

മഹാത്മാഗാന്ധി സർവകലാശാല

നം. 26338/AD A3/4/2019/ADMIN

തീയതി 19.09.2019

കുറിപ്പ്

സംസ്ഥാന വിവരാവകാശ കമ്മീഷണറുടെ ഉത്തരവിൻ പ്രകാരം സർവകലാശാലയിലെ വിവിധ തരത്തിലുള്ള രേഖകൾ/ ഫയലുകൾ സൂക്ഷിച്ചു വയ്ക്കുകയോ നിശ്ചിത കാലാവധിക്ക് ശേഷം നശിപ്പിക്കുകയോ ചെയ്യുമ്പോൾ ആയത് സംബന്ധിച്ച് വ്യക്തമായ ഒരു നടപടിക്രമം വേണ്ടതാണെന്നും ഏതെങ്കിലും രേഖകൾ കാലാവധിക്ക് ശേഷം നശിപ്പിക്കുകയാണെങ്കിൽ ആയത് ബന്ധപ്പെട്ട **disposal/destruction register** ൽ രേഖപ്പെടുത്തണമെന്നും ഇക്കാര്യത്തിൽ യൂണിവേഴ്സിറ്റി ആവശ്യമായ മാർഗ്ഗനിർദ്ദേശങ്ങൾ പുറപ്പെടുവിക്കേണ്ടതാണെന്നും നിർദ്ദേശിച്ചിരുന്നു. ഈ സാഹചര്യത്തിൽ തയ്യാർ ചെയ്ത കരട് **Records Retention Schedule** അന്തിമമായി അംഗീകരിച്ചു സർവകലാശാല വെബ് സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിന് മുൻപായി ടി കരട് എല്ലാ സെക്ഷനുകളിലും DDFS വഴി നൽകുകയും ഇനിയും എന്തെങ്കിലും ചേർക്കുകയോ നീക്കം ചെയ്യുകയോ പരിഷ്കരിക്കുകയോ വേണമെങ്കിൽ ആയതു പത്തു ദിവസത്തിനുള്ളിൽ എഡി എ 3 സെക്ഷനിൽ അറിയിക്കണം (ഹാർഡ് കോപ്പി) എന്നും രജിസ്ട്രാർ ഉത്തരവായിരിക്കുന്നു. അതുപ്രകാരം, മേൽ ആവശ്യത്തിലേക്കായി പ്രസ്തുത **Records Retention Schedule** ന്റെ കരട് ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു. കരട് റെക്കോർഡ് റീടെൻഷൻ ഷെഡ്യൂളിൽ എന്തെങ്കിലും ചേർക്കുകയോ നീക്കം ചെയ്യുകയോ പരിഷ്കരിക്കുകയോ വേണമെങ്കിൽ ആയതു ബന്ധപ്പെട്ട സെക്ഷനുകൾ കുറിപ്പ് തീയതി മുതൽ **10** ദിവസത്തിനുള്ളിൽ എഡി എ 3 സെക്ഷനിൽ ഹാർഡ് കോപ്പി ആയി ലഭ്യമാക്കേണ്ടതാണ്.

വിവരാവകാശ നിയമം 2005 പ്രകാരമുള്ള വിവിധ അപേക്ഷകൾക്ക് മറുപടി നൽകേണ്ടത് റെക്കോർഡ് റീടെൻഷൻ ഷെഡ്യൂൾന്റെ അടിസ്ഥാനത്തിൽ ആയതിനാൽ ഇക്കാര്യത്തിൽ അതീവ ശ്രദ്ധ ചെലുത്തേണ്ടതും ഏറ്റവും അടിയന്തിരമായി കുറിപ്പ് പ്രകാരമുള്ള നടപടികൾ സ്വീകരിക്കേണ്ടതുമാണ്.

