



इलाहाबाद विश्वविद्यालय  
प्रयागराज - 211 002, उ०प्र० (भारत)  
UNIVERSITY OF ALLAHABAD  
Prayagraj - 211 002, U. P. (INDIA)

No. Comm.Sec./2023/1733  
Date : 05, 04, 2023

To,

**Estate Manager,**  
Estate Office  
University of Allahabad.

Dear Sir,

In respect of Agenda No.04/73, the Executive Council in its meeting held on 23-03-2023 **resolved** vide Resolution No.04/73 as under :-

**"Agenda No. 04/73** To consider the letter dated 14-11-2022 of Dr. Haribansh Singh, Convener of the Committee along with Report and Regulations for preservation & weeding out of Office Records/Documents of the University of Allahabad.

**Resolution No.04/73** The Executive Council (EC) unanimously approved the report of the committee."

**Encl. : Report and Regulations for preservation & weeding out of Office Records/Documents of the University of Allahabad.**

Yours Sincerely,

*NK*  
05/4/23  
**Registrar**

**Copy to for kind information :-**

1. Chairman, ICT Cell, UoA with the request to kindly upload the enclosed Report and Regulations on the University Website.
2. Controller of Examinations, A.U.
3. All Heads of Departments, A.U.
4. All Deans of Faculties, A.U.
5. Dean of College Development, A.U.
6. All Directors of the Institutes, A.U.
7. All Joint Registrars, A.U.
8. All Assistant Registrars, A.U.
9. Proctor, A.U.
10. Dean, Students Welfare, A.U.
11. Record Section, A.U.
12. SVC- for kind information of the Vice-Chancellor, A.U.
13. P.A. to Registrar for kind information of the Registrar, A.U.

*[Signature]*  
**Joint Registrar (CS)**

## REPORT

A proper record retention policy is an indispensable for maintenance of the records in University offices, centers and departments which would be useful and necessary for giving timely and judicious replies to the queries raised from time to time by UGC/MOE/Under RTI Act, 2005. It would also be enviable for defending and submitting suitable reply to the Hon'ble Courts in various court cases.


It is desirable that University shall adopt appropriate record retention policy in the light of the decision of the Information commissioner in the case of Gyanendra Prasad, Kanchipuram Tamil Nadu v. University of Allahabad and many more appeals decided by Central Information Commission, New Delhi.

The Draft of the Record retention schedule has been discussed by the committee members. The UGC has approved various subjects/sections mentioned in Record Retention Schedule as per its requirement. Many subjects/sections of the Schedules are relevant in respect of records of the University, therefore, relevant portions of the said schedule be adopted in the record retention schedule/regulation of the University of Allahabad. It is desirous to prepare a regulation for maintenance of Office Records and weeding out policy of the University. It is pertinent to incorporate separate sections (e.g. Academic Section, establishment section etc.) suited to University set up.

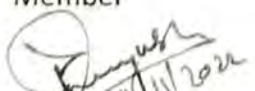
It is pertinent to maintain records and documents so as to bring economy of space efficiency in retrieval of documents and coming into being of Right to information act 2005 and the necessity for storage of electronic data information a need was felt to adopt an appropriate the record retention schedule.

Record retention management has always remained a critical activity of institution as it is viewed as key to efficient administration of the institution, administrative reforms and timely redressal of grievances of all the stakeholders of the University. The Committee has tried to deal with formulation of policy on record management and preparation of record retention schedule to ensure that there is uniformity in retention schedule of record of various administrative offices, centers, institutes and departments of the University. The utmost care is taken to ensure that files, documents and records are neither prematurely destroyed nor kept for period longer than required period.

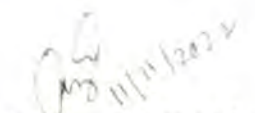
As per the needs of the university, the categorization of records is broadly done into the two categories that is physical records which pertains to the files, documents and records lying in different sections of the university and electronic records which is maintained by the data cell of the university. With reference to the physical records a detailed description of various kinds of files, documents and records have been dealt with related to Office of the Registrar, Account offices establishment section including Teachers Establishment and Non teaching staff section , Examination section, Admission section, Legal Cell, Centers, Institutes, Head/Dean Offices, Departments etc.

