

# **Data retention guidelines as per University of Delhi**



दिल्ली विश्वविद्यालय

University of Delhi, दिल्ली Delhi-110007

कार्यालय उप कुलसचिव (संपदा)  
D/o the Dy. Registrar (Estate)

Ref.No.:Estate/330/2014/100

Dated: 6<sup>th</sup> August, 2014

**NOTIFICATION**

This is to bring to your kind attention the fact that the rules for classification of records available in the section has been notified vide letter No.Estab-II(i)/54/2012/01/45843 dated 21.01.2014 (copy of covering letter is enclosed).

Further, the rules for weeding out of old records as amended by the Executive Council Resolution No.140 dated 10.02.2004 is also enclosed.

In this connection, I am directed to request you to classify all the records as per norms circulated, if not done earlier. A detailed report consisting of list of records to be weeded out as per rules, be prepared latest by **31.08.2014**.

Deputy Registrar (Estate)

**To All**

The Deans of the Faculties/Heads of the Departments/Directors of the Centres/Deputy Registrars/Assistant Registrars/Offices/Sections concerned, University of Delhi, Delhi

दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

No. ESTAB-II (i)/54/2012/01/

Dated . 21<sup>st</sup> January, 2014

To,

The Deans of the Faculties / Heads of the Departments / Deputy Registrars / Assistant Registrars / Offices / Sections concerned

**Sub. : Implementation of file / document numbering system in the University-regarding.**

Sir / Madam,

In continuation to office letter of even no. dated 10-07-13 on the subject cited above, it is informed that the University has revised the document on File Management System in 2013 by incorporating additional inputs from various sources as well as including Annexure – VII, which gives a numeric code to the Colleges, Faculties, Departments, Hostels and Institutions. This document will help in proper record management in the University as well as easy retrieval of documents from time to time.

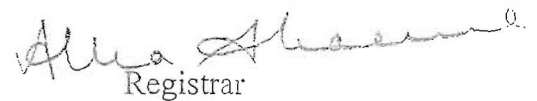
The operational aspect of the document has already been discussed by the Deputy Registrar (Information), who has conceptualized and devised the document, in a meeting of all the officers of the University held on 05.05.2012.

A copy of the revised document of 2013 containing various types of codes alongwith step by step procedure of file/document numbering is enclosed for kind information and strict implementation with immediate effect. However, an additional copy of the document, if required, may be obtained from the Office of the Assistant Registrar (Estab.- Non Teaching) / Section Officer, Establishment Section- II(i), Room No. 203, IInd Floor, New Administrative Building (Tel. Nos. 011-27667129 and 011-27667725 / 1168).

In case of any case specific difficulty in implementing the system in your office / section, it may be taken up with the office of the Assistant Registrar (Estab. - Non Teaching) / Section Officer, Estab II(i) for further clarification which may be relevant in this regard.

Since the system has already been successfully implemented in most of the offices/sections of the University, you are required to take up the matter on priority, if not implemented earlier. The exercise is required to be completed by 31.03.2014 and compliance to this effect is required to be forwarded to the Assistant Registrar (Estab. – Non Teaching) for reference and record.

Yours faithfully,

  
Registrar

Encl. as above

Copy to: As per standard list

The Committee has also noted that withholding of the increment for five years without entitlement for any reason at the end of the period would be appropriate in this case. The appeal of Shri A. S. Bishu is disposed of accordingly.

*Shri K.C. Gautam, Officer, Indiatel*

"The Committee was of the opinion that the prescribed procedure has been observed in this case and the finding of the disciplinary authority was warranted by the evidence on record. Accordingly, there was no reason made out for any interference with the penalty imposed upon the appellant. The appeal of Shri K.C. Gautam was, therefore, rejected."

140. Resolved that the following amendments to the Weeding Rules of the University for destruction of old records be accepted :

(a) Existing provision under the Head "Establishment Branch Academic"

Sr.No.	Nature of Record	Period of Preservation
237	Personal files and Service Record Registers	Permanent

*Amendment Proposed*

Substitute the following for the above:

Sr.No.	Nature of Record	Period of Preservation
237	Personal files and Service Books of	
	(a) Officials entitled to retirement/terminal benefits	3 years after issue of final pension/gratuity orders
	(b) Other employees	3 years after they have ceased to be in service.

(b) Existing provision under the Head "Establishment Branch Non-Academic"

Sr.No.	Nature of Record	Period of Preservation
287	Personal Files	Permanent

*Amendment Proposed :*

Substitute the following for the above :-

Sr.No.	Nature of Record	Period of Preservation
287	Personal Files and Service Books of	
	(a) Officials entitled to retirement/terminal benefits	3 years after issue of final Pension/Gratuity Payment orders.
	(b) Other employees	3 years after they have ceased to be in service.

The Council noted that :

1. The University had framed its own Weeding Rules in terms of EC Resolutions No. 628, dated 17.3.1983, No. 656, dated 18.2.1985 and No. 5(i), dated 29.5.1989.
2. It is not practically feasible to preserve the records permanently, due to acute scarcity of space with the Record Section.
3. The proposed amendments are in consonance with the Weeding Rules of old Records of Govt. of India.
4. However, the Service Books will be preserved.

