SN	Particulars	Retention Period
1	Dak and Diary Register	3 Years
2	Attendance Register	2 Years
3	Leave Record Register	2 Years
4	Depatch register	3 Years
5	Peon Book	3 Years
6	Travelling Allowance Register	2 Years or 1 year after completion of audit whoever is later
7	Budget Files	3 years
8	Important notifications, Circulars related to planning and policy branch	Permanent
9	Reply to Parliament / Assembly Questions	Permanent
10	Files related to policy matters approved by Competent Authority	Permanent
11	Stock Register (Consumable & Non Consumable)	1 year (consumable) Permanent (non-consumable)
12	Sanction Order Register / Expenditure Control Register / Advance Register	3 Years or 1 year after completion of audit whichever is later
13	Scholarship related record	6 Years
14	Legal Cases related to planning and policy branch	Permanent

(10) Office of CPIO / RTI Branch

SN	Particulars	Retention Period
1	RTI Cases disposed without attracting any 1 st Appeal	5 Years
2	RTI Cases attracting 1 st Appeal	5 Years
3	RTI Cases attracting 2 nd Appeal (without any remarkable decision)	5 Years or till the compliance of CIC orders, whichever is later
4	1 st Appeal Cases files/documents	5 Years
5	2 nd Appeal Cases files / documents	5 Years
6	Files relating to the administrative aspects of RTI Act 2005, i.e. implementation, suggestions, guidelines etc.	5 Years
7	File Register of RTI Applications i.e. records other than file	5 Years
8	Record of Quarterly Reports submitted to CIC	Permanent
9	File movement register	5 Years
10	Dispatch register	5 Years
11	Staff attendance register	1 Year
12	Peon book	3 Years
13	Details of Postal Orders / Cash Receipt submitted to Accounts Branch	1Year
14	Miscellaneous file	3 Years
15	Legal Cases	Permanent

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