

CENTRAL UNIVERSITY OF HARYANA
MAHENDERGARH

WEEDING RULES

Sr. No.	Nature of Record	Period of Preservation
	<u>Estate Section :</u>	
1.	Construction of staff quarters, Bungalows, Colleges, etc.	Permanent
2.	Hostels, etc.	Permanent
3.	Construction-periodical reports	Permanent
4.	Extension of existing building construction	Permanent
	<u>Demolition</u>	
5.	Demolition of Buildings	Permanent
6.	Correspondence with C.P.W.D.	Permanent
7.	Demolition of un-authorized construction	3 Years
	<u>Allotment</u>	
8.	Rules for allotment of accommodation	Permanent
9.	Allotment of Residential Quarters	10 Years
10.	Retention of accommodation by staff on retirement	5 Years
11.	Retention of accommodation by persons having lien on their posts	5 Years
12.	Accommodation for Cooperative Societies Allotment	Permanent
13.	Allotment Advisory Committee	Permanent
14.	Allotment of accommodation to Bank, Post Office & Haryana Roadways Office, etc.	Permanent
15.	Accommodation of scholars	3 Years
16.	Rent Free accommodation to different category of persons	Permanent
17.	Allotment-Misc. Files	5 Years
	<u>Acquisition/Seizure of Land</u>	
18.	Acquisition of land of all types	Permanent
19.	Development	Permanent
20.	Lease cases	Permanent
21.	Correspondence regarding claim on land	Permanent
22.	Allotment of land to Departments, etc.	Permanent
	<u>Engineering Section:</u>	As per CPWD norms
	Taking over of buildings from C.P.W.D.	Permanent

	<u>Recoveries</u>	
23.	Recovery of Electric and Water Charges for out-siders allotted University Accommodation	5 Years
24.	Recovery of Electric and Water Charges from individuals	3 Years
	<u>Building Committee/ Monitoring Committee</u>	
25.	Building Committee Minutes/ Proceedings	Permanent
	<u>Legal Cases</u>	
26.	Files/ Minutes/ Proceedings related to Legal Cases	3 Years
	<u>Complaints and Threats</u>	
27.	Provision of various amenities	5 Years
	<u>Repairs and Maintenance</u>	
28.	Repairs of building, etc.	10 Years
29.	Architect-files	10 Years
30.	Maintenance of water and installation, etc.	5 Years
31.	Maintenance of Sanitary and water installation by CPWD	Permanent
	<u>License</u>	
32.	License – or various trades (Restaurants) etc. and individuals	Permanent
33.	Ownership of land certificate	Permanent
	<u>Fixation of Rent</u>	
34.	Fixation of House Rent	Permanent
35.	Fixation of water charges	Permanent
36.	Lock Register	Permanent
	<u>Finance/Accounts/Audit Section</u>	As per General Financial Rules 2005, as amended from time to time
	<u>Establishment Section</u>	
37.	Personal file & Service Record registers	Permanent
38.	Establishment Register & Registers of Minutes of Committees and Study Leave Committees	Permanent
39.	Selection Committee Minutes/Files related to Scrutiny	Permanent
40.	Applications of Candidates not selected for teaching/non-teaching posts	2 Years
41.	Application of selected candidates	Permanent
42.	Revision of pay scales	10 Years
43.	Grant of Allowances	5 Years
44.	All files other than personal files	3 Years
45.	Recognition of Technical and Professional examinations of other Institutes & Organizations	Permanent
46.	Government Notifications	3 Years
47.	Seniority lists of staff	5 Years
48.	Establishment Committee	Permanent
49.	Matters concerning scheduled Caste/Tribe, Other Backward Classes	Permanent
50.	Recommendations of Pay Commission	Permanent
51.	Proposals for additional staff	Permanent