PREMKUMAR R
 ASSISTANT REGISTRAR 1 (ADMIN)
 രജിസ്ട്രാർക്ക് വേണ്ടി

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MAHATMA GANDHI UNIVERSITY

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| RECORDS RETENTION SCHEDULE | | |
|-----------------------------------|---|---|
| Sl.No. | Name of Register/ Files | Period of Retention |
| ADMINISTRATION WING | | |
| 1 | Establishment Register | Permanent |
| 2 | Appointment Register | Permanent |
| 3 | Appointment Register (Employment) | 3 years |
| 4 | Appointment Register (Provisional) | 5 years or 1 year after expiry |
| 5 | Rotation register | Permanent |
| 6 | Staff Strength Register | Permanent |
| 7 | Vacancy Register | 10 years |
| 8 | Post Creation Register / Files | 8 years ** |
| 9 | Upgrading of posts | 5 years ** |
| 10 | Re-deployment/shifting of posts | 3 years ** |
| 11 | Change of designation | 3 years ** |
| 12 | Promotion Register /Files/ Gradation /Seniority List | 10 years or 3 years after the list revised whichever is later |
| 13 | Grade Promotion Register/ Files | 5 years ** |
| 14 | Pay Fixation Files | 5 years ** |
| 15 | Special Leave / Leave Register | One year after the duration of leave ** |
| 16 | Leave Account of : a) Officials entitled to retirement/Terminal benefits b) Other employees | a)3 years after issue of final pension / Gratuity payment order b) 3 years after they have ceased to be in service |
| 17 | Casual Leave Account Register | To be destroyed at the end of the year |
| 18 | Special Casual Leave Register | To be destroyed at the end of the year |
| 19 | Suit Register & Increment withholding / Disciplinary files | 10 year or 3 year after final Disposal of appeal or judgement |
| 20 | Supernumerary posts' Register/Files | Permanent |

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| 21 | Appointment of dependants of deceased employees | Permanent ** |
| 22 | Estimate (Annual) of vacancies | 1 year |
| 23 | Recruitment through employment exchange | 3 years ** |
| 24 | Recruitment through KPSC | 10 years ** |
| 25 | Recruitment from open market including advertisements inviting of applications | 5 years or 1 year after the expiry of the term of appointment whichever is later. ** |
| 26 | Relaxation of age / educational qualifications | 5 years |
| 27 | Condonation of break in service | 1 year ** |
| 28 | Engagement of casual labour | 3 years for purpose of audit |
| 29 | Recruitment Individual orders | 3 years ** |
| 30 | verification/re-verification of character and antecedents - individual cases | cases cleared for appointment : 5 years cases debarred form appointment : 20 years |
| 31 | Posting & Transfer - individual orders | 3 years for purpose of audit ** |
| 32 | Fixation of seniority in individual cases | 5 years ** |
| 33 | Pay or Special pay - individual cases | 3 years for purpose of audit |
| 34 | Recording pf confidential reports | 3 years after retirement from service |
| 35 | Withholding of increments | 10 years/3 years after final disposal of appeal or final judgement under the normal course of law whichever is later ** |
| 36 | Representations and Petitions regarding increment | 3 years |
| 37 | Regularisation - individual orders / Representation | 3 years |
| 38 | Declaration of probation/confirmation/extension of probation / Representations and Petitions | 3 years ** |
| 39 | Promotion/reversion orders/Representations and Petitions | 3 years ** |
| 40 | Departmental Promotion Committee | 3 years or 1 year after the DPC has been reconstituted, whichever is later |

