

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

No.Gen./2020/ _____

DATED : _____



NOTIFICATION

The Executive Council vide resolution No. 60 in its 88th meeting held on 25.07.2020 is approved the rules regarding Preservation/Destruction of record of University Teaching Department, Branch Offices and Cells etc. of the University with immediate effect: -

RULES REGARDING PRESERVATION/DESTRUCTION OF RECORD

Sr. No.	Description of Record	Period of Preservation
	Examination Branch	
	(i) Result Branch	
1.	Result Sheets	Permanent
2.	Award Lists	Maximum duration of a course
3.	Re-evaluation Cases	2 years
4.	Cut Lists	Maximum duration of a course + 1 year
5.	(i) Application forms of which Certificates have been issued: - Duplicate detailed marks, Date of birth, Provisional merit certificates, Counter-foils and Degree Certificate/Transcript etc. (ii) Fee Registers	2 years 1 year after A.G. Audit
6.	Office copies of various correspondence	Maximum duration of course + 1 year
7.	Despatch record of Roll Nos., Detailed Marks Cards/Degrees	2 years
8.	Result Gazettes of all Examinations	Maximum duration of a course + 1 year
9.	Files related to Examination rules	Permanent
10.	Copy of Rough Result	2 years
	(ii) Conduct Branch	
1.	Appointment registers indicating the names of the Supdts./Dy. Supdts./Supervisors/Invigilator centre-wise.	2 years
2.	Supervisory/Invigilator rolls (including names) of the Supervisors and Deputy Supdts. Cente-wise	2 years
3.	Office Copies of various Correspondence	2 years
4.	Main/Substitute approvals of the Supdt. and Dy. Supdt.	2 years
5.	Approvals of the Supervisor with T.A./D.A.	2 years
6.	Approval of Flying squad/Observer	2 years
7.	Practical Examiners' Acceptance	2 years
8.	Practical Examiner's Lists	2 years after the date of hearing
9.	U.M.C. files	

(iii) Secrecy Branch (Ph.D. Section)

Sr. No.	Description of Record	Period of Preservation
1.	Examiner Reports	Permanent
2.	Proceedings of Research Degree Committee	Permanent
3.	Other Records (Correspondence files)	Permanent

(iv) Secrecy Branch

1.	Proceedings of the Complaint Committee	2 years
2.	Paper-Setters Instructions	2 years
3.	Confidential Reports	4 years
4.	Disqualification Cases	Permanent
5.	Files containing correspondence with paper-setters/Examiners for Project Report/Dissertation etc.	3 years
6.	Corrected List/Panel of External/Internal Examiners	3 years
7.	Registers containing names of Examiners for Project Report/Dissertation	3 years after closing
8.	Entries regarding working of External/Internal Examiners in various Examinations	Permanent
9.	Record of dispatch of material to the examiner appointed every year for the various examinations	2 years
10.	Record file containing Academic Council/Executive Council's decisions, rulings, etc.	permanent
11.	Register regarding disqualification of Examiners	permanent
12.	Files of individual disqualified persons	Permanent
13.	Registers for Theory Papers	5 years
14.	Paid bills	2 years After A.G. Audit
15.	Registers regarding receipt of answer-books	3 years
16.	Counting Registers regarding receipt of answer-books	3 years
17.	Registers regarding despatch of answer-books	3 years
18.	Secrecy Workers' Register regarding work done by them	3 years
19.	Receipt Register for stray answer-books	3 years
20.	Supdts. Memos. regarding detail of answer-books sent	3 years
21.	Centre Statements	2 years
22.	Other correspondence relating to complaints etc.	2 years
23.	Counterfoils of Secrecy answer-books (record)	2 years
24.	Evaluated answer-books (Except Court Cases)	2 years after declaration of result
25.	Evaluated answer-books detained by various branches on requisition in any case.	3 years of the respective exams
26.	All relevant records relating to receipt and issue of answer-books	3 years of the respective exams

(v) Re-Evaluation Branch

1.	All papers and correspondence including complaints etc. relating to re-evaluation/re-checking of answer-books	2 years
2.	Record registers of re-evaluation of answer-books	1 year after A.G. Audit
3.	Cases which are pending for non-adjustment of fee account	1 year after A.G. Audit
4.	Registers of Despatch of Answer-books to the Examiners/re-evaluators	3 years
5.	Files regarding proposals and orders of the Vice-Chancellor for amendment in re-evaluation rules and resolutions/decisions of the Academic Council/Executive Council etc.	Permanent
6.	Panel/Lists of Re-evaluators & files containing approval of names of Re-evaluators	3 years
7.	File containing orders/correspondence regarding drawl of advances and adjustment	1 year after A.G. Audit

Sr. No.	Description of Record	Period of Preservation
8.	Re-evaluation cases/forms for various examinations including awards lists of 'No Change' cases.	1 year after A.G. Audit
9.	All relevant records, registers, answer-books etc. relating to Court cases or disputed cases	1 year after the case/dispute is finally decided by the respective Court/appellate Courts/authorities etc.
10.	Re-evaluated/Re-checked answer-books	1 year after the re-evaluation case is finalised.