  
(Dr. Sonal Shankar)

Member

  
(Dr. Peeyush Kumar)

Special Invitee

  
(Dr. Haribansh Singh)

Convener

  
(Prof. Rakesh Khanna)

Advisor

# Regulations for the Preservation & Weeding out of Office Records/Documents

## REGULATIONS

### Part-A (Preservation of Office Record and Documents)

1. The UGC has approved various subjects/sections mentioned in Record Retention Schedule as per its requirement. Many subjects/sections of the Schedules are relevant in respect of records of the University, therefore, relevant portions of the said schedule be adopted in the record retention schedule/regulation of the University of Allahabad. (**enclosed as Annexure-1& 2**)
2. The schedule for all selection committee/appointments of teaching and non teaching staff/advertisements/sanction letters for the posts of teaching and non teaching staff shall be maintained on permanent basis by the Establishment section in consonance with Faculty recruitment cell.
3. For records retention scheduled related to financial Department, it shall be dealt with relevant financial Rules/GFR as it is, and as per the Government of India Norms in respect to record retention schedule.
4. For record retention related to Examination, Controller of Examination and/or Joint Registrar/Deputy Registrar/Asst. Registrar of Examination Section shall be responsible for maintenance of Records and Disposals of such records as per the specified rule.
5. The Academic Head/Dean/Director/Coordinator/Principal shall be responsible for maintenance of Records and Disposals of such records in their Department/Faculty/Institute/Centre/College as per the **Schedule (A)**.
6. The in-charge of the other unit(s) shall be responsible for maintenance of Records and Disposals of such records in their respective unit as per the **Schedule (A)**.

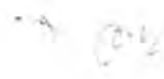
### Part-B (Disposal/Weeding out of Office Record and Documents)

7. All records of the University and its Institutions will be disposed of after completion of the fixed time frame with the specific approval of the Vice-Chancellor.
8. All the records of the Finance will be maintained as per the Government of India Norms, GFR's and Prevailing University Rules and Regulations.
9. Before allowing the record to be disposed off, the relevant record will be examined by a committee constituted by the Vice-Chancellor for the matters relating to finance,



Establishment/ policy decisions and wherever registrar as the record keeper of the University deems fit.

10. It is imperative for the custodian that even, if the period specified for the preservation of record for any time has been over, No record including Registers, Files, answer books, document, etc, related to any dispute or Court case will be disposed off in any case until the case/dispute has finally been decided by the respective Court/Appellate Court/ Authorities whichever is later.
11. It is imperative for the custodian that even if the period specified for the preservation of record for any item as been over, no record relating to any financial transaction like receipt of fee or expenditure made will be disposed off until the Audit of the entire record is conducted and objections raised have been settled under the orders of the competent authority of the University.
12. More items of the office record may be included in the Schedule-A with the approval of the competent authority of the University from time to time.
13. This regulation will replace the earlier rules/regulations prevailing in University (if any) in respect of preservation and disposal of documents, files and records etc. however; it will not affect any earlier actions and decisions taken by the authority regarding the same.
14. In case of any contravention of any Regulations of this regulation laid down by the University with Government of India record retention on any matters, the provisions mentioned in the Government of India record retention schedule will be preferred. However, in case where in competent authority feels that in the particular matter or any matter which is not expressly covered under the Government of Indian record retention schedule, the primacy may be given to the University Regulations.
15. **Enabling Provisions:** In case of any dispute regarding compliance, interpretation and giving effect to any provision, the decision of the Hon'ble Vice-Chancellor shall be final.

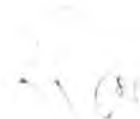


## Schedule – A

### 1. Registration Branch

The following items of record of Registration Branch will be preserved at least for the period as mentioned against each.

Sl.No.	Description of Record	Period of Preservation
1.	Registers of Students Registration.	Permanent
2.	Copies of Result Gazettes/Supplementary Notifications of Results/UGC Notifications, etc. for entries in the Registers of Students Registration.	Permanent
3.	Ordinances/Rules & Regulations etc.	Permanent
4.	Clarifications/Amendments of Rules/Regulations/ Ordinance, etc.	Permanent
5.	Recommendations of the Department Programme Committee/Research Degree Committee/Boards of Studies/Board of Faculty and relevant Resolution of the Academic Council; progress Reports/Payment of Fees, etc. relating to the Registration of Research Scholars working for their Ph.D.	2 years after the completion of the Ph.D. Programme/Maximum Period of Registration.
6.	Books of Counterfoils of Registration Cards issued to the students admitted to various courses in the University.	2 year after the completion of the Course.
7.	Books of Counterfoils of issue of Migration Certificates to students joining courses of others Universities.	3 years after the issue of Migration Certificate.
8.	Registers of issue of Migration certificate to the Students	Permanent
9.	Registers of Recognition of courses/Degree or equivalence Degree by University of Allahabad	Permanent
10.	Registers of Registered Research Scholars working for their Ph.D. Programme.	2 years after the completion of the Ph.D. Programme/Maximum Period of Registration
11.	Progress Reports of Research Scholars working for their Ph.D.	2 years after the completion of the Ph.D. Programme/Maximum Period of Registration



