



Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi- 110078

Website: <http://ipu.ac.in>

Planning Branch

Ph. No. 25302193, 25302194

Subject: Record Retention Schedule for the various branches of GGSIP University

Hon'ble Vice Chancellor has constituted a committee for formation of Record Retention Schedule for various departments so that the un-wanted material may be weeded out. It is also the requirement of "Swachh Bharat Abhiyan" campaign initiated by Govt. of India. During the first meeting of the committee it was come out that committee should also examine the prevailing Retention Schedule of each branch. Therefore, it is requested to kindly sent the prevailing Retention Schedule and type of data of their branches for which they require Record Retention Schedule within 07 days of receipt of this communication. It is also requested to provide the valuable inputs in this regard so that the policy for Record Retention Schedule may be prepared in accordance to rule & regulations.


(Dr. Vijay Kumar) 10/12/14
Assistant Registrar,
Plg & Policy Branch
GGSIP University

Copy to:

1. All Deans/Directors/Branches Heads for necessary action.
2. Controller of Examination
3. Controller of Finance
4. Librarian
5. P.S. to Vice Chancellor for kind information please
6. A.R. to Registrar for kind information please
7. Head UITS to kindly upload on the University web site.
8. Guard File.

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10/12/14