(vi) EDP Cell

1.	Parts A & C of answer-books	2 years
2.	Office copies of various correspondence etc.	2 years
3.	File approval of purchase of any item/equipment	Permanent
4.	Approval of format of Degrees and DMCs	3 years
5.	ID lists	Permanent
6.	Office Copies of result notification of entrance test	2 years
Accounts Branch		
(i) Budget Section		
1.	All vouchers in support of expenditure	2 years after A.G. Audit
2.	Details of Budget Estimates	10 years
3.	Standard measurement Book	Permanent
4.	a) Correspondence relating compliance of audit objections (except objection raised on fundamental nature) b) Audit requisitions on important subjects	2 years after the withdrawal of the audit objection/requisition
5.	Kucha Classification record of Income/Expenditure	2 years after A.G. Audit
6.	Advances Register	3 years after closing
7.	Paid Bills	1 year after A.G. Audit
8.	Miscellaneous statistical information supplied to U.G.C., Government of India, State Government and other organizations from time to time	3 years
(ii) Salary Section		
1.	Used Receipt Book	2 years after A.G. Audit
2.	Record connected with claims to service and personal matters affecting persons in the service	Permanent
3.	Cash Book	Permanent
4.	Income and expenditure registers	Permanent
5.	Classified Registers of Receipts and Expenditures	Permanent
6.	Provident fund ledger and Liability register	Permanent
7.	Bank statements	2 years after A.G. audit
8.	Kucha classification record of income/expenditure	5 years
9.	Challan files of income deposited with the bank by mofussil institution	1 year after closing
10.	Wheat Loan Recovery Register	Permanent
11.	Income Tax Deduction Register/File	1 year after A.G. audit
12.	Register Containing record of Bank Drafts received by Income Section	5 years
13.	Office copies withdrawal of provident fund and advance	Permanent
14.	Revision of salary-scale of Staff	
(iii) Fee Section		
1.	Application for refund of securities and other fees for which no refund is made	2 years after despatch of reply to Concerned
2.	Demand and collection register of students dues (all types of fee etc.)	Permanent
3.	Demand and collection Registers of affiliated Colleges Candidates	Permanent

Sr. No.	Description of Record	Period of Preservation
4.	Bills Registers relating to payment to;	
	i) Examiners remuneration & contingencies etc.	5 years after A.G. audit
	ii) Supervisors/ laboratory staff of examination centre	5 years after A.G. audit
	iii) Superintendents, Examiners, Observer, Flying squads, Supervisors and other officers/ officials on accounts of T.A.	5 years after A.G. audit
5.	Approval to T.A. to examiners	5 years after A.G. audit
6.	Register related to registration fee	5 years after A.G. audit
Vice-Chancellor Office/ Registrar Office		
1.	VC's incoming mail files	After one year of quitting the office by VC
2.	VC's outgoing mail files	After one year of quitting the office by VC
3.	Notes issued by VC/SVC	5 years
4.	SVC outgoing mail files	2 years
5.	Letter received from Centre/State Govt./ Governor's office	5 years
6.	Audited bills	2 years after A.G. audit
7.	Copy of results notification	1 year
8.	Newsletters/Prospectus/Information Brochures/Magazines	1 year
9.	Agenda EC, AC, Court, Finance and Estt. Committee	1 copy each Permanent
10.	Minutes of EC, AC, Court, Finance and Estt. Committee	1 copy of each Permanent
11.	Budget Report/Budget estimates	3 years
12.	Seminar/workshop/conference papers/correspondence	2 years
13.	Invitation cards/Greetings cards	1 year
14.	VC Tour approval file	5 years
15.	UGC letters file	2 years
16.	Teaching/ Non-Teaching Union file	2 Years
17.	Governor/CM Tour files	1 year
18.	Franking receipts	1 year
19.	Misc. resume/Bio data files	2 years
20.	Advance adjustment files	2 years after A.G. Audit
21.	AIU/ACU letters	2 years
Faculty Branch		
1.	Application forms received from candidates against various advertisements, where selection process has been completed	3 years after selection process is completed except court cases
2.	Application forms received from teachers of various departments for promotion under Career Advancement Scheme	1 original copy-Permanent and 3 years after promotion under CAS
General Branch		
1.	House rent and water charges Recovery Register	2 years after A.G. audit
2.	Rent Register of shops/booth etc.	Permanent
3.	Tenders, Quotations and other papers relating to purchase	2 year after A.G. audit
4.	File/Register relating to Convocation	Upto completion of next Convocation
5.	Allotment of quarters/Residences and Shops/Booths etc.	Permanent
6.	Quotations Files	2 years after A.G. audit
7.	Stock Account Book/Register	2 years after A.G. audit
8.	Indent of Stationery & Furniture items of university Store	2 years after A.G. audit
9.	Indent of Booking of VIP Guest House/Faculty House	2 years after A.G. audit

