

'ഭരണഭാഷ - മാതൃഭാഷ'



മഹാത്മാഗാന്ധി സർവകലാശാല

നം. 26338/എഡി.എ3/4/2019/ഭ.വി.

തീയതി, 22.03.2022

വിജ്ഞാപനം

സംസ്ഥാന മുഖ്യ വിവരാവകാശ കമ്മീഷണറുടെ 19.02.2019 ലെ ഉത്തരവിൻ പ്രകാരം, സർവകലാശാലയിലെ വിവിധ തരത്തിലുള്ള രേഖകൾ സൂക്ഷിച്ചു വയ്ക്കുന്നതിനും നിശ്ചിത കാലാവധിക്ക് ശേഷം അവ നശിപ്പിക്കുകയാണെങ്കിൽ ആയത് ബന്ധപ്പെട്ട ഡിസ്പോസൽ / ഡിസ്ട്രക്ഷൻ രജിസ്റ്ററിൽ രേഖപ്പെടുത്തണമെന്നും ഇക്കാര്യത്തിൽ ആവശ്യമായ മാർഗ്ഗനിർദ്ദേശങ്ങൾ പുറപ്പെടുവിക്കുന്നതിനുള്ള നടപടിക്രമങ്ങൾ സർവകലാശാല കൈക്കൊള്ളണമെന്നും നിർദ്ദേശിച്ചിരുന്നതിന്റെ അടിസ്ഥാനത്തിൽ, സർവകലാശാലയിലെ വിവിധ തരത്തിലുള്ള രേഖകൾ, രജിസ്റ്ററുകൾ, ഫയലുകൾ എന്നിവ സൂക്ഷിച്ചു വയ്ക്കുന്നത് സംബന്ധിച്ചും അവ എത്ര കാലം സൂക്ഷിക്കണമെന്നത് സംബന്ധിച്ചും റെക്കോർഡ്സ് റീടെൻഷൻ ഷെഡ്യൂൾ തയ്യാറാക്കി 01.06.2020 തീയതിയിൽ 26338/എഡി.എ3/4/2019/ഭ.വി. നമ്പർ വിജ്ഞാപനം പുറപ്പെടുവിച്ചിരുന്നു. ആയതിനോടൊപ്പം പുതിയ വിവരങ്ങൾ കൂടി ഉൾപ്പെടുത്തി തയ്യാറാക്കിയ പുതുക്കിയ റെക്കോർഡ്സ് റീടെൻഷൻ ഷെഡ്യൂൾ ഇതോടൊപ്പം ചേർത്തിരിക്കുന്നു. പ്രസ്തുത റെക്കോർഡ്സ് റീടെൻഷൻ ഷെഡ്യൂൾ പ്രകാരം സർവകലാശാല വിവിധ തരത്തിലുള്ള അപേക്ഷകൾ / രേഖകൾ സൂക്ഷിക്കുന്നതാണ് / നശിപ്പിക്കുന്നതാണെന്ന് ഇതിനാൽ വിജ്ഞാപനം പുറപ്പെടുവിക്കുന്നു.

രജിസ്ട്രാർ

MAHATMA GANDHI UNIVERSITY

No. 26338/AD A3/4/2019/ADMIN

Dated, 22.03.2022

RECORDS RETENTION SCHEDULE

Sl.No.	Name of Registers/ Files	Period of Retention
ADMINISTRATION		
1	Acceptance of Resignation	3 years **
2	Allowance / AMC/ CMC	3 years for the purpose of Audit
3	Alteration in the date of birth	3 years **
4	Annual Increment to employees on Deputation	5 years **
5	Appointment of dependants of deceased employees	Permanent **
6	Appointment Register	Permanent
7	Appointment Register (Employment)	Permanent
8	Appointment Register (Provisional)	Permanent
9	Asset Register	Permanent
10	Casual leave (including Special leave and compensation leave) – Individual sanctions	1 year
11	Casual Leave Account Register	To be destroyed at the end of the year
12	Change in name of a Government servant	1 year **
13	Change in qualification of a Government servant	1 year **
14	Change of designation	3 years **
15	Child Adoption Leave	2 years **
16	Committees (BPC, UPC, Rate Contract Meeting, General aspects, Rules)	Permanent

