



माँ शाकुम्भरी विश्वविद्यालय, सहारनपुर

(पुँवारका, सहारनपुर, उ०प्र०, पिन-247120)



वैश्विक कुटुम्ब
ONE EARTH • ONE FAMILY • ONE FUTURE

Website- msuniversity.ac.in

Email ID - registrar@msuniversity.ac.in

पत्रांक : 387 / प्रशा० / MSU / 2023-24

दिनांक: 09.06.2023

कार्यालय-ज्ञाप

एतद्वारा समस्त सम्बन्धित को सूचित किया जाता है कि कुलपति महोदय के आदेशानुसार विश्वविद्यालय सम्बन्धी अभिलेखों के विनष्टीकरण हेतु समिति का गठन किया गया था। गठित समिति की संस्तुतियां का कार्यपरिषद की बैठक दिनांक : 28.03.2023 के प्रस्ताव संख्या 02.02 द्वारा अनुमोदन कर दिया गया है।


कार्यपरिषद द्वारा किये गये निश्चय के अनुसार विश्वविद्यालय सम्बन्धी अभिलेखों का विनष्टीकरण किया जायेगा। निर्धारित अवधि के उपरान्त उक्त अभिलेख विनष्ट कर दिये जायेंगे।

संलग्नक : यथोपरि।


कुलसचिव

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

01. प्राचार्य/प्राचार्या/निदेशक, समस्त सम्बद्ध महाविद्यालय।
02. परीक्षा समन्वयक।
03. वित्त अधिकारी।
04. उप कुलसचिव।
05. कुलपति कार्यालय को कुलपति महोदय के संज्ञानार्थ।
06. प्रभारी (सीक्रेसी)।
07. प्रभारी (सामान्य/भण्डार)।
08. प्रभारी वेबसाइट/कम्प्यूटर केन्द्र।


कुलसचिव

**WEEDING SCHEDULE OF THE RECORD AND FILLES OF THE
MAA SHAKUMBHARI UNIVERSITY, SAHARANPUR**

SL. NO.	NAME OF RECORD	PERIOD
<u>PUBLICATION</u>		
1-	Annual Report	Permanent
2-	Budget	"
3-	Act, Statute, Ordinance and hand book	"
4-	Prospectus	"
5-	Proceeding Books of Court, Executive Council , Examination Committee, Academic Council.	"
6-	Convocation Addresses	"
7-	Question Papers University Research Journal and publication if any	"
8-	Examiner's report	10 Years
<u>REGISTERS</u>		
9-	Register showing distribution of question papers.	3 Years
10-	Register Showing Particulars of candidates applying for scrutiny/Re-evaluation	3 Years or till date the matter is pending
11-	Register showing consolidated figures of numerical returns.	3 Years
12-	Register showing issue of degrees including duplicates	permanent
13-	Property Register	"
14-	Register showing particulars of parcels	2 Years
15-	Register showing issue of provisional certificates.	Permanent
16-	Examiner Register including paper setters	10 Years
17-	Appointment Register of Tabulator, Collator, Scrutinizer, Revaluate Degree Writer, Checkers of Degree and Marksheet writers and checkers.	10 Years
18-	Remuneration Payment Register.	15 Years
19-	Register showing inspection of Examination centers	3 Years
20-	Refund Register	10 Years
21-	Register of receipt and dispatch letters	15 Years

W

22-File Register (Index Register)	Permanent
23-Tabulation Charts including Revaluation	50 Years
24- Office order Book	Permanent
25- Stock Book of Forms and answer books	15 Years
26- Account of service postage stamps including advances	5 Years
27- Peon Book	5 Years
28- Counter Foil of Migration Certificates	Permanent
29- Counter foil of T.C	"
30- Counter foil of Enrolment Register	"
31- Attendance Register	5 Years
32- Register of Registered Graduates	Permanent
33- Casual Leave Register	3 Years
34- Weeding Registrar	Permanent
35- Disposal of waste papers	5 Years
36- Printing of Question papers	3 Years
37- Minutes and proceeding books of Statutory Bodies (except court& E.C)	Permanent
<u>Examination</u>	
38- Cases of U.F.M adopted by the candidate in the examination.	5 Years or till the matter is pending
39- List of Debarred candidates.	Permanent
40- With Holding Fees.	3 Years
41- Correspondence with center superintendent.	One year or till the file is Closed whichever is later
42- Issue of duplicate admission cards.	3 Years
43- Correspondence with Examiner, Paper setter and tabulator.	3 Years
44- Complaint regarding question paper.	1 year
45-Merit list	Permanent

46- List of Gold Medalists.	Permanent
47- Alleged mal-practice of Examination Center.	5 Years or till the matter is pending
48- Detention of candidates.	5 Years
49- Change of name by candidate.	10 Years
50- Results notification.	3 Years
51- Fixation of Examination center.	3 Years
52- Appointment center superintendent, assistant center superintendent., Invigilator, observer, Inspector and Flying Squad.	5 Years
53- Criticism and suggestion by members on syllabus.	1 Year
54- Cancellation of question paper already set.	3 Years
55- Change of Centre and Subject.	1 Year
56-Cross List, their supply and correspondence in that connection.	2 Years
57- Programmer of Examination.	3 Years
58- Suggestion Regarding conduct of Examination	1 year
59- Suggestion regarding addition and alteration in examination form and instruction.	3 Years
60- Evaluated Answer books.	1 Year
61-Answer books of Revaluation and Challenge evaluation, scrutiny and unfair-means.	5 Years
62-Marks Slip & Correspondence relating thereto	2 Years
63-Printing Files, Notices, Press Communiqué and other Correspondence	5 Years
64- Cutting from Newspapers.	1 Year (After one year they should be Sent to library for permanent record)
65- Examination Application Forms.	3 Years
66-Certificates and documents submitted by the private candidate.	3 Years