Sr. No.	Description of Record	Period of Preservation
10.	Used Receipt Books	2 years after A.G. audit
11.	Used Visitor booking Register/receipt register of VIP Guest House/LLRB (Faculty House)	2 years after A.G. audit
12.	All vouchers in support of expenditure	2 years after A.G. audit
13.	Stock Register Stationery items Univ. Main Store	2 years after A.G. audit
14.	Log Book of Vehicle(s)	1 year after auction of vehicle & A.G. Audit

Establishment Branch

1.	Applications for various posts and copies of synopsis	3 years after completion of selection process except court cases
2.	Service Books	5 years after closing the pension
3.	Personal files and confidential Reports	5 years after the death/retirement/resignation/termination except court cases
4.	Departmental permission Files and Registers	3 years
5.	Advertisement files	1 year after A.G. audit
6.	Leave Register (Other than Casual Leave) maintained by the Establishment Section	Permanent
7.	Office copies of General enquiries regarding qualifications/grades etc.	2 years

Colleges Branch

1.	Correspondence with the colleges and their Annual Reports.	3 years
2.	Affiliation/Extension of Institutions/Colleges	Permanent
3.	Association of Institutions	Permanent
4.	Periodical Inspection/Enquiries Reports of colleges.	3 years
5.	Files pertaining to Arbitration cases	2 years after disposal of cases except court case
6.	Files pertaining to complaints of Teachers/Principals of Affiliated Colleges	1 year after disposal of issues.
7.	Files and Circulars pertaining to Model Rules for Non-Teaching staff Affiliated Colleges.	5 years
8.	Individual Teachers returns of all colleges/ Annual qualifications returns	3 years
9.	Files regarding Executive Council's paras pertaining to qualifications/period etc.	Permanent
10.	Files relating to collection of Information regarding changing of managements, teaching staff, income and expenditure etc..	5 years
11.	Files pertaining to Endowment fund of Non-Govt. Affiliated Colleges.	Permanent
12.	Proposal for establishment of colleges/additional subject without processing/affiliation fee.	1 year
13.	Record pertaining to Court cases	1 year after finalization the court case.
14.	Documents/CD/DVD/list of staff etc. submitted to Inspection Committee at the time of Annual Inspection for the purpose of Extension in provisional affiliation to the SFS colleges courses running in Non-Govt. aided colleges.	2 years
15.	Hardcopy submitted to the university by the college of the AICTE Application Report Uploaded on AICTE portal for yearly Extension of approval of the college/institute.	5 years (Hard & Soft copy)