17	Condonation of break in service	5 years after the retirement of concerned employee
18	Contingent Bill Registers	Permanent *
19	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. *
20	Court cases – Sanction of journeys	3 years for audit *
21	Creche Income / Expenditure	3 years for audit
22	Declaration of probation/confirmation/extension of probation / Representations and Petitions	3 years after the retirement of the concerned employee.
23	Delegation of administrative and financial powers	Permanent
24	Deputation Register	Permanent
25	Despatch Register	5 years *
26	Documents & Registers related to Advertisements/ Advertisement Charges	Permanent
27	Documents & Registers related to RTI Act, 2005	Permanent
28	EL Surrender	2 years **
29	Engagement of casual labour	3 years for purpose of audit
30	Establishment Registers	Permanent *
31	Estimate (Annual) of vacancies	1 year
32	Experience / Employment Certificate Files	5 years
33	Extension of services - individual sanction	3 years after the retirement of the concerned employee **
34	Fixation of seniority in individual cases	5 years **
35	General Aspects & Rules	Permanent
36	Govt.Order/Circular Implementation Register/Files	Permanent
37	Grade Promotion Register/ Files	5 years **
38	Grant of Ex-Officio status	Permanent
39	HBA Files & Documents	3 years after the retirement of the concerned employee
40	Honorarium or awards - individual sanction	3 years for audit

41	Increment Register	Permanent
42	Integration / Bifurcation of offices - individual sanction	10 years
43	Interest Free Medical Advance Register	Permanent (w.e.f. 10/2000)
44	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. *
45	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.
46	Leave for Hysterectomy with Medical Certificate	2 years **
47	Leave for more than 180 days	2 years **
48	Leave of Miscarriage with Medical Certificate	2 years **
49	LFA/ Audit Objection Files	Until all audit objections have been rectified
50	Log Book of Staff vehicles	3 years for purpose of Audit
51	Long Leave Registers	Permanent
52	LWA for foreign employment	3 years after the retirement of the concerned Employee
53	LWA for joining spouse	3 years after the retirement of the concerned Employee
54	LWA for study purpose	3 years after the retirement of the concerned Employee
55	LWA in continuation of Maternity Leave	2 years **
56	Major Construction Files	Permanent
57	MANF - Students Register (DBT)	Permanent
58	Maternity Leave/Paternity Leave	2 Years **
59	Medical Reimbursement Register	15 years
60	Minor Construction Files	5 years after the works has been completed and accounts settled.
61	Minutes Book - Advisory Committee - UGC coaching classes for the students belonging to Minority Committee candidates to prepare them for NET	3 years
62	Minutes Book of Equal Opportunity Cell	3 years

63	Minutes Book of SC / ST Monitoring Committee	3 years
64	Minutes Register	3 years *
65	No Objection Certificate Files	5 years *
66	Numbering Register	3 years
67	O/C Contingent Bill	3 years
68	Paper Cuttings & Press releases	5 years
69	Pay Bill Register	Permanent
70	Pay Fixation Files	3 years after the retirement of the employee
71	Pay or Special pay - individual cases	3 years after the retirement of the employee
72	Pay Revision	Permanent
73	Payment of per copy charges - photocopier	3 years
74	Pension Book	Permanent
75	Permanent Advance Register	Permanent
76	Post Creation Register / Files	Permanent
77	Posting & Transfer - individual orders	3 years for purpose of audit **
78	Probation Declaration Files	5 years **
79	Promotion Register /Files/ Gradation /Seniority List	10 years or 3 years after the list revised whichever is later
80	Promotion/reversion orders/ Representations and Petitions	3 years **
81	Provisional Payment / Regularisation Files	3 years from the retirement of the employee
82	Provisional Payment / Regularisation Register	Permanent
83	Purchase & Payment	3 years for purpose of audit
84	Purchase of Furniture / Annual Purchase of stationery items / Cleaning Materials / Calculators etc.	Permanent
85	Purport Register	3 years *
86	Re-deployment/shifting of posts	Permanent
87	Re-employment - individual sanction	3 years after the government servant ceases to be in government service
88	Recording of confidential reports	3 years after retirement from service