PENDING RULES FOR THE DEPARTMENT OF  
OLD RECORDS OF THE REGISTRAR'S OFFICE

(As amended vide P.C. Resolution  
No. 652 dated 17.3.83, No. 656  
dated 15.2.85 and P.C. Res. No. 5(L)  
dated 29.5.85, Ec. Res. No. 140 dated 10.2.2004)

Sr.No.	Nature of Record	Period of Preservation
1	2	3
<u>FINANCE BRANCH</u>		
1.	Cash Books	Permanent
2.	Subsidiary Cash Books	Permanent
3.	Demand & Collection Register (Fees)	5 Years
4.	Chest Cash Books	5 Years
5.	Money Order Register	5 Years
6.	Remittance Register	10 Years
7.	Permanent Advance Registers	5 Years
8.	Stock Register of Receipt Books	10 Years
9.	Disbursement Register of Salaries	3 Years
10.	Register of Valuables	5 Years
11.	Establishment Check Registers	15 Years Till/ recommendation of next pay Commission are implemented)
12.	Deduction Registers	3 Years
13.	Income Tax Register	5 Years
14.	Other Charges (Contingent Registers)	3 Years
15.	Register of Advance (temporary)	2 Years
16.	Income-tax (Annual Return) Statement	Permanent
17.	Classified Abstracts	5 Years
18.	Consolidated Abstracts	5 Years
19.	P.F. Cash Books	5 Years
20.	Register of Investments	Permanent
21.	P.F. (Personal Ledgers)	Permanent
22.	P.F. (Broad-sheet)	5 Years
23.	P.F. (Nomination Register)	Permanent
24.	Broad Sheet of Deductions	3 Years
25.	Broad Sheet of Advances	2 Years after
26.	Income-tax Exemption Certificate	Permanent
27.	Safe Custody Receipts	Permanent
28.	Stock Register of Cheques	3 Years
29.	Counterfoils of Receipt Books	5 Years
30.	Counterfoils of Cheque-Books	5 Years
31.	Misc. Final Files	5 Years
32.	Contingent Bills	3 Years
33.	P.F. Vouchers other than final payments	5 Years
34.	Refund Vouchers	3 Years
35.	Pay Bills	3 Years

37.	P.F. Vouchers through which final payments are made to persons other than subscribers:	30 Years
	a) To minors	30 Years
	b) in accordance with declaration of subscribers	30 Years
	c) To other than minors in accordance with declaration of subscribers	6 Years
38.	Other P.F. final payments	10 Years
39.	Vouchers pertaining to non-refundable withdrawal from Provident Fund	6 Years from the date of sanction of withdrawal
40.	Medical Bills	3 Years
41.	Pension vouchers	3 Years
42.	DCRG Vouchers	10 Years
43.	Computation value of terms on paid vouchers	10 Years
44.	House Building Advance vouchers	6 Years

#### ESTATE SECTION

##### Construction

45.	Construction of Staff quarters, Bungalows, Colleges etc.	Permanent
46.	Hostels etc.	Permanent
47.	Construction-periodical reports	Permanent
48.	Extension of existing building construction	Permanent

##### Demolition

49.	Demolition of Buildings	Permanent
50.	Correspondence with C.P.W.D	Permanent
51.	Demolition of un-authorised construction	4 Years

##### Allotment

52.	Rules for allotment of accommodation	Permanent
53.	Allotment of Residential Quarters	10 Years
54.	Retention of accommodation by staff on retirement	5 Years
55.	Retention of accommodation by persons having lien on their posts	5 Years
56.	Accommodation for Cooperative Societies Allotment of	Permanent
57.	Allotment Advisory Committee	Permanent
58.	Allotment of Accommodation to State Bank, Post Office & D.T.C. Offices etc.	Permanent
59.	Accommodation of Scholars	3 Years
60.	Rent Free accommodation to	Permanent

ACQUISITION/SEIZE/LAND

62.	Acquisition of land all types	Permanent
63.	Developing	Permanent
	Lease cases	Permanent
65.	Correspondence regarding claim on land	Permanent
	Allotment of Land to College Departments etc.	Permanent

KAROL BAGH FLATS

67.	Land Needs	Permanent
68.	Additional fittings etc.	Permanent
69.	Additional fittings etc.	Permanent
70.	Insurance of Karol Bagh Flats	10 Years
71.	Receipts of Rent	3 Years
72.	Recovery of Rent	3 Years
73.	Unauthorized construction of Karol Bagh Flats	10 Years
74.	Vesting of Houses Legal Opinion	10 Years
75.	Misc. files	5 Years

MISCELLANEOUS

76.	Unfiltered water supply for University Garden	5 Years
77.	Appointment of C.P.W.D. Member of Standing Committee	5 Years
78.	All Misc. Files	5 Years
79.	Advisory Committee for Delhi University	Permanent
80.	Delhi University Colleges category of governing bodies	Permanent
81.	Report-Foundation of Delhi University	Permanent
82.	Files of Care-taker and Secretary, Inspector	Permanent
83.	Delhi Enclave	Permanent
84.	Take-overs of buildings from C.P.W.D.	Permanent