67- Instructions to Examiners, Tabulator and collators.	5 Years
68- Grace Marks Rule.	Permanent
69- Stationery indents.	3 Years
70- Cases of Special treatment.	5 Years
71-Report from Center for returning of boxes, locks and other papers sent.	1 Year
72- Numerical Returns received from the Institutions and correspondence in that connection.	3 Years
73- Application for examinership and correspondence relating there to.	1 Year
74- Application for bursary, book aid and for examination fees.	5 Years
75- Files opening register	Permanent
76- Stamps Register	10 years

AFFILIATION SECTION

77-Files regarding Grant of affiliation.	Permanent
78- File of approval of teachers and principal including their Representations.	Forty years
79- Application for admission in B.Ed.	Five years
80- Agreement Bond and F.D.R.'S.	Forty years
81- Seniority list.	Permanent
82-Files regarding dispute in Managements.	Ten years or till the matter is pending

GENERAL ADMINISTRATION

83- Appointment Files.	Permanent
84- Establishment files.	"
85- Personal Files.	50 Years
86- Character Roll and Service Books.	50 Years (after retirement)
87- Leave Files.	50 Years (after retirement)
88- Misc. Correspondence File.	Three Years
89- Stamps Register.	Permanent

90- Correspondence with the Government.	25 years
91- Correspondence with the other Institutions.	Three Years
92- Correspondence regarding Statistical data .	15 Years
93- Statistical Documents.	25 Years
94-Tenders and Quotations files.	25 Years
95-Purchase of stationery and other items files.	5 Years
96-Election paper of Registered Graduates, Court and Executive Council.	5 Years
97- Confidential Files.	Permanent
98- Grants Files.	" "
99- Building Files.	" "
100- Furniture File.	" "

LIBRARY

101- Accession Register of books	permanent
102- Stock Register of Newspaper	Permanent
103- Catalogue Cards	" "
104- Statistics Register	" "
105- Stock Register of Articles	" "

Other Department

106- Establishment Correspondence	Permanent
107- Appointment files of the Staff	" "
108- Accounts Correspondence	Six Years
109- Research Correspondence (Rules and Regulation)	Five Years
110- Research Files (Individuals)	Ten Years
111- Imprest Money Register	10 Years
112- Register of Money Receipt (for audit purpose)	Five Years
113- Confidential Files	25 Years
114- Admission Correspondence etc.	Two Years

115- General Circular and Correspondence	Five Years
116- Dak Dispatch Register	Permanent
117- General Notice File	Five Years
118- General Correspondence Files	" "
119- Research Degree Committee Files	Ten Years
120- Files regarding Board of studies /Examination Committee /Admission Committee/Faculty Board and Academic Council.	Five Years
121- Character Certificates	Five Year
122- U.G.C Files	Ten Years
123- Summer Institute	Five Years
124- File of gold Medal	Permanent
125- Telephone Trunk Call Register	Five Years
126- Stationary Register	Two Years
127- Sanction letters file	Ten Years
128- Quotations letters	Five Years
129- Duplicate bill files	Five Years
130- Misc. Catalogue & Price list	One Year
131- Stock Register	Permanent
132- Register of Registers & Register of files	Permanent

1. In all correspondence, reminders and explanations delay and dockets are mere matters of routine. Such as those of returning enclosed, shall be destroyed when the file is closed. Before consignment to the record room, and the original of such reports and statements as are printed shall be destroyed on receipt of the printed copies, also if general questions is different from that fixed and particular instances have been dealt with in the same file and the period fixed for the retention the correspondence.
2. Before the file is consigned to the Record Room, a label should be affixed (to each part of the file has been divided under Para 1) about to show the period of retention or the time at which the destruction of the record will require consideration .The ministerial head of the office must personally initial on each label after it is affixed after satisfying himself that it is appropriate.
3. The period for which registers and books, return and reports and files or parts of files are to be kept, shall be counted from the beginning of the calendar year succeeding that in which the register of books was completed or that to which return or related or in which as regards correspondence the last letter at the file of part or the file was disposed off.



4. Examples file of the kind which may be destroyed after 3 years disposed of on 4 September 1982 shall be kept for 3 years from the 1st January 1983.
5. The following register shall be maintained to show the date of destruction of a particular register.

Sl.NO.	Date of	Department	Description of register with date of commencement of register	By whom Deposited	Date of Destruction	Signature of Head Asstt. to attest destruction	Initial of the office Incharge	Remarks
1	2	3	4	5	6	7	8	9

This register should be maintained in two volume:-

- Entries related to register which under the rules are to be retained permanently. Entries relating to registers which have to be retained for over 5 years should also be made in the list.
- For registers other than these mentioned in No. (i) Above. The register in the case of No. (ii) May be sub-divided and kept in more volumes than one, if necessary. With a view to avoid having one bulky register.

Entries in the list of register shall be made register wise in chronological order and separate pages shall be allotted to each kind register leaving sufficient space for future entries of the registers the same kind. The name of the register together with the period of its retention as prescribed in the rules shall be entered at the top of the heading of the list. Column 1-5 of the list shall be posted as soon as a particular register is received in the record room and columns 6,7 and 8 at the same of the weeding.

Register shall be arranged on the racks class wise in chronological order and the serial numbers allowed to them in the list of registers shall be given consolidatly in the volumes to arranged.


Registrar