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| 41 | Delegation of administrative and financial powers | Permanent |
| 42 | Grant of Ex-Officio status | Permanent |
| 43 | Honorarium or awards - individual sanction | 3 years for audit |
| 44 | Acceptance of resignation | 3 years ** |
| 45 | Extension of services - individual sanction | 3 years after retirement ** |
| 46 | Re-employment - individual sanction | 3 years after the government servant ceases to be in government service |
| 47 | No objection Certificate - issue | 1 year |
| 48 | Integration / Bifurcation of offices - individual sanction | 10 years |
| 49 | Court cases - OPs or Suits | 10 years or 3 years after judgement is delivered whichever is later in cases where there is no Appeal. In the case of Appeal till the Appeal is disposed of. |
| 50 | Judgements | 3 years or till the judgement is implemented in cases where there is no Appeal, In the case of Appeal till the Appeal is disposed of. |
| 51 | Court cases -Sanction of journeys | 3 years for audit |
| 52 | Special Remuneration / Allowances - DA/HRA/TA etc. | 3 year for audit |
| 53 | Minutes Register | 3 years |
| 54 | Govt.Order/Circular Implementation Register/Files | Permanent |
| 55 | TA DA Register / Files | 3 year for audit |
| 56 | Provisional Payment / Regularisation Register/Files | 3 year for audit |
| 57 | RTI Application Register/Files | 3 years |
| 58 | University Orders (Registers) | 3 years |
| 59 | Stock Register (G O) | Permanent |
| 60 | Rosters for SC / ST | 10 years |
| 61 | Despatch Register | 3 years |

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| 62 | Verification of character and antecedents a) Individual cases cleared for appointment b) Cases debarred from appointment | 5 years 20 years |
| 63 | Records Register | Permanent |
| 64 | Transit Register | 3 years |
| 65 | Purport Register | 3 years |
| 66 | General Aspects & Rules | Permanent |
| 67 | Asset Register | Permanent |
| 68 | Deputation Register | Permanent |
| 69 | Medical Reimbursement Register | 15 years |
| 70 | Interest Free Medical Advance Register | 15 years |
| 71 | Service Book of employee who has resigned | 5 years from the date of resignation |
| 72 | Service Book of employee who has been removed / dismissed | 5 years, if no case is pending in any court 3 years after final judgement under the normal course of law ie; the last judgement of the highest court as established by law where the court has upheld the government's decision to remove / dismiss the employee. |
| 73 | Service Book of employees who retire from service / dies while in service / have been retrenched. | 25 years from the date of retirement / death/ retrenchment. |
| 74 | Pension Book | Permanent |
| 75 | University Creche Register, Vacation File | 3 years for audit |
| 76 | Creche Income / Expenditure | 3 years for audit |
| 77 | HBA Files & Documents | Up to 18 years |
| 78 | Purchase of Furniture / Annual Purchase of stationery items / Cleaning Materials / Calculators etc. | Permanent |
| 79 | Tenders and Quotations | 5 years or 3 years after the purchase whichever is later |
| 80 | Purchase & Payment | 3 years for Audit |
| 81 | Tender, Quotation, AMC etc. Register | Permanent |
| 82 | Allowance / AMC/ CMC | 3 years for the purpose of |

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| | | Audit |
| 83 | Payment per copy amount | 3 years |
| 84 | Repairs & maintenance / Diversion of Fund | 3 Years |
| 85 | Committees (BPC, UPC, Rate Contract Meeting, General aspects, Rules) | Permanent |
| 86 | Other Documents | 5 years |
| 87 | Probation Declaration | 5 years ** |
| 88 | Annual Increment to employees on Deputation | 5 years ** |
| 89 | Pay Revision | Till posting in Service Book |
| 90 | Maternity Leave/Paternity Leave | 2 Years ** |
| 91 | LWA in continuation of Maternity Leave | 2 years ** |
| 92 | Child Adoption Leave | 2 years ** |
| 93 | Leave of Miscarriage with Medical Certificate | 2 years ** |
| 94 | Leave for Hysterectomy with Medical Certificate | 2 years ** |
| 95 | Leave for more than 180 days | 2 years ** |
| 96 | LWA for study purpose | 1 year after the expiry of the bond/ agreement executed by the Govt. servant. ** |
| 97 | LWA for foreign employment | Till completion of leave /Rejoining ** |
| 98 | LWA for joining spouse | Till completion of leave /Rejoining ** |
| 99 | Casual leave (including Special leave and compensation leave) | 1 year |
| 100 | EL Surrender | 2 years ** |
| 101 | Terminal surrender of EL | 2 years ** |
| 102 | Regularisation of leave | 5 years ** |
| 103 | Change in name of a Government servant | 1 year ** |
| 104 | Alteration in the date of birth | 3 years ** |
| 105 | Change in qualification of a Government servant | 1 year ** |
| 106 | Increment Register | Retirement |
| 107 | Pay Bill Register | Permanent 20 |
| 108 | RGNF - Students Register Volume I & II | Permanent |
| 109 | RGNF - Students Register (DBT) | Permanent |
| 110 | MANF - Students Register (DBT) | Permanent |
| 111 | RGNF - Appropriation Register Volume I, II, III & IV | Permanent |
| 112 | Minutes Book of SC / ST Monitoring Committee | 3 years |
| 113 | Minutes Book of Equal Opportunity Cell | 3 years |

