



Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi

(General Administration Branch)

F.No.IPU/GA/Retention Record/2013-14/140/ 4376 L,

Dated: 13th December, 2013


Office Order

Period for Retention of Records related to General Administration Branch of the University is as under:-

S. No.	Main Head	Retention Period
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.	Despatch 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
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.	Attendance Register of Staff	02 Years
17.	Casual Leave Record	To be destroyed at the end of the year
18.	Booking Register of Seminar Halls / Community Centre etc.	03 Years
19.	Files related to policy matters approved by Competent Authority	Permanent
20.	Staff Car Log Book / Any other Log Book of Vehicles	03 Years or one year after completion of audit whichever is later
21.	Stock Register (Consumable & Non-Consumables)	Permanent
22.	Sanction Order Register / Expenditure Control Register / Advance Register	03 Years or one year after completion of audit whichever is later
23.	<i>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.</i>	05 Years or one year after the completion of audit whichever is later (if there is any pending legal matter or representation)
24.	<i>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, Speed Post, Telephone Bills, Tentage, Decorations, Banners, Backdrops, Signage's, Photography, Repair &</i>	03 Years or one year after the completion of audit whichever is later


	Maintenance of Furniture items, AC, Water Cooler, Refrigerator, PA System, Cable Connection & Charges, Fish Aquarium, Photocopier/Fax/TV/other electronic items etc.	
25.	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
26.	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 Committee.
27.	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
28.	Inspection Reports	01 Year after the date of inspection
Activities related to University Health Centre		
29.	Duty Register, requisition forms and complaint Register	03 Years
30.	Doctor's call Register	02 Years
31.	Medical Book – Fitness Register	05 Years
32.	Daily Medicine Consumption Register	02 Years
33.	Treatment Register	03 Years
34.	O2 Cylinder Register	05 Years
35.	Discharge Book / Admission	05 Years
36.	Medicine Register	03 Years
37.	Annual Demand File	05 Years
38.	Blood Bank/Health Camp Register / Files	05 Years
39.	Dressing Register	02 Years
40.	Indent Book (Consumable & Non Consumables)	03 Years
41.	Internal Dak Book – Health	02 Years
42.	Garbage Register	01 Year
43.	Stock Register	Permanent

This is issued with the approval of the competent authority.


(Dr. B. P. Joshi)
Registrar

Copy to the following for information please

1. All Deans / Directors / Heads
2. All Joint Registrars
3. All Dy. Registrars
4. A.R. to Hon'ble Vice Chancellor
5. A.R. to the Registrar
6. All Assistant Registrars
7. Guard File


(Pankaj Agrawal)
Dy. Registrar (GA)