89	Records Register	Permanent *
90	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. **
91	Recruitment Individual orders	Permanent
92	Recruitment through employment exchange (Appointment details and Registers)	Permanent
93	Recruitment through KPSC (Orders and Registers)	Permanent
94	Register for Diesel Charges	3 years
95	Register of Non Liability Certificate	Permanent *
96	Register of University Purchase Committee Minutes	10 years
97	Register of University Technical Committee Minutes	10 years
98	Regularisation of Appointments - Individual Orders / Representation	3 years
99	Regularisation of leave	5 years **
100	Relaxation of age / educational qualifications	5 years
101	Remedial coaching classes for SC / ST & Minorities - Receipt & Expenditure (2007)	3 years for audit
102	Repairs & maintenance / Diversion of Fund	3 Years
103	Representations and Petitions regarding increment	3 years
104	RGNF - Appropriation Register Volume I, II, III & IV	Permanent
105	RGNF - Students Register (DBT)	Permanent
106	RGNF - Students Register Volume I & II	Permanent
107	Rosters for SC / ST	Permanent
108	Rotation register	Permanent
109	SC ST Complaint Register	10 years or 3 years after final disposal of appeal or judgement whichever is later.
110	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.

111	Service Book of employee who has resigned.	5 years from the date of resignation
112	Service Book of employees who retire from service / dies while in service / have been retrenched.	25 years from the date of retirement / death/ retrenchment.
113	Special Casual Leave Register	To be destroyed at the end of the year
114	Special Leave / Leave Register	One year after the duration of leave **
115	Special Remuneration / Allowances - DA/HRA/TA etc.	3 years for purpose of audit
116	Spectacle Allowance Register	Permanent
117	Staff Strength Register	Permanent
118	State Plan Fund Files	Permanent
119	Stock Register	Permanent *
120	Suit Register & Increment withholding / Disciplinary files	10 year or 3 year after final Disposal of appeal or judgement whichever is later
121	Supernumerary posts' Register/Files	Permanent
122	Supply Order Register	10 years
123	TA DA Register / Files	3 years for purpose of audit
124	Tender, Quotation, AMC etc. Register	Permanent
125	Tenders and Quotations Files	5 years or 3 years after the purchase whichever is later
126	Terminal surrender of EL	2 years **
127	Transit Register	Permanent
128	UGC Plan Fund Files	Permanent
129	UGC Coaching classes for Minority Community candidates - Receipt & Expenditure	3 years for purpose of audit
130	UGC Coaching classes for SC / ST - Receipt & Expenditure	3 years for purpose of audit
131	University Creche Register, Vacation File	3 years for purpose of audit
132	University Orders Register	Permanent
133	University Promotion Committee Register	Permanent
134	University Promotion Committee	3 years or 1 year after the UPC has been reconstituted, whichever is later

135	Upgrading of posts	5 years **
136	Vacancy Register	10 years
137	Valuable Register	Permanent
138	Verification of character and antecedents a) Individual cases cleared for appointment b) Cases debarred from appointment	5 years 20 years
139	Verification/re-verification of character and antecedents - individual cases	cases cleared for appointment : 5 years cases debarred form appointment : 20 years
140	Withholding of increments	10 years/3 years after final disposal of appeal or final judgement under the normal course of law whichever is later **
ACADEMIC		
1	Academic Schedule	5 years
2	Academic Chairs	Permanent
3	Admission Notification	5 years
4	Admitted Students List	Permanent
5	Affiliation of Colleges and Courses	Permanent
6	Affiliation Register/ Fee Fund Register/Establishment Register	Permanent
7	Agenda of Syndicate meetings – 2005 to till date	Permanent
8	Annual Inspection Report for Extension of Affiliation of Unaided Colleges	3 years
9	Appointing University Nominee - Governing Council/Academic Council/BOS of Autonomous colleges	3 years
10	Appointment of Drawing and Disbursing Officers in Pvt. Aided Colleges	5 years
11	Approval Register of Teachers in Private Aided Colleges	Permanent
12	Approval of Appointment of Principals in Pvt. Aided Colleges	Permanent
13	Approval of Appointment/Promotion of Teachers in Engineering Colleges	Permanent
14	Approval of First Appointment of Teachers in Pvt. Aided Colleges	Permanent