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| 114 | SC ST Complaint Register | 10 years or 3 years after final disposal of appeal or judgement |
| 115 | Minutes Book - Advisory Committee - UGC coaching classes for the students belonging to Minority Committee candidates to prepare them for NET | 3 years |
| 116 | UGC Coaching classes for SC / ST - Receipt & Expenditure | 3 years for audit |
| 117 | Remedial coaching classes for SC / ST & Minorities - Receipt & Expenditure (2007) | 3 years for audit |
| 118 | UGC Coaching classes for Minority Community candidates - Receipt & Expenditure | 3 years for audit |
| 119 | Valuable Register | Permanent |
| 120 | Visitors Register | 3 years |
| ACADEMIC WING | | |
| 1 | Official Transcript of Syllabus | Permanent |
| 2 | Re-admission | Permanent |
| 3 | Inter Collegiate Transfer of PG Students | Permanent |
| 4 | Course Certificate/ Other certificate | Permanent |
| 5 | Academic chairs | Permanent |
| 6 | Regulations, Scheme and Syllabus of courses | Permanent |
| 7 | Modification and amendments of the connected Regulations, Minutes book etc. | Permanent |
| 8 | Related case files | Permanent |
| 9 | Recognition of Research centres and Research Guides, revival of Research centres and Guideship. | Permanent |
| 10 | University junior Research Fellowship, University Post Doctoral Research fellowship and Mphil. Fellowships. | Permanent |
| 11 | CSIR Junior Research Fellowship and Senior Research Fellowship. | Permanent |
| 12 | Endowments | Permanent |
| 13 | Approval of First Appointment of Teachers in Pvt. Aided Colleges/Government Colleges | Permanent |
| 14 | Approval of Appointment of Principals in Pvt. Aided Colleges/Government Colleges | Permanent |
| 15 | Appointment of Drawing and Disbursing Officers in Pvt. Aided Colleges/Government Colleges | 5 years |