*Secretary  
2 inspections*

85.	Printing Press University	15 Years
86.	Industrial Scheme	15 Years
87.	Printing of Calenders, Degrees, Answer Books	5 Years
88.	Royalty and Statement of Accounts	10 Years
89.	Printing of Theses/Research work	Permanent

RECOVERY

- 89. Recovery of Electric and water Charges for but siders allotted University Accommodation 5 Years
- 91. Recovery of Electric and Water charges from individuals 3 Years

HALLS

- 92. Rules regarding use of old and new Convocation Halls Permanent
- 93. Assessment of House Tax Permanent

BUILDING COMMITTEE

- 94. Building Committee Minutes Permanent
- 95. Proceedings Permanent

LEGAL CASES

- 96. Legal Cases Permanent

COMPLAINTS AND TREATS

- 97. Provision of various amenities 5 Years

BOARD OF COORDINATION

- 98. Minutes Permanent
- 99. Correspondence regarding Use of new Halls 5 Years
- 100. Educational Tours Accommodation for Misc. files 5 Years
- 100. Misc. files 3 Years

REPAIRS & MAINTENANCE

- 101. Repairs of building etc. 10 Years
- 102. Architect-files on 10 Years
- 103. Maintenance of water and installation etc. 5 Years
- 104. Maintenance of sanitary and water installation by C.P.W.D. Permanent



LICENCE

105.	Licence- or various trades (Restaurants) etc. and individuals	Permanent
106.	Gharshi of lead certificate	Permanent

FIXATION OF RENT

107.	Fixation of House Rent	Permanent
108.	Fixation of water rates	Permanent

ESTATE SECTION CARETAKER

109.	Theft and Unusal occurrences	5 Years
110.	Cattle nuisance	3 Years
111.	Complaints of residential quarrel required etc.	3 Years
112.	Unauthorized construction	5 Years
113.	Handing/Taking over Notes (a) University Residential Units (b) Private Building on lease	Permanent Till the lease is over or returning date of building. But lease to be kept permanently.
114.	(a) Misc. Appointments of Chowkidars (b) Complaints of Chowkidars (c) Enquiries of Chowkidars	3 Years 3 Years 3 Years
115.	Dut. Register of Chowkidars	1 Years
116.	Lock Register	Permanent

GENERAL SECTION (TELEPHONE SECTION)

117.	Installation P.B.X.(Board)	Permanent
118.	Installation of Auto-Telephones	Permanent
119.	Installation of P.B.X. Extensions	Permanent
120.	Installation of accessories	Permanent
121.	Shifting of Telephones	Permanent
122.	Correspondence General(Misc.) with P & T Department	5 Years
123.	Telephone Rent Bills	5 Years
124.	Telephone Directory payment etc.	3 Years
125.	Trunk Call/Phonogram Bills	5 Years
126.	Printing of Telephone Directory	3 Years
127.	Private Calls	3 Years
128.	Private Calls Payment etc.	3 Years
129.	Issue of Telephone Directories	3 Years

SANITARY INSPECTOR

130.	Sanction of New Posts	Permanent
131.	Duty-Register, Attendance-Register	3 Years
132.	Compensatory Leave	5 Years
133.	Misc. Paper & Files	

INTERNAL AUDIT SECTION

133.	Standards Accounting Procedure	Permanent
134.	Leave Rules	Permanent
135.	Store Procedures (Furniture & Equipment)	Permanent
136.	Store Accounts and purchase procedure	Permanent
137.	Correspondence with A.G.C.R.	Permanent
138.	Fixation of Pay Prof. and Teacher	Permanent
139.	Important Documents for checking of all kinds of files	Permanent
140.	Fixation of pay of Research Officers (Agro-Economic Research Centre)	Permanent
141.	Pay fixation of Non-Academic Staff	Permanent
142.	Duties of Internal Auditor	Permanent
143.	Central Universities-Revision of pay scale of Teachers	Permanent
144.	F.O.'s Orders-Office-Order	Permanent
145.	F.O.'s Papers	Permanent
146.	Registrar's Order	Permanent
147.	Internal Audit Programme Register	5 Years
148.	Internal Auditor's Report	5 Years
149.	Attendance Register	5 Years
150.	Overtime Registers	50 Years
151.	Diary Register	35 Years
152.	Transit Registers	3 Years
153.	Pen Books	2 Years
154.	Audit Notes on Botany Department	Permanent
155.	Audit Notes on Chemistry	Permanent
156.	Audit Notes on Physics	Permanent
157.	Audit Notes on Zoology	Permanent
158.	Audit Notes on Anthropology	Permanent
159.	Audit Notes on Science Faculty	Permanent
160.	Audit Notes on D.S.E.	Permanent
161.	Audit Notes on Arts Faculty	Permanent
162.	Audit Notes on Music & Arts	Permanent
163.	Audit Notes on Health Centre	Permanent
164.	Audit Notes on K.E.L.	Permanent
165.	Audit Notes on Miranda House	Permanent
166.	Audit Notes on Gwyer Hall	Permanent
167.	Audit Notes on Jubilee Hall	Permanent
168.	Audit Notes on Instt. of Post Graduate Evening Studies	Permanent
169.	Audit Notes on Correspondence Course	Permanent
170.	Audit Notes on University Press	Permanent
171.	Audit Notes on Law Faculty	Permanent