Academic Branch

Sr. No.	Description of Record	Period of Preservation
1.	Papers regarding elections of two teachers on the Executive Council	6 months
2.	Rulings and Executive Council (EC), Academic Council (AC), Court, Faculty meeting file (s)	Permanent
3.	AC ,EC, Court's meeting printed agenda and minutes (hard bind) (one copy)	Permanent
4.	AC, EC, Courts meeting agenda and minutes (stapler/thread binded booklet) (three copies)	Permanent
5.	AC, EC, Courts Agenda and Minutes (Original Manuscript)	Permanent
6.	Office Copies of the disposal of EC/AC/Court's paragraphs, observations and their routine letters	Permanent
7.	University Calendars Volume-I,II (ten copies)	Permanent
8.	Office copies of letters circulated to various institutions/Branches of the Office regarding alterations/amendments in the regulations	Permanent
9.	Executive Council/Court decisions relating to scheme and syllabi and books	Permanent
10.	Circulars and notifications relating to scheme and syllabi and courses/programmes	Permanent
11.	Attendance Registers of members of University Statutory Bodies AC, EC, Court meetings	5 years
12.	Proceedings of the meeting of the various Faculties of the University	Permanent
13.	Deans/Equivalence Committee Proceedings	Permanent
14.	Resolutions of the various Unions	2 years
15.	Academic Calendar (s) of the University	7 years
16.	Scheme and Syllabi of all courses/programmes (binded copy) (one copy)	Permanent
17.	University Prospectus (Printed/Online) (one copy)	Permanent
18.	Noting portion/Corresponding Papers of all files	Permanent
19.	Associations Indian Universities Proceeding/Standing Committee of AIU	Permanent
20.	Informations for inclusion in Hand Book of Association of Indian Universities	3 years
21.	Formations for Commonwealth Universities year book for the Association of Common wealth Universities, London	2 years
22.	University Membership with various Association(s) related File/Document	Permanent
Registration Branch		
1.	Correspondence Files relating to award/payment of Scholarship	3 years after the expiry of award of scholarship
2.	Register regarding verification of Registration fee	2 years after A.G. audit
3.	Registration Return Record	7 years
4.	Migration cases correspondence etc.	2 years
5.	Migration Registers	Permanent
6.	Change in name cases/DOB cases	2 years
7.	Various Scholarships Schemes including UGC Scholarships	5 years
8.	Admission and withdrawal Register of Students	Permanent
9.	Files of Ph.D. registration of the student of various teaching departments	1 years after award of Ph.D. Degree
10.	Department wise Ph.D. Enrolment Register	Permanent
Construction Branch		
1.	Measurement Books	15 years after A.G. audit
2.	Quotations Files	3 years after A.G. audit

PDUCIC		
Sr. No.	Description of Record	Period of Preservation
1.	Admit Card of any exam/test	6 months after conduct of test
2.	Rough sheets provided to students for test conducted in PDUCIC by University/outer agencies.	6 months after conduct of test
3.	Hard/Soft copy of documents received for uploading on University Website	5 years
4.	Hard Copy of DMC formats/result received from EDP Cell for uploading on University website	5 years
5.	Result on University website	4 months
6.	Record of payments/fees received for various online activities e.g. exam form fees, recruitment form fee, registration/continuation fees, UG/PG/Ph.D application form, fee, Distance Education fees etc.	6 years
7.	Request of editing/modification of online details from university various Branches, Offices	2 years
8.	Answer Sheet provided for test	2 years after conduct of exam
9.	Result sheet of test conducted in PDUCIC by University/Outer Agencies	2 years after conduct of exam
10.	Soft/hard Copy of online application form of various post	3 years after completion of selection process except court cases.

Director of Sports

1.	Gym Attendance Register	7 Years
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University Library

1.	Bill for Purchase books	2 years after A.G. audit
2.	Bill of Subscription of journals	2 years after A.G. audit
3.	Used up receipt books	2 years after A.G. audit
4.	Remission of fine record	2 years after A.G. audit
5.	Postal certificate record & other records including office copies of correspondence	2 years
6.	Office copies regarding general enquires	2 years
7.	General notifications file	2 years
8.	Library Membership Application Card (Students)	3 years after NDC/final exam
9.	Library Membership cards (Students)	6 month After NDC/final exam.

Directorate Of Distance Education

1	Admission forms of various courses along with correspondence with the students/ Files regarding Misc. Statistical information supplied to other Institutions, Organizations/ files regarding the Correspondence/Office copies of Establishment/General Work.	5 years
2	Registers regarding payment of remuneration/honorarium to writers/Vetter's coordinators and other staff etc.	1 year after AG audit
3	Files regarding the withdrawal and adjustment of Temporary Advance	1 year after AG audit
4	MSS of lessons	5 years or till the syllabi are revised whichever is later
5	Ruling/policy decisions files of various courses; court cases Stock Register of Furniture Articles, Expenditures registers of various heads, stock/stationery registers (except consumable articles), files regarding Fixation of norms/rates for the Directorate of Distance Education.	Permanent