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| 16 | Confirmation for the inclusion in Selection Committee of Teachers in Private Aided Colleges/Government Colleges | 5 years |
| 17 | To assess the workload in different subjects in Private Aided Colleges/Government Colleges | Permanent |
| 18 | Constitute Governing body/Managing Council of Private Aided Colleges/Government Colleges | 5 years |
| 19 | Providing Subject Experts in the Selection Committee of Teachers (Asst.Professor/Principal) | 5 years |
| 20 | Profile Verification of Teachers in Unaided Training Colleges | 5 years |
| 21 | Approval Register of Teachers in Private Aided Colleges/Government Colleges | Permanent |
| 22 | Approval of Appointment/Promotion of Teachers in Engineering Colleges | Permanent |
| 23 | Promotion of Non-Teaching Staff in Engineering Colleges | Permanent |
| 24 | CAS promotion of Aided college Teachers | Upto the retirement of the concerned Teacher |
| 25 | Nomination of Subject Experts for Screening Committee | 5 years |
| 26 | Files regarding other Certificates/Affiliation Certificates/Official Transcript of Syllabus | 1 Year |
| 27 | Files regarding marginal Increase/Re-admission | 4 years |
| 28 | Files about Programme name change/option change/Specialisation change/Elective change | 4 years |
| 29 | Faculty Approval admission of ineligible students/statement of facts | 4 years |
| 30 | Appointing University Nominee - Governing Council/Academic Council/BOS of Autonomous colleges | 3 years |
| 31 | Syllabus Approval/ New Programme approval | 5 years |
| 32 | Syllabus of various programmes/Conferment of autonomous status to affiliated Arts & Science Colleges | Permanent |
| 33 | CAT - For PG/UG Programmes :- Rank list / OMR Answer Sheet /Question Paper / Registered candidates details | 2 years |
| 34 | Files regarding Research | 10 years |
| 35 | General Files / Registers / Stock File / Minutes Book regarding Research | Permanent |
| 36 | Case Files | Permanent |
| 37 | Affiliation of Colleges and Courses | Permanent |
| 38 | Fees Revision | Permanent |
| 39 | Academic Schedule | 5 years |
| 40 | Admission Notification | 5 years |

FINANCE WING

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| 1 | Cheque Payment Register of Contingent Bills/Ear marked funds/Pension & Pensionary Benefits/Salary Bills/PF below 50000/- Plan Account/Pool Account/SF Institutions / Fund Transfer of Self Financing Institutions | 5 years |
| 2 | Nil Bill Register of Provisional Advance | Permanent |
| 3 | Payment Register of PF Advance & Closure (Treasury)/GIS / SWF/FBS | 10 years |
| 4 | Revenue Receipt Register | Permanent |
| 5 | Register of Receipts of a) Pension Contribution b) Earnest Money Deposits | a) Permanent b) 10 years |
| 6 | Details of Registers of a) Demand Drafts b) Stock of Cheque Books c) IT Remittance d) VAT Remittance e) Cheque Issued | a) 5 years b) Permanent c) 10 years d) 10 years e) 10 years |
| 7 | Treasury Bill Books | Permanent |
| 8 | Subsidiary Cash Book Sheets | 10 years |
| 9 | Acquittance Rolls (Form - TR -95) | 5 years |
| 10 | Fixed Deposit Register | Permanent |
| 11 | Undisbursed Cheques | 10 years |
| 12 | Register showing details of Pay /Pension Fixation Statements | Permanent |
| 13 | Statement of Fixation of Pay (Pay Revision) | 3 years |
| 14 | Statement of Fixation of Pension | 3 years |
| 15 | Option for Pay Fixation | 3 years |
| 16 | Closed Files regarding Pay Fixation | 3 years |
| 17 | Register for additional authorisation of Funds/Enhancement /Incorporation in Budget Estimates | 8 years |
| 18 | Register for diversion of Funds in the Budget Estimates | 6 years |
| 19 | University Orders regarding Additional Authorisation of funds in the Budget Estimates | 5 years |
| 20 | Budget Estimates | 10 years |
| 21 | Closed files regarding Additional Authorisation | 8 years |

