



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, [www.ipu.ac.in](http://www.ipu.ac.in)

## **RECORD RETENTION SCHEDULE OF THE UNIVERSITY**

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

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

### **(2) Personnel Branch**

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

### (3) University School of Studies / Office of Directors

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

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

#### **(4) General Administration Branch**

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

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

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

### **(5) Academic / Admission Branch**

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

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

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

## (6) Finance & Accounts Department

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

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



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

**Notes and Instructions:**

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

## (7) Examinations Branch

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

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

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

## **(8) Purchase & Store Branch**

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

## **(9) Planning & Policy Branch**

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

## **(10) Office of CPIO / RTI Branch**

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

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