Sr. No.	Description of Record	Period of Preservation
6	Despatch Record of Roll Nos./DMCs, Record regarding forwarding general enquiry letters of students regarding admissions and office copies of replies. Despatch Registers of Study material sent to the students, Despatch of study material record like Despatch list/registers for study material to the students during the PCP duly audited by the Govt. Auditor/Files regarding the Schedule and Correspondence of PCPs duly audited by the Govt. Auditor/files regarding the schedule of correspondence of PCO and record of internal assessment.	2 years
7	Diary registers of admission forms. Files regarding general circulars received from the various quarters regarding model rules for teaching and non-teaching staff, bills for which payment have already been made (after the reconciliation and checking by the Audit), Imprest Registers alongwith relevant papers, Challan Forms of income of Bank Drafts deposited by the Directorate in the Bank (provided the Accounts have been reconciled and checked by the Audit)	2 years after AG audit
8	Demand & Collection Registers	Permanent
9	Fee receipts vouchers received from Bank/income through Bank Draft/Bank statement.	1 year after AG Audit
10	Stock Registers study material	1 year after AG Audit
11	Handwritten Assignment	6 month after AG Audit

Record related to RTI

1	RTI cases disposed without attracting any 1 st Appeal	3 years
2	RTI cases attracting 1 st Appeal	3 years
3	RTI cases attracting 2 nd Appeal (without any remarkable decision)	3 years or till the compliance of SIC/CIC orders whichever is later
4	RTI cases attracting 2 nd Appeal (involving a remarkable decision)	5 years
5	1 st Appeal cases files	3 years
6	2 nd Appeal cases files	3 years or till the compliance of SIC/CIC orders
7	File relating to the administrative aspects of RTI Act, i.e. implementation, suggestions, guidelines, etc	3 years
8	File Register of RTI Applications i.e. Record other than file.	Permanent

University Teaching Departments

1	Use Answer books Minor Tests	1 year after declaration of Main result
2	Use Answer books of Practical	1 year after declaration of Main result
3	Practical Note Books	6 months after conduct of practical
4	Attendance Register of Students(Except Ph.D Students/Scholars)	1 year after conduct of main examination of class concerned
5	Attendance Register of Ph.D. Scholars/Students	1 year after award of Ph.D. Degree
6	Consultancy record (except bills/vouchers/sanction etc.)	3 years
7	One copy in the Dept. office/concerned Teachers: Minor Project report/Major Project report/Dissertation etc.	3 years after completion of degree
8	Training & Placement record	7 years
9	Ph.D Progress report/Synopsis	1 year after award a degree
10	Correspondence record of Conference/Seminar/Workshop except bills/voucher etc.	3 years

Sr. No.	Description of Record	Period of Preservation
11	Used Question Booklet of Entrance Test	1 year after the conduct of Entrance Test
12	Used OMR Answer sheet of Entrance Test	1 year after the conduct of Entrance Test
13	Copy of result notification of Entrance Test	1 copy upto max. duration of course
14	Agenda & Minutes of BOS meetings	Permanent
15	Advance adjustment file	1 year after AG audit
16	Admission files	Upto maximum duration of course

Miscellaneous for Branches/Departments

1	Application of Casual leave of the Staff	After close of the Calendar Year
2	Casual leave Account register of staff	3 years
3	Attendance register of Staff	3 years after close the Calendar Year
4	Peon Book/Register	2 years after closing
5	Diary & Despatch Register	2 years after closing
6	Miscellaneous letter files	2 years
7	Postal certificate record	2 years
8	Used Receipt books	2 years after AG Audit
9	Office Copies of Correspondence	2 years
10	Non Consumable Register	Permanent
11	Closed register	1 year after A.G. audit
12	Bill/Vouchers/Sanctions etc.	2 years after A.G. audit
13	T.A.Bills	1 year after A.G. audit
14	Advance adjustment file	1 year after A.G. audit
15	Bills for purchase of furnitures/equipments	Permanent

- Note:**
1. These rules are not applicable in case the record is required for Court case/Pending Enquiry/Audit Objection or Requisition etc.
 2. The record may be weeded or destroyed only after the approval of Vice-Chancellor on the recommendation of concerned Branch Officer/Head of Department, keeping in view of these rules.
 3. Where a doubt arises due to the interpretation of any of the provisions of these rule, the matter shall be referred to the Vice-Chancellor (who may place it before the Executive Council of the University where considered necessary).

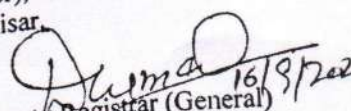
REGISTRAR

Endst. No./Gen./II/2020 2495-2544

Dated 16/09/20

Copy is forwarded to the following for information and further necessary action: -

1. All Deans, Directors, Chairpersons and Incharges of Teaching Department, GJUS&T, Hisar
2. All Branch Officers GJUS&T, Hisar
3. Joint Director (Local Audit), GJUS&T, Hisar
4. Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUS&T, Hisar
5. Supdt. O/o Registrar (for kind information of the Registrar), GJUS&T, Hisar.


 Deputy Registrar (General)
 for Registrar