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| 22 | Audit Registers relating to TA/DA in respect of Syndicate members, Board of Studies members, Drivers- Non Teaching Staff | Permanent |
| 23 | LTC Audit Register | Permanent |
| 24 | Medical Reimbursement Register | Permanent |
| 25 | Contingent Bill Register | Permanent |
| 26 | Audit Registers regarding the payment of various research Fellowships UGC//University/CSIR/RGNF/RFSMS/ASPIRE/INSPIRE/ACQUIRE | Permanent |
| 27 | Pension Audit Registers' | Permanent |
| 28 | Provisional Payment Register | Permanent |
| 29 | Office Automation Software | Cash/DD Collection, Issue of receipt /Remittance Certificate Cancellation and refund |
| 30 | Day Book , ledger and Chalan Receipts | Computer entries |
| 31 | Counterfoils of DD (Register) | Permanent |
| 32 | DAN Statements (Details of amounts transferred to the Bank Account of Teachers) | Permanent |
| 33 | Acquittance register | Permanent |
| 34 | Cheque issued Register | Permanent |
| 35 | Stock Register of Cheque Books | Permanent |
| EXAMINATION WING | | |
| 1 | Tabulation Register | Permanent |
| 2 | Register of Candidates | Permanent |
| 3 | Register of Degree | Permanent |
| 4 | Register of Matriculates | Permanent |
| 5 | Register of Private Registration | Permanent |
| 6 | Register of Publication of Results | Permanent |
| 7 | Calendar of Examinations | Permanent |
| 8 | Minutes Book of Exam Board Meetings | Permanent |
| 9 | Register of Malpractices | 5 years |
| 10 | Stock Registers | 10 years |

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| 11 | Fee Receipts | Till completion of Audit |
| 12 | Fee Fund Register | 5 years |
| 13 | Revaluation Register | Permanent |
| 14 | Register of Scrutiny of Answer Books | Permanent |
| 15 | Purport Registers | 3 years |
| 16 | Register of Received Papers | 3 years |
| 17 | Counter foils of Answer Books | 2 years |
| 18 | Applications of Examinations | 2 years |
| 19 | Mark lists/Grade sheets received from Examiners | 2 years |
| 20 | Private Registration Application | 3 years |
| 21 | Application for Recognition of Qualifying Exams | 2 years |
| 22 | Applications for Degree/Diploma/Titles etc. | 2 years |
| 23 | Applications for Migration Certificates | 2 years |
| 24 | Counterfoils of Mark lists | 2 years |
| 25 | Counterfoils of Processional Certificates | 1 year |
| 26 | Applications for Provisional Certificates, mark lists, duplicates of mark lists etc. | 1 year |
| 27 | Closed Files | As provided in the rules of office procedure applicable to the University |
| 28 | Registers of financial transactions such as Contingent Register, Bill Register, Cheque Register etc. | According to the direction of Finance branch of the University |
| 29 | Hall Ticket | 1 year |
| 30 | Applications for Rank/Position Certificate | 2 years |
| 31 | Applications for Transcript/Attestation | 2 years |
| 32 | Counterfoils of Pass Certificate | 1 year |
| 33 | Applications for Scrutiny/ Revaluation, Revaluation statements, Counterfoils, Answer books of which revaluation results are released and no further actions are pending. | 3 months after publication of Revaluation Result. |
| 34 | Rejected Applications for Scrutiny/ Revaluation | 3 months after the date of communicating of the memo. |
| 35 | Scheme of valuation and Question papers, of which revaluation process was completed | 3 months after the publication of revaluation result |
| 36 | Files/documents related to the selection of appointment of examiners in respect of revaluation process | 6 months after the publication of revaluation result |

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| 37 | Court cases related to Scrutiny/Revaluation process of which the process was completed. | 6 months after the publication of revaluation result |
| 38 | All lodged papers including RV memos / memos communicating the defects | 3 months |
| 39 | Files originated for rectification of discrepancy of marks observed during scrutiny/revaluation process | 6 months after the publication of revaluation result |
| 40 | Files relating to grant of remedial measures to students whose applications for revaluation cannot be completed | 1 year after granting remedial measures, after duly noting down in the Revaluation Register |
| 41 | Request for additional Revaluation memos with fee receipts after issuing the memos | 3 months |
| 42 | Answer books retrieved from Answer Paper Store/Tabulation Section, but found not required for revaluation on verification and kept in the section as unwanted | 6 months from the date of retrieval |
| DEPARTMENTS | | |
| 1 | Admission Register | Permanent |
| 2 | Admission Related Applications & documents | 2 years |
| 3 | Answer Book Distribution Register | Permanent |
| 4 | Attendance Registers for Ph.D Scholars | 10 years |
| 5 | Attendance Register - teachers & Staff | Permanent |
| 6 | Cash Book | Permanent |
| 7 | Caution Deposit Register | Permanent |
| 8 | Certificate Issue Register | Permanent |
| 9 | Cheque Issue Register | Permanent |
| 10 | Contingent Bill Register | Permanent |
| 11 | Contingent Registers | Permanent |
| 12 | Data Collection Register for M.Ed., M.Phil and Ph.D Scholars | 5 years |
| 13 | D C B Statement | Permanent |
| 14 | DDF Account | Permanent |
| 15 | Director's Account | Permanent |
| 16 | Doctoral Committee Minutes of Meeting | Permanent |
| 17 | E Grants account | Permanent |
| 18 | Equipment & Furniture Distribution Register | Permanent |