172.	Audit Notes on Library	Permanent
173.	Audit Notes on Department of Library	Permanent
174.	Audit Notes on Athletic Association	Permanent
175.	Audit Notes on Engineer Office	Permanent
176.	Audit Notes on Social Centre School	Permanent
177.	Audit Notes on Advisory Board of Women's Education	Permanent
178.	Audit Notes on Hobby Workshop	Permanent
179.	Audit Notes on D.S.W.	Permanent
180.	Audit Notes on United Nation Students Association	Permanent
181.	Audit Notes on Garden Committee	Permanent
182.	Audit Notes on Indian Science Committee	Permanent
183.	Audit Notes on Central Office	Permanent
184.	Audit Notes on African Studies	Permanent
185.	Prize Distribution	Permanent
186.	Delay in Payment	Permanent
187.	Comptometer Machine	Permanent
188.	Prospectus	Permanent
189.	Research Scheme 1962-63	Permanent
190.	Misc. III Volume	Permanent
191.	Notification	Permanent
192.	Pay and Allowances (Estat.)	Permanent
193.	Pre Audit of Pay Bills	Permanent
194.	Allotment of Residential Quarters-Estate	Permanent
195.	Grant of Maternity Leave	Permanent
196.	Appointment & Office Order (Establishment)	Permanent
197.	File Reg. Study Leave V.P. Chest Inste.	Permanent
198.	Report of Losses of Audit Officer	Permanent
199.	Correspondence with U.G.C.	Permanent
200.	File Reg. Typewriter	Permanent
201.	All India Oriental Congress Session 1962-63	Permanent
202.	Pay-fixation of staff	Permanent
203.	Banaras Hindu University	Permanent
204.	Correspondence with M/Education	Permanent
205.	Organisation of Internal Audit Section	Permanent
206.	Reg. Financial Hand Book D.U. Enquiry from Shri H.P. Bhattachari	Permanent
207.	Performance of Capability of the Universities Impedements in speedy Implementation of Projects	Permanent
208.	Authorisation of Powers for Operation of Bank Accounts of Miranda House	Permanent
209.	Purchase of Microscope (Miranda House)	Permanent
210.	Misc. reference reg. Financial Rules	Permanent
211.	Physical Verification Cash (Central Office)	Permanent
212.	Abolition of Librarian's Post of Janki Devi Mahavidyalaya	Permanent
213.	Delhi University Student Union	Permanent
214.	Details of Rents, Rates Water Electricity recoverable from tenants	Permanent

217.	Working Allowance III Volume	Permanent
218.	Architects fees	Permanent
219.	Approved list of Stationery	Permanent
220.	Programme of Audit	Permanent
221.	Stock Verification	Permanent
222.	Exam. of Accounts Code	Permanent
223.	I. A. (Establishment)	Permanent
224.	Central Universities Balance Sheet	Permanent
225.	Compulsory Deposit Scheme	Permanent
226.	Block Grant 1961-66 (recommendation of Reviewing Committee)	Permanent
227.	S. E. D. Report	Permanent
228.	Re-constitution of the Bills Committee	Permanent
229.	Disposal of University Stores	Permanent
230.	Delegation of Financial Power	Permanent
231.	National Defence Fund	Permanent
232.	List of Permanent Advances	Permanent
233.	Balance Sheet of Maintained Instts.	Permanent
234.	T.A./D.A. Rules	Permanent
235.	House Rent Allowance File	Permanent
236.	Report on the working of the University Press	Permanent
237.	Income Tax	Permanent
238.	Replies on par proposal	Permanent

ESTABLISHMENT BRANCH/ACADEMIC

237.	Personal Files & Service <i>books of</i> Record registers	
238.	Establishment Register & Registers of Minutes of Election Committees and Study Leave Committees	a) Permanent 3 years after of final pension/gradua; b) after employees - 3 year
239.	Selection Committee Files	Permanent They have ce
240.	Applications for teaching posts	3 Years to be in ser
241.	Study Leave Committee & Leave Revision Committee Files	10 Years
242.	Revision of pay scales	10 Years
243.	Grant of Allowances	5 Years
244.	All files other than personal files	3 Years

ESTABLISHMENT BRANCH-NON-ACADEMIC

245.	Government Servants Conduct Rules	Permanent
246.	Conditions of service of staff	Permanent
247.	Recognition of Technical and Professional examinations of other Institutes & Organisations	Permanent
248.	Government Notifications	3 Years
249.	Minimum Wage Rules-Weekly Holiday to the Daily-Wage Staff	Permanent
250.	Age of Retirement	Permanent
251.	Overtime and other allowances	Permanent (File re: to rules permanent & others for 5 Years)