15	Bill Register (Legal Section)	5 years
16	CAS promotion of Aided college Teachers	3 years after the retirement of the concerned Teacher
17	Case Files	Permanent
18	CAT - For PG/UG Programmes :- Rank list / OMR Answer Sheet /Question Paper / Registered candidates details	2 years
19	Concurrence for the nomination of the Principal/HOD to the Selection Committee of Teachers in Private Aided Colleges	5 years
20	Constitute Governing body/Managing Council of Private Aided Colleges	5 years
21	Copy of Major and Minor Research Project Publications of College Teachers	5 years
22	Course Book	Permanent
23	Course Certificate/Other certificate	Permanent
24	Course Recognition Files	10 years
25	CSIR Junior Research Fellowship and Senior Research Fellowship.	Permanent
26	Eligibility/Equivalency/Other Certificate Applications	1 year
27	Endowments	Permanent
28	Faculty Approval admission of ineligible students/ statement of facts	4 years
29	Fees Revision	Permanent
30	File Register - 2015 onwards	Permanent
31	Files regarding Amendment to Mahatma Gandhi University Statutes	Permanent
32	Files regarding Amendment to Regulations	Permanent
33	Files regarding Amendment to Ordinances	Permanent
34	Files regarding Framing of Ordinances	Permanent
35	Files regarding Framing of Course Regulations	Permanent
36	Files regarding Assigning Faculty of a Course	Permanent
37	Files regarding Reconstitution of Senate	Permanent

38	Files regarding Reconstitution of Syndicate	Permanent
39	Files regarding Reconstitution of Academic Council	Permanent
40	Files regarding Reconstitution of Faculties	Permanent
41	Files regarding Nomination of Deans of Faculties	Permanent
42	Files regarding Reconstitution of Boards of Studies	Permanent
43	Files regarding Reconstitution of Students Council	Permanent
44	Files regarding Reconstitution of Statutory Finance Committee	Permanent
45	Files regarding Reconstitution of Board for Adjudication of Students Grievances (BASG)	Permanent
46	Files regarding Reconstitution of General Councils & University Unions	Permanent
47	Files regarding Reconstitution of Department Students Unions	2 years, provided if no legal issues are prevailing
48	Files regarding College Union Elections	1 year, provided if no legal issues are prevailing
49	Files regarding constitution of Selection Committee for appointment of VC	Permanent
50	Files about Programme name change/option change/Specialisation change/ Elective change	Permanent
51	Files regarding marginal Increase/Re-admission	4 years
52	Files regarding other Certificates/Affiliation Certificates	3 years
53	Files regarding Research	Until the student has been awarded the Ph.D. In case of F.I.P of teachers files to be maintained as Permanent. Files of Research Project: Permanent
54	General Files / Registers / Stock File / Minutes Book regarding Research	Permanent
55	Initial Affiliation Report/ Files (New colleges/ courses)	Permanent
56	Inter Collegiate Transfer of PG Students	Permanent
57	Important Court Judgements related to issues occurred in Reconstitution of various bodies of Authorities of the University	Permanent
58	Judgement (certified copy)	Permanent

59	Marginal Increase Files	5 years
60	Minutes Book	Permanent
61	Minutes Book of SSC on Exam	Permanent
62	Minutes Book of SSC on Academic affairs	Permanent
63	Minutes Book of SSC on Affiliation.	Permanent
64	Minutes Book of SSC on Approval.	Permanent
65	Minutes Book of SSC on Finance	Permanent
66	Minutes Book of SSC on Legal	Permanent
67	Minutes Book of SSC on Planning & Development	Permanent
68	Minutes Book of SSC on Research & Development	Permanent
69	Minutes Book of SSC on SDW & G.	Permanent
70	Minutes Book of SSC on Staff	Permanent
71	Minutes of the meeting of the Academic Council.	Permanent
72	Minutes of the meeting of the Senate.	Permanent
73	Minutes Book related to Syndicate decisions / hearing.	5 years
74	Miscellaneous Case Register	Permanent
75	Modification and amendments of the connected Regulations, Minutes book etc.	Permanent
76	Nomination of Subject Experts for Screening Committee	5 years
77	Notifications and University Orders related to Reconstitution of Senate	Permanent
78	Notifications and University Orders related to Reconstitution of Syndicate	Permanent
79	Notifications and University Orders related to Reconstitution of Academic Council	Permanent
80	Notifications and University Orders related to Reconstitution of Faculties	Permanent
81	Notifications and University Orders related to Nomination of Deans of Faculties	Permanent