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| 19 | Establishment Register | Permanent |
| 20 | Exam Transit | Permanent |
| 21 | Faculty Council Minutes of Meeting | Permanent |
| 22 | Fee Fund Register | 5 years |
| 23 | Fee Receipts | 5 years |
| 24 | Guest Faculty Register | Permanent |
| 25 | Increment Register | Permanent |
| 26 | Inward Register | Permanent |
| 27 | Issue Register of Mark lists /Degree Certificates and Other Certificates to students | Permanent |
| 28 | Students Thesis Register | 5 years |
| 29 | Paper Account Register | Permanent |
| 30 | Permanent Advance file with Register | Permanent |
| 31 | Petty Cash Register | Permanent |
| 32 | PTA Account | Permanent |
| 33 | PTA Bill register | 5 years |
| 34 | Register for leave availed of by the Faculty | Permanent |
| 35 | Stock Register | Permanent |
| 36 | Stock Register (Distribution of Answer Scripts) | Permanent |
| 37 | Tabulation Register | Permanent |
| 38 | TC Counter Foils | 2 years |
| 39 | Transit/Despatch/Movement Register | Permanent |
| 40 | UGC Account | Permanent |
| 41 | Valued Answer Books | 2 years |
| 42 | Attendance Register for Students of M.Ed. & M.Phil | 2 years |
| 43 | Pass Board Meeting Minutes Book | Permanent |
| 44 | Proceedings in routine series , Demi Official Letters, Official Memorandum | 5 years from the date of disposal |
| 45 | Tour programmes of Director and Faculties | 5 years from the year to which they are related |
| 46 | Stamp Account & Circulation Registers, Tappal | 3 years |
| CENTRE FOR HIGH PERFORMANCE COMPUTING | | |
| 1 | System Users Register | 3 years |
| 2 | Internet users Register | 3 years |
| 3 | Library Book Reference Issue Register | 3 years |
| 4 | Library Accession Register | 3 years |
| 5 | Permanent Advance Register | 3 years |

ENGINEERING UNIT

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| 1 | Measurement Book | Permanent |
| 2 | Level Field Book | Permanent |
| 3 | Completion Plan of Works | Permanent |
| 4 | Register of Works | 10 years after the completion of work |
| 5 | Work Files | 10 years after the settlement of Accounts |
| 6 | Estimate Sanctioned for original work (Major & minor) | 10 years after the completion of work |
| 7 | Contingent Register | 10 years |
| 8 | Work Orders | 10 years |
| 9 | Contingent Bills | 5 years |
| 10 | Cheque Books | 5 years |
| 11 | Contract Certificate & Bills | 5 years after the settlement of accounts |
| 12 | Claims of Contractor for payment of work done | 5 years after the settlement of accounts |
| 13 | Tenders Register of acceptance of other than the lowest corresponding relating thereto | 5 years after the completion of works |
| 14 | Estimate sanctioned for original works (Petty work) | 5 years after the completion of works |
| 15 | Contractors Tenders | 3 years after the works has been completed and accounts settled. |

** Subject to a suitable entry being made in the appropriate service record/Service Book.

#designation