257.	In-Plant Training of persons deputed by the Employment Exchange	3 Years
258.	Seniority Lists of Staff	5 Years
254.	Establishment Committee	Permanent
255.	University Maintained Institute	10 Years
256.	Other Colleges	10 Years
257.	Staff Associations	10 Years
253.	University Halls	10 Years
259.	Matters concerning Scheduled Caste/Tribe, Backward Classes	Permanent
260.	Leave Rules	Permanent
261.	Maintenance of Service Books	5 Years
262.	Employment Exchange	5 Years
263.	Character Rolls and Conf. Reports	Permanent
264.	Recommendations of II pay Commission	Permanent
265.	Proposals for additional staff	Permanent
266.	Creation & Abolition of posts	Permanent
267.	Posting & Transfers	Permanent
267.	Fixation of pay, cases of	Permanent
269.	Officiating arrangements	Permanent
270.	Test Papers	3 Years
271.	Delhi University Administration Reorganisation	Permanent
272.	Promotions	Permanent
273.	Leave Reserve Staff	Permanent
274.	Advertisements	3 Years
275.	Revision of Scales of pay	Permanent
276.	Selection and appointment	Permanent
277.	Preparation of Salary Bills	2 Years
278.	Schedule of Establishment	Permanent
279.	Forwarding of applications for employment elsewhere	2 Years (File reg. to rules Permanent)

280. Grant of permission for further study to a staff 3 Years (File to rules permanent)

*287 a)*  
*b)*

281. Confirmation Permanent  
282. Deputation 10 Years  
283. Travel Concession File Reg. to rules permanent others 5 Years Permanent

234. Publication Unit-setting up of  
285. Verification of particulars of staff 3 Years

236. Provident Fund-Interpretation of Rules, loan etc. 3 Years

287. Personal Files & Service Books of Permanent  
288. Leave Files of other employees 3 Years

*a) 3 years after issue of final Pension/Gratuity Payment orders.*  
*b) 3 years after they have ceased to be in service.*

MISCELLANEOUS

289. (i) E.C. Resolutions  
(ii) Qualifications & Scales  
(iii) Misc. enquiries 3 Years

290. College Unit-Setting up of Creation of Posts, allocation of items of work etc. Permanent

	qualifications for recruitment to different categories of posts with similar qualifications for the post of store-keeper, Fieldman (ii) Representation of class IV staff for relaxation of qualifications for appointment as recruitment	Permanent Permanent
292.	Application of recruitment	10 Years 1 Year

#### INFORMATION SECTION

293.	Calendars of other Universities	Only the latest issue to be maintained.
294.	Duplication Forms	1 Year
295.	News Papers	1 Year
296.	Clippings	10 Years
297.	Annual Report Material	5 Years
298.	Statistical Information	10 Years
299.	Files containing Policy matters	To be retained Permanently
300.	Miscellaneous correspondence	1 Year
301.	Files Containing Correspondence regarding different meetings	1 Year
302.	Minutes of meetings of different bodies	To be retained Permanently
303.	Files pertaining to recognition of Delhi University Examination by other Universities	To be retained Permanently
304.	Parliament Questions	10 Years
305.	Correspondence on Academic matters with M/O Education, Inter-University Board of India, Indian Universities and such other bodies	5 Years
306.	Files pertaining to visit of distinguished Indians or foreigners	3 Years
307.	Prospectus of Colleges and Departments	5 Years
308.	Important Orders and Circulars	To be retained Permanently
309.	Exchange of students between Delhi University and other Universities	10 Years
310.	Files pertaining to debates prizes etc.	3 Years

#### ACADEMIC BRANCH

311.	Files regarding admission	5 Years
312.	Files regarding inter-College migration and Inter University migration	3 Years
313.	Files regarding Registration Returns	Permanent

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3

- 314. Enrolment Registers/Volumes containing enrolment forms Permanent
- 315. Files regarding Registration of Students 5 Years
- 316. Files regarding N.C.C./P.T. 5 Years
- 317. Files regarding concession to Sch. Casts & Scheduled Tribes 5 Years
- 318. Files regarding Students going abroad 5 Years
- 319. Files regarding Elections & Bye-elections Permanent
- 320. Registers regarding Elections & Bye-elections Permanent
- 321. Files & records regarding issue of Migration Certificates/ Provisional Certificates/Spl. Certificates 3 Years
- 322. Files regarding Visiting Professors 3 Years
- 323. Files regarding Implementation of Resolutions of Inter-University Board Permanent
- 324. Files regarding Tutorial/ Preceptorial Scheme Permanent
- 325. Files regarding Starting of New Courses and Correspondence Courses Permanent
- File regarding Scholarships & Fellowship 5 Years
- Engineering Scholarship 5 Years

COUNCIL BRANCH

- 326. Affiliation, Recognition and approval of College-inspection Committee Reports etc. Permanent  
All the files relating to each college.
- 327. (a) Authorities Register Permanent  
(b) Seniority lists of teachers received from the Colleges for membership of the authorities Permanent
- 328. Printing of Calendar 10 Years (or till printing of the next two editions).
- 329. Congress and Conference Delegations, Delegation of Teachers and others 3 Years
- 330. Act Amendment Files Permanent
- 331. Court, Executive Council, Academic Council Meeting Notices, Resolutions, etc. 5 Years
- 332. Court, Executive Council, Academic Council-Original Minutes (Signed) Permanent
- 333. Statutes, Regulations and Ordinance files-additions, alterations etc. Permanent