52.	Creation & Abolition of posts	Permanent
53.	Posting & Transfers	Permanent
54.	Fixation of pay	Permanent
55.	Officiating arrangements	Permanent
56.	Test papers	2 Years
57.	Promotions	Permanent
58.	Advertisements	2 Years
59.	Preparation of salary bills	2 Years
60.	Forwarding of applications for employment elsewhere	2 Years (file reg. to rules permanent)
61.	Confirmation	Permanent
62.	Deputation	10 Years
63.	Travel Concession	5 Years
64.	Personal files/ Service Books	Permanent
65.	Leave applications other than C.L. and Compensatory leave	Permanent
66.	Annual Performance Appraisal Reports	Permanent
67.	Files related to appointment of Contractual Staff	2 Years after completion of the Contract period
68.	News Papers	1 Year
69.	Clippings	10 Years
70.	Annual Report	Permanent
71.	Statistical information	10 Years
72.	Files containing policy matters	Permanently
73.	Miscellaneous correspondence	1 Year
74.	Files containing correspondence regarding different meetings	1 Year
75.	Minutes of meetings of different bodies	Permanently
76.	Parliament questions	2 Years
77.	Correspondence on Academic matters with Government of India, U.G.C., Indian Universities and such other bodies	5 Years
78.	Prospectus of University/ Departments	5 Years
79.	Important orders and circulars	Permanently
80.	Reservation Rosters (Teaching and Non-Teaching)	Permanent
	Academic Section	
81.	Files regarding Admission/ Registration	5 Years
82.	Enrolment registers/Volumes containing enrolment forms	Permanent
83.	Files regarding concession to Scheduled Caste & Scheduled Tribes	5 Years
84.	Files & records regarding issue of migration certificates/ provisional certificates/Spl. Certificates	3 Years
85.	Files regarding Appointment of Visiting Professors, Adjunct Faculty/ Guest Faculty, Consultants.	3 Years
86.	Files regarding starting of new courses	Permanent
87.	Files regarding scholarships & fellowships	5 Years
88.	Amendment of Acts, Statutes, Ordinances, Regulations	Permanent

89.	Court, Executive Council, Academic Council, Finance Committee meeting notices, etc.	5 Years
90.	Court, Executive Council, Academic Council, Finance Committee – Original Minutes (signed)	Permanent
91.	Constitution of Boards of Research Studies/ DRCs.	4 Years
92.	Bound Minutes of the meeting of the Court, Executive Council, Academic Council and Finance Committee.	Permanent, correspondence files regarding printing of minutes may be kept for 2 years
93.	Diary and Despatch Registers	5 Years
94.	Miscellaneous Correspondence	3 Years
95.	Files relating to constitution of authorities	Permanent
96.	Files pertaining to debates prizes, etc.	3 Years
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Examination Section		
97.	Question papers original and proof thereof	2 Years
98.	Award Lists from Examiners	2 Years after declaration of the result of the Semester.
99.	Examiner's Reports on other than Research Programs	2 Years
100.	Tabulated Results	Permanent
101.	Appointment of Examiners (i) Files Correspondence (ii) Acceptance Forms (iii) Copy Right forms (iv) Plagiarism Report	3 Years 3 Years Permanent Permanent
102.	Appointment of Moderators for question papers	2 Years
103.	Used/ Unused Question Papers of Examinations	1 Year from the date of declaration of results
104.	Conduct of Examinations (i) Challans, Despatch Memos, Seating Plans, Received forms Examination Centres (ii) Examiner's receipts of answer books (iii) Distribution of scripts among examiners	2 Years 2 Years 2 Years
105.	Revaluation of results, Correspondence, applications and connected scripts	2 Years
106.	Re-checking of results, correspondence, applications and connected scripts	2 Years
107.	Used/ Unused answer books of the semester examinations	1 Year from the date of declaration of results
108.	Appointment of tabulators for results	2 Years
109.	Moderation of results correspondence, etc.	2 Years
110.	Supply of marks: (i) Files of correspondence (ii) Applications	2 Years 2 Years
111.	Supply of degrees, diplomas, certificates, duplicate copies thereof, applications, correspondence and counterfoils	2 Years
112.	Convocation (i) Files, Correspondence, etc.	2 Years