82	Notifications and University Orders related to Reconstitution of Boards of Studies	Permanent
83	Notifications and University Orders related to Reconstitution of Students Council	Permanent
84	Notifications and University Orders related to Reconstitution of Statutory Finance Committee	Permanent
85	Notifications and University Orders related to Reconstitution of Board for Adjudication of Students Grievances (BASG)	Permanent
86	Notifications and University Orders related to Reconstitution of General Councils & University Unions	Permanent
87	Notifications and University Orders related to Reconstitution of Departments Students Union	Permanent
88	Official Transcript of Syllabus	Permanent
89	Online Application for Admission(UG/PG)	3 years
90	Other files related to affiliation	10 years
91	Profile Verification of Teachers in Unaided Training Colleges	5 years
92	Promotion of Non-Teaching Staff in Engineering Colleges	Permanent
93	Providing Subject Experts in the Selection Committee of Teachers (Asst.Professor/Principal)	5 years
94	Re-admission Files	Permanent
95	Recognition of Research centres and Research Guides, revival of Research centres and Guideship.	Permanent
96	Register regarding sanction of provisional advances	Permanent
97	Regulations, Scheme and Syllabus of courses	Permanent
98	Syllabus Approval/ New Programme approval	Permanent
99	Syllabus of various programmes/Conferment of autonomous status to affiliated Arts & Science Colleges	Permanent
100	Syndicate Register	Permanent
101	To assess the workload in different subjects in Private Aided Colleges	Permanent
102	University junior Research Fellowship, University Post Doctoral Research fellowship and M.Phil. Fellowships.	Permanent
103	Writ Petition Register	Permanent

FINANCE

1	Acquittance register	Permanent
2	Acquittance Rolls (Form - TR -95)	5 years
3	Applications for Salary Certificates	5 years
4	Audit Registers regarding the payment of various research Fellowships UGC/ University/CSIR/RGNF/RFSMS/ ASPIRE/INSPIRE/ACQUIRE	Permanent
5	Audit Registers relating to TA/DA in respect of Syndicate members, Board of Studies members, Drivers- Non Teaching Staff	Permanent
6	Budget Estimates	10 years
7	Cheque issued Registers	Until all audit has been done and objections if any has been cleared
8	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
9	Closed files regarding Additional Authorisation	5 years
10	Closed Files regarding Pay Fixation	3 years
11	Contingent Bill Register	Permanent
12	Counterfoils of DD/ Register of DD	5 years
13	DAN Statements (Details of amounts transferred to the Bank Account of Teachers)	Permanent
14	Deduction Reports of Salary	Permanent
15	Details of Registers of a) Demand Drafts b) Stock of Cheque Books c) IT Remittance d) VAT Remittance	a) 5 years b) Permanent (w.e.f.10/2006) c) 10 years d) 10 years
16	Fixed Deposit Register	Permanent
17	IT Computation Statements	3 years
18	LTC Audit Register	Permanent
19	Medical Reimbursement Register	Permanent
20	Option for Pay Fixation	3 years

21	Payment Reports	Permanent
22	Payment Register of PF Advance & Closure (Treasury)/GIS / SWF/FBS	10 years
23	Pension Audit Registers	Permanent
24	Provisional Payment Register	Permanent
25	Recovery Requisitions from Outside Agencies	5 years
26	Register for additional authorisation of Funds/Enhancement /Incorporation in Budget Estimates	Permanent
27	Register for diversion of Funds in the Budget Estimates	Permanent
28	Register of Receipts of Earnest Money Deposits	10 years
29	Register showing details of Pay /Pension Fixation Statements	Permanent
30	Revenue Receipt Register	Permanent (w.e.f. 04/1996)
31	Statement of Fixation of Pay (Pay Revision)	3 years
32	Statement of Fixation of Pension	3 years
33	Stock Register of Cheque Books	Permanent (w.e.f. 10/2006)
34	Subsidiary Cash Book Sheets	10 years (w.e.f. 04/2015)
35	Treasury Bill Books	Permanent
36	Undisbursed Cheques	5 years
37	University Orders regarding Additional Authorisation of funds in the Budget Estimates	5 years
EXAMINATION		
1	All lodged papers including RV memos / memos communicating the defects/rejection of applications that are send by post but returned undelivered and having no further action is required.	3 months
2	Answer books retrieved from Answer Paper Store/Tabulation Section, but found not required for scrutiny/revaluation/issue of photocopy on verification and kept in the section as 'unwanted'	6 months from the date of retrieval
3	Answer Script Issue Register/Transit Register/Despatch Register/File Movement Register in Revaluation Sections	2 years
4	Application for Recognition of Qualifying Exams	2 years
5	Applications for Consolidation of Mark lists	6 months