331.	Plans of Research Studies- Constitution, Constitutions	Two terms- 4 Years
333.	Minutes of the Meeting of the Court Executive Council, Academic Council and Faculty etc. (Bound Vol.)	Permanent Correspondence files regarding Printing of minutes may be kept for 2 years
336.	Diary and Despatch Registers	5 Years
337.	Misce. Manuscripts Correspondence	3 Years
338.	Appointment of University Representative on the Governing Bodies of Colleges and Institutions	Two terms- 6 Years
339.	Constitution and Rules and Regulations of the Governing Bodies of Colleges	Permanent
340.	Files relating to constitution of authorities	Permanent

P. A. TO VICE-CHANCELLOR

341.	Associations, Unions, and Councils	3 Years
342.	Memberships of Boards and Committees	3 Years
343.	Colleges, Departments, Faculties Misc. Correspondence	3 Years
344.	Misc. type of Correspondence staff on Employment etc.	1 Year
345.	Leave file and Leave Register	3 Years
346.	Planning Group Files	15 Years with lists extracts carried forward
347.	Seminar Files	3 Years
348.	Important Membership files	5 Years
349.	V. C.'s Students' Fund Register	5 Years but fresh file should contain of totals of previous years carried forward
350.	Students' Fund Files	3 Years

INTERNAL (CONFIDENTIAL) BRANCH

351.	Question papers original and proof thereof	2 Years
352.	Award Books from Examiners	5 Years
353.	Examiner's Reports	2 Years
354.	Tabulated Results	Permanent
355.	Appointment of Examiners (i) Files-Correspondence	3 Years
	(ii) Acceptances-forms	3 Years
	(iii) Copy-Right-forms	Permanent



356.	Appointment of Moderators for Question Papers	3 Years
357.	Conduct of Examinations	
	(i) Challans, Despatch Memos, Seeing slips, Received forms Examination Centres	2 Years
	(ii) Examiner's receipts of Answer-Books	2 Years
	(iii) Distribution of scripts among Examiners	2 Years
358.	Revaluation of results, Correspondence, applications and connected scripts	2 Years
359.	Re-Checking of Results, Correspondence, applications and connected, scripts	2 Years
360.	Other answer-books	4 months
361.	Appointment of Tabulators for Results	2 Years
362.	Moderation of Results-Correspondence etc.	2 Years
363.	Supply of Marks: (i) Files of Correspondence (ii) Applications (iii) Counterfoils	2 Years 2 Years 2 Years
364.	Supply of Degrees, Diplomas, Certificates, Duplicate copies, applications, correspondence and counterfoils	3 Years
365.	Convocation (i) Annual files reg: correspondence etc. (ii) Special Convocation-files. reg: correspondence etc. (iii) Convocation Week-files reg. Correspondence	2 Years Permanent 2 Years
366.	(i) Award of Scholarship, Medals and prizes files (ii) Award of Scholarships, Medals and prizes files, from foreign bodies/countries (iii) Institution of Sch/Medals/Prizes & Rules and regulation etc.	3 Years 3 Years
367.	Examination conducted on behalf of other authorities	Permanent
368.	Unfairmeans-cases files	2 Years Till the period of Punishment
369.	Practical Training Certificates-files	3 Years.
370.	(i) Pre-Ph. D./Ph. D./D. Sc./D.C.L./D.Litt. files correspondence	5 Years after the publication of result

	iii. Report of Examiners and proceedings of the Committee to consider the reports	Permanent
371.	Miscellaneous Correspondence files	2 Years
372.	Correspondence with the Heads of the Departments regarding Courses of Reading	Permanent
373.	Official copies for the Courses of Reading	Permanent
374.	Dissertations/Project Report etc. in respect of failed candidates	Permanent (To be kept in the University Library)
375.	Diary & Despathh Registers, Peon Books	2 Years
376.	Transit Registers	2 Years
377.	Results (Cyclostyled spare copies)	1 Years

COLLEGE BRANCH

378.	Rules and Regulations of the Governing Bodies of Colleges	Permanent
379.	Appointment of University Representatives on the Governing Bodies of Colleges	10 Years
380.	Agenda and minutes of the meeting--- of Governing Bodies of Colleges	5 Years
381.	Applications of Colleges for starting new courses	10 Years
382.	Miscellaneous Correspondence	5 Years
383.	Board of Residence, Health and Discipline	5 Years
384.	Higher initial start to the Teachers of the Colleges	10 Years
385.	Grant of Study Leave to Teachers of Colleges	1 Years
386.	College Building, Plans, additions etc.	10 Years
387.	Executives of Lease deeds by Colleges	Permanent
388.	Inspection of College under Statute 30(3)	Permanent
389.	Library Books-Grants to Colleges	10 Years
390.	Students Aid Fund in Colleges	Permanent
391.	Endowment Fund of the Colleges	Permanent
392.	Furniture grants to Colleges	10 Years
393.	Grants for purchase of Apparatus & Equipments	10 Years
394.	Establishment of Text Book Library, Grants and other Library grants	5 Years
395.	Building Grants to Colleges	10 Years
396.	Provident Fund for the Colleges	Permanent