	(ii) Special convocation files reg. correspondence, etc	Permanent
113.	(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 regulations, etc.	3 Years 3 Years Permanent
114.	Records related to Examination conducted on behalf of other authorities	2 Years
115.	Unfairmeans cases files	Till the period of punishment
116.	Practical Training Certificates files	3 Years
117.	(i) Pre-Ph.D./Ph.D. Correspondence Files (ii) Report of Examiners and proceedings of the Committee to consider the reports, Ph.D. Thesis, Dissertations etc.	2 Years after the publication of result Permanent
118.	Miscellaneous correspondence files	2 Years
119.	Correspondence with the Heads of the departments regarding courses of reading	Permanent
120.	Official copies for the courses of reading	Permanent
121.	Dissertations/Project Report, etc. in respect of failed candidates	Permanent (to be kept in the University Library)
122.	Diary & Despatch Registers, Peon Books	2 Years
123.	Transit Registers	2 Years
124.	Results (spare copies)	1 Years
125.	Applications for admission to Examinations (i) Covering sheets (ii) Files regarding correspondence for issue of blank application forms, covering sheets, etc. to the departments	6 Years 1 Year 1 Year
126.	Correspondence files related to Printing	1 Year
127.	Files regarding supply of statistics to U.G.C., etc. showing the number of candidates appeared/passed at the University Examinations.	1 Year (Statistics to be kept permanently)
128.	Files relating to correspondence with the HoDs of the departments regarding Examination Fee.	2 Years
129.	Registers – Fee utilization	Permanent
130.	Registers showing examination fee received from the departments	Permanent
131.	Applications for utilization of examination fee	2 Years
132.	Files relating to appointment of Superintendents for University Examinations. (a) Files relating to appointment of special Invigilators, writers and grant of extra time, etc.	1 Years 1 Years
133.	Files relating to general correspondence with departments, etc.	5 Years
134.	Attendance certificates-issue of admission tickets	1 Years
	General Section	
	Purchase	
135.	Furniture (steel & wooden)	5 Years

136.	Electric Goods (Air Conditioners, Refrigerators)	10 Years
137.	Miscellaneous	2 Years
138.	Correspondence with the University Engineer	3 Years
139.	Liveries (winter & summer stitching)	5 Years
140.	Paper & Misc. Degree papers	3 Years
141.	Repair of staff car, renewal of licenses	Permanent
142.	Stock registers	Permanent
143.	Purchase of fire extinguishers	5 Years
144.	Procurement of answer books and sale of used answer books	5 Years
145.	File regarding celebrations	3 Years
146.	University coat of arms	Permanent
147.	Proposal regarding supply of tiffin to University employees	Permanent
148.	Setting up of Films/ Movie/ Other Clubs in University	Permanent
149.	Framing of rules regarding discipline among students	Permanent
150.	Garden committee – constitution	Permanent
151.	Proctorial arrangement in University Campus	Permanent
152.	Misc. files dealing with different general matters	5 Years
153.	All the files relating to the insurance of buildings and the fidelity guarantee policy	5 Years
	Store	
154.	Stamps (service and postage)	10 Years
155.	Furniture and equipment	10 Years
156.	Printed registers and other materials	5 Years
157.	Misc. (consumable other than stationery)	5 Years
158.	Liveries	10 Years
159.	Printed forms	5 Years
160.	Degrees and diplomas	Permanent
161.	Courses of reading	Permanent
162.	Prize books	5 Years
	Files	
163.	Liveries (issue)	2 Years
164.	Correspondence for liveries	2 Years
165.	Issue of furniture to the department, etc.	10 Years
166.	Stock verification of the stores	5 Years
167.	Portraits, etc.	5 Years
168.	Issue of Degrees and Diplomas	10 Years
169.	Issue of courses of reading	5 Years
170.	Arrangement for the convocation	5 Years
171.	Arrangement for transferring and shifting of old answer books	2 Years
172.	Arrangement for Annual Examinations.	2 Years
173.	Celebration of Independence Day and Republic Day and any Other day of National Importance	5 Years
	Dispatch	
174.	Service stamps account register	10 Years
175.	Franking account register	10 Years
176.	Dispatch register	10 Years

177.	Peon Books	3 Years
178.	Postal receipts	3 Years
	Diary	
179.	Diary registers	5 Years
180.	Office copy registers	3 Years
181.	RTI Section : Files/Records	As per RTI Act 2005
	Rajbhasha	
182.	Files/ Records related to Events & Programs conducted	1 Year