6	Applications for Grace mark and Grace mark re-distribution	1 year
7	Applications of Examinations	2 years
8	Applications for Degree/Diploma/Titles etc.	2 years
9	Applications for Migration Certificates	2 years
10	Applications for Provisional Certificates, mark lists, duplicates of mark lists etc.	1 year
11	Applications for Rank/Position Certificate	2 years
12	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.
13	Applications for Transcript/Attestation	2 years
14	Calendar of Examinations	Permanent
15	Constitution of Board of Examinations	4 years
16	Constitution of Special Vigilance Squad of Teachers for the prevention of malpractices in the University Examinations - File with reports	3 years
17	Counter foils of Answer Books	2 years
18	Counterfoils of Provisional Certificates	2 years
19	Counterfoils of Mark lists/Rank/Position/Pass Certificates	2 years
20	Court cases related to Scrutiny/Revaluation process of which the process was completed.	6 months after the publication of revaluation result/ completion of court process whichever is applicable
21	Degree Despatch Register	Permanent
22	Fee Fund Register	5 years
23	Fee Receipts	Till completion of audit
24	Fee Receipts in Revaluation Sections	3 months after the publication of revaluation result
25	Files or documents related to Board of Examiners and their appointment for Examinations	4 years
26	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
27	Files of Post Result correction	1 year
28	Files originated for rectification of discrepancy of marks observed during scrutiny/revaluation process	6 months after the publication of revaluation result

29	Files/documents related to the selection of appointment of examiners in respect of revaluation process	6 months after the publication of revaluation result
30	Hand Delivery Register in Revaluation Sections	1 year
31	Internal marks	1 year
32	Malpractice	3 years
33	Malpractice Register	5 years
34	Mark lists/Grade sheets received from Examiners	2 years
35	Minutes Book of Exam Board Meetings	Permanent
36	Name & Profile correction	3 months
37	Notional Registration	6 months
38	OC of Mark lists forwarding letters to colleges	Permanent
39	Other certificates	3 months
40	Post Office Journal	Permanent
41	Practical marks	1 year
42	Private Registration Application	3 years
43	Private Registration Notification File	Permanent
44	Purport Registers	3 years
45	Register of Matriculates	Permanent
46	Register of Private Registration	Permanent
47	Register of Publication of Results	Permanent
48	Register of Scrutiny of Answer Books	Permanent
49	Register of Degree	Permanent
50	Register of Received Papers	3 years
51	Registers of financial transactions such as Contingent Register, Bill Register, Cheque Register etc.	According to the direction of Finance branch of the University
52	Request for additional Revaluation memos with fee receipts after issuing the memos	3 months
53	Revaluation Register	Permanent
54	Scheme of valuation and Question papers, of which revaluation process was completed	3 months after the publication of revaluation result
55	Special Concession	Till the completion of the course

56	Stock Registers	10 years
57	Tabulation Register	Permanent
58	Transit Register	Permanent
59	Undelivered / Returned Tapal Documents	Permanent
60	Valued Answer Scripts except those included in court cases	6 months from the date of publication of results
DEPARTMENTS		
1	Admission Register	Permanent
2	Admission Related Applications & documents	2 years
3	Answer Book Distribution Register	Permanent
4	Attendance Register – Teachers & Staff	Permanent
5	Attendance Register of Students	10 years
6	Attendance Register of Ph.D Scholars	Till award of Ph.D
7	Cash Book	Permanent
8	Caution Deposit Register	Permanent
9	Certificate Issue Register	Permanent
10	Cheque Issue Register	Permanent
11	Contingent Bill Register	Permanent
12	Contingent Registers	Permanent
13	D C B Statement	Permanent
14	Data Collection Register of Students	5 years
15	DDF Account	Permanent
16	Director's Account	Permanent
17	Doctoral Committee Minutes of Meeting	Permanent
18	E Grants account	Permanent
19	Equipment & Furniture Distribution Register	Permanent
20	Establishment Register	Permanent