<u>1</u>	<u>2</u>	<u>3</u>
397.	Ratio of Lecturers & Asstt. Lecturers in the Colleges	Permanent
398.	Conditions and Basis of Grants to Colleges	Permanent
399.	Audit of Colleges Accounts	10 Years
400.	Auditors Appointment	10 Years
401.	Appointment of Foreign teachers	5 Years
402.	Delhi University Constituent Colleges review of the staff position in the Libraries	Permanent
403.	Appointment of Principal & Off. Principals	Permanent
404.	Files of Constituent Colleges dealing with disposals of various miscellaneous matters	5 Years
405.	Extension of services of College Teachers	6 Years
406.	B.Sc. General in the Colleges	Permanent
407.	Maintenance grants to Colleges	5 Years
408.	Financial Assistant to Teachers for research work (U.G.C.)	5 Years
409.	Travel concession to Teachers (Commonwealth)	5 Years

EXAMINATION (GENERAL) BRANCH

410.	Applications for admission to Examinations	6 Years
	(i) Covering Sheets	1 Year
	(ii) Files regarding correspondence for issue of blank application forms, covering sheets, etc, to the Colleges	1 Year
411.	Printing of Correspondence files	1 Year

STATISTICS

412.	(i) Files regarding supply of statistics to U.G.C. etc. showing the number of candidates appeared/passed at the University Exams.	1 Year
413.	Files relating to Correspondence with the Principals of the Colleges regarding Exam. Fees.	3 Years
414.	Registers-Fee Utilization of Registers showing Examination fee received from the Colleges	Permanent
415.	Registers showing Examination fee received from the Colleges	Permanent
416.	Applications for utilization of Examination fee	2 Years
417.	Applications for enrolment of ex-students	6 Years
	(a) Ex-students' Enrolment Registers	Permanent

<u>1</u>	<u>2</u>	<u>3</u>
419.	Applications for Enrolment in respect of Teacher Candidates	Permanent
419.	(a) Enrolment registers-Teacher candidates	Permanent
420.	Files relating to award of Entrance Scholarships	6 Years
421.	Files relating to appointment of Supdts. for University Exams	2 Years
421.	(a) Files relating to appointment of special Inspectors, Writers and grant of extra times etc.	2 Years
422.	Files relating to General Correspondence with Colleges etc.	5 Years
423.	Index Cards	6 Years
424.	Issue of Certificates-Counterfoils	Permanent
425.	Attendance Certificates-Issue of Admission Tickets	3 Years
426.	Files relating to Correspondence regarding Periodical Inspections M.B. D.S. and M.D. M.S. Exams.	2 Years
427.	Files relating to special permission to take M.A. Exams.	2 Years
428.	Files relating to Attendance at Lectures	2 Years
429.	Files relating to Correspondence regarding enrolment of Women (Non-Collegiate) students	2 Years
430.	Files relating to permission to students to appear at the B.A. (Pass) Exam. under Ord. IX Article 4 (2)	6 Years
431.	Files relating to permission to students to re-appear at the B.A. (Honours) Examination under Article 5 of Ord. IX	6 Years
432.	Files relating to cases of Condonation of delay by the V.C. Files relating to cases covered under temporary ordinances	Permanent

EXEMPTIONS

433.	(i) Certificates of exemption from Compulsory Test in Hindi	6 Years
	(ii) Certificates of exemption from Qualifying Subjects for B.S. (Home Science)	6 Years
	(iii) Certificates of exemption from Qualifying Subjects for B.Sc. (Hons.) Nursing	6 Years

	(iv) Certificates of Exemption from Qualifying/Subjects for Technology Examinations	6 Years
	(v) Certificates of Exemption from Qualifying/Subsidiary Subjects for M.B.B.S., B.S. Ex. etc.	7 Years
	(vi) Files relating to exemption from clinical work for D.T.C.D. Examination	5 Years
	(vii) Files relating to correspondence regarding exemption from Compulsory Test in Hindi	5 Years
434.	Cross Lists	10 Years
435.	Spare copies of Confidential Lists and Published Results	1 Year

#### GENERAL SECTION

##### PURCHASE

436.	Furniture (Steel & Wooden)	5 Years
437.	Typewriters, (Gestetner Duplicator Franking Machine)	10 Years
438.	Electric Goods (Air Conditioners)	10 Years
439.	Miscellaneous	2 Years
440.	Correspondence with the University Engineer	3 Years
441.	Liveries (Winter & Summer stitching)	5 Years
442.	Paper & Misc. Degree papers	3 Years

##### Repairs

445.	Typewriters (Gestetner Duplicators Franking Machines)	5 Years
446.	Cycle & other Misc. repairs	3 Years
447.	Repair of Staff Car	Permanent
	Renewal of Licences	

##### Publication

448.	Issue Vouchers of University Publications	10 Years
449.	Correspondence regarding University Publication	3 Years
450.	Fixation of price of University Publications	Permanent

451.	Misc. Articles	
	(i) Advertisement for U.P.S.C.	2 Years
	(ii) General Correspondence	2 Years
	(iii) Binding of question papers correspondence & payment of bills	5 Years
452.	(iv) Amendment to Statutes Stock Registers	Permanent Permanent

General

453.	(i) Medical facilities-W.U.S. Health Centre its rules & regulation contribution list etc.	Permanent Permanent
454.	(ii) C.H.S. Scheme	
	(i) Issue of Advertisement and Notices to newspapers (University) about admission	3 Years
	(ii) Advertisement received from outside agencies-distribution to departments and faculties concerned	2 Years 2 Years
455.	(iii) Gazette of India	
	455. Clock and time pieces- their weekly winding contract etc.	5 Years
456.	456. Uniform holidays, terms and vacation	Permanent
457.	457. Concession tickets/Passes:- (i) Issue of railway concession to students and correspondence with railway authorities	5 Years
458.	458. Arrangements for khas khas tatties for the Central Office	5 Years
459.	459. Purchase of Fire Extinguishers	5 Years
460.	460. Preparation of Answer Books and sale used Answer Books	5 Years
461.	461. File regarding celebrations	5 Years
462.	462. University Coat of Arms	Permanent
463.	463. Proposals regarding supply of tiffin to University employees	Permanent
464.	(i) 464. Agreements with the Coffee House and other eating establishments	Permanent
	(ii) Contract for cycle-shed near Science Block and Arts Faculty	Permanent
	(iii) Correspondence regarding the Advisor, Committee for the University Cafeteria Constitutions and Membership of	Permanent
	(iv) Improvement of the physical standards and the availability of food in the Hostels	10 Years

<u>1</u>	<u>2</u>	<u>3</u>
465.	Correspondence with the University Employment Bureau	5 Years
466.	Setting up of Films Clubs in University and University Films Council	Permanent
467.	Framing of Rules regarding Discipline among students	Permanent
468.	Garden Committee-Constitution	Permanent
469.	Proctorial Arrangement in University Campus	Permanent
470.	Printing and binding work with the University Press-Correspondence, etc.	10 Years
471.	Misc. files dealing with different general matters	5 Years
472.	All the files relating to the Insurance of Buildings and the fidelity guarantee policy	5 Years

### STORE

473.	Stamps (Service and postage)	10 Years
474.	Furniture and equipment	Permanent
475.	Printed Registers and other materials	5 Years
476.	Paper Account with the Press	10 Years
477.	Misc. (Consumable other than stationery)	5 Years
478.	Question papers	Permanent
479.	Liveries	10 Years
480.	Printed forms	5 Years
481.	Degrees and Diplomas	Permanent
482.	Courses of Reading	Permanent
483.	Prize Books	5 Years

### Files

484.	Liveries (Issue)	2 Years
485.	Correspondence for liveries	2 Years
486.	Writing of Degrees and Diplomas	2 Years
487.	Issue of Furniture to the Department etc.	Permanent
488.	Stock verification of the Stores	5 Years
489.	Portrait etc.	5 Years
490.	Issue of papers to the University Press	5 Years
491.	Issue of Degrees and Diplomas	10 Years
492.	Issue of Courses of Reading	5 Years
493.	Arrangements for the Convocation	5 Years
494.	Arrangements for transferring and shifting of old Answer Books	2 Years
495.	Arrangement for Annual Exam.	2 Years

<u>1</u>	<u>2</u>	<u>3</u>
496.	Celebration of Independence Day and Republic Day	5 Years
497.	Correspondence for scroll sent to the other University	5 Years
498.	List of Question papers for binding	2 Years
499.	Loan of furniture to ext side Agencies for Examination Purposes	2 Years

Despatch

500.	Service Stamps Account Register	10 Years
501.	Franking Account Register	10 Years
502.	Despatch Register	10 Years
503.	Pass Books	3 Years
504.	Postal receipts	3 Years

Record

505.	Lists Registers	Permanent
506.	Lists of files	Permanent
507.	Weeding & other rules for record	Permanent
508.	Misc. files	5 Years

Diary

509.	Diary Registers	5 Years
510.	Office Copy Registers	3 Years
511.	Date Registers	3 Years

Typing Pool

512.	Register maintained for keeping account of papers used for stencils	2 Years
513.	Stamp Register	5 Years

\* F.P. Singh \*  
September, 2001



## **PRIVACY POLICY (GENERIC) AS per University of Delhi**

- <https://www.du.ac.in/index.php?page=privacy-policy-generic>

## **Privacy Policy with regard to data of applicants for undergraduate/postgraduate programs during their application process AS per University of Delhi**

- <https://www.du.ac.in/index.php?page=privacy-policy-admission#:~:text=The%20University%20of%20Delhi%20is,policy%20applies%20to%20prospective%20students>

## **Privacy Policy with regard to data on ERP**

<https://www.rla.mobiquel.com/Privacy%20Policy.html>