21	Exam Transit	Permanent
22	Faculty Council Minutes of Meeting	Permanent
23	Fee Fund Register	Until all audit has been done and all audit objections regarding this has been cleared.
24	Fee Receipts	5 years
25	Guest Faculty Register	Permanent
26	Increment Register	Permanent
27	Internet users Register	3 years
28	Inward Register	Permanent
29	Issue Register of Mark lists /Degree Certificates and Other Certificates to students	Permanent
30	Library Accession Register	3 years
31	Library Book Reference Issue Register	3 years
32	Paper Account Register	Permanent
33	Pass Board Meeting Minutes Book	Permanent
34	Permanent Advance file with Register	Permanent
35	Permanent Advance Register	Permanent
36	Petty Cash Register	Permanent
37	Proceedings in routine series , Demi Official Letters, Official Memorandum	5 years from the date of disposal
38	PTA Account	Permanent
39	PTA Bill register	5 years
40	Register for leave availed of by the Faculty	Permanent
41	Stamp Account & Circulation Registers, Tappal	3 years
42	Stock Register	Permanent
43	Stock Register (Distribution of Answer Scripts)	Permanent
44	Students Thesis Register	5 years
45	System Users Register	3 years

46	Tabulation Register	Permanent
47	TC Counter Foils	2 years
48	Tour programmes of Director and Faculties	5 years from the year to which they are related
49	Transit/Despatch/Movement Register	Permanent
50	UGC Account	Permanent
51	Valued Answer Books	2 years
ENGINEERING UNIT		
1	Cheque Books: Counter foils Cheque Books: Issue Registers	Until all audit has been completed and audit objections cleared Issue Registers: Permanent
2	Claims of Contractor for payment of work done	Until all audit has been completed and audit objections cleared
3	Completion Plan of Works	Permanent
4	Contingent Bills	Until all audit has been completed and audit objections cleared
5	Contingent Register	Until all audit has been completed and audit objections cleared
6	Contract Certificate & Bills	Until all audit has been completed and audit objections cleared
7	Contractors Tenders	Until all audit has been completed and audit objections cleared
8	Estimate Sanctioned for original work (Major & minor)	Until all audit has been completed and audit objections cleared
9	Estimate sanctioned for original works (Petty work)	5 years after the completion of works provided audit has been cleared
10	Level Field Book	Permanent
11	Measurement Book	Permanent
12	Register of Works	Permanent
13	Tenders Register of acceptance of other than the lowest corresponding relating thereto	Permanent

14	Work Files	10 years after all audit has been completed and audit objections cleared
15	Work Orders	Until all audit has been completed and audit objections cleared.

മേൽ പ്രസ്താവിച്ച റെക്കോർഡ്സ് റീടെൻഷൻ ഷെഡ്യൂൾ പ്രകാരം സർവകലാശാലയിലെ എല്ലാ സെക്ഷനുകളും രേഖകൾ സൂക്ഷിക്കേണ്ടതാണ്. എല്ലാ സെക്ഷനുകളിലും ഡിസ്പോസൽ / ഡിസൂക്ഷൻ രജിസ്റ്റർ തയ്യാറാക്കി സൂക്ഷിക്കേണ്ടതും നിശ്ചിത കാലാവധിക്ക് ശേഷം പ്രസ്തുത രജിസ്റ്ററിൽ രേഖകളുടെ വിശദാംശങ്ങൾ രേഖപ്പെടുത്തി സെക്ഷന്റെ ചുമതലയുള്ള അസിസ്റ്റന്റ് രജിസ്ട്രാർ / ഡെപ്യൂട്ടി രജിസ്ട്രാറുടെ സാക്ഷ്യപ്പെടുത്തലോടെ മാത്രം നശിപ്പിക്കാവുന്നതുമാണ്.

Dr.Prakash Kumar B.
 രജിസ്ട്രാർ

- * Common for all Branches
- ** Subject to a suitable entry being made in the appropriate Service Record/Service Book.