## 2. Academic Branch

The following items of record of Academic Branch will be preserved at least for the period as mentioned against each:

Sl.N o.	Description of Record	Period of Preservation
1.	Agenda and Minutes of the Meeting of various Bodies of the University viz. Board of Studies, Faculty Board, Academic Council, Finance Committee, Executive Council etc.	Permanent
2.	Constitution of the University Bodies/ Committees/ Council	5 years after the term is over
3.	Constitution of the Faculties/Boards of Studies.	5 years after the term is over
4.	Registers of Constitution of the University Bodies viz. Board of Managements in constituent colleges of university etc.	Permanent
5.	Recognition of the Courses offered by the Constituent Colleges by the University.	Permanent
6.	Syllabi of various courses offered by the University and its Constituent Colleges from time to time (5 Copies).	Permanent
7.	Register of Marking Attendance of Members at the time of Meeting of the University Bodies.	2 years ( as CAG audit is conducted every year in University of Allahabad, and financial mattes related to salaries of faculties is disposed of in one year time frame )
8.	Files containing Office copies of Approval/Circulation of Agenda items for the meeting of various University Bodies.	5 years
9.	Files of Nomination of University of Allahabad Staff in University Bodies.	5 years after the term is over
10.	Files of Nomination of outside Experts on University Bodies like Academic council., selection committee, Visitor Nominee, Chancellor Nominee	5 years after the term is over
11.	Payment of TA/DA, etc.	5 years
12.	Information received from various Institutes/Colleges for inclusion in the Prospectus/ Annual report of the University.	2 years
13.	Court Cases	Permanent/(files relating to students matters who have passed out and time period of 5 years is elapsed from the date of

		disposal of the matter , or cases which have been dismissed by the Honorable Court may be disposed after the approval of the Registrar and Vice Chancellor )
14.	Applications of Students for sanction of financial Assistance/ Scholarship by University of Allahabad.	2 years
15.	Sanction of Financial Assistance to students by the University of Allahabad.	5 years
16.	Award of Scholarships/Financial Assistance to students by Government and others Agencies.	5 years
17.	All matters relating establishment of new Institutes/introduction of new courses/Enhancement of seats/Inspection by various Regulation Councils like AICTE, NCTE, NAAC, UGC, BAR Council of India etc.	Permanent
18.	Regulations/Guidelines/Norms/Policy Decisions Mandatory Instructions/Disclosures notified by the various Regulating Councils/UGC/State Government /Central Government, etc.	Permanent
19.	Various Schemes for sanction of Research Grants/Financial Assistance/Projects or any other Programmes for students & Teachers notified by the various Regulating Councils/UGC/ State Government /Central Government, etc.	5 years
20.	All items of Record of Entrance Tests for admission to various courses in the University and its Institutes including the Application Forms submitted by the candidates.	1 Year after the date of declaration of Entrance Test Result. (except in the event when any particular issue is pending before Honorable Court, then till final disposal of the case)
21.	Admission Forms of candidates applied for admission, but not selected.	1 year from the date of last admission of the session.
22.	Files of Admission Forms of students admitted to various courses in the University.	1 year after the completion of the course or Maximum period for completion of the course.
23.	File of Issue of Advertisement of Admission Notices/Convocation/Alumni Meet, etc.	2 years
24.	Files of correspondence for the issue of NOC for new courses/Institution by the Central Government.	Permanent

### 3. Examination Branch

The following items of record of University Examination will be preserved at least for the period as mentioned against each:

Sl.No.	Description of Record	Period of Preservation
1.	Examination Forms for various examinations conducted by the University.	3 years after the declaration of Results.
2.	Result Sheets of the University Examinations, Degree, Grade, Enrolment etc.	Permanent
3.	Award Lists (Both Theory and Practical Examinations including Internal Assessment).	3 years after the declaration of Results.
4.	Re-evaluation Cases.	3 years after the declaration of Results.
5.	Result Gazettes of Examinations of all the courses in the University including supplementary Notifications of Result late Cases & Notifications of UOA& Re-evaluation (Three Set).	Permanent
6.	Application forms for issue of Degree mark sheets, Degree, Duplicate Degree mark sheets /Degree/Certificates/Merit Certificates, provisional Degree/Certificate, etc.	2 years
7.	Examiners' Lists (Theory and Practical Examinations).	5 years
8.	Files of Un fair means Cases.	2 years of after the period of disqualification whichever is later.
9.	Registers containing names of paper-setters/Examiners.	10 years
10.	Record of Examination Centre	2 years
11.	Expenditure Registers for Theory/Practical Examination.	5 years
12.	Registers of dispatch/receipt of Answer books to the Examiners/ Re-evaluators	3 years after the declaration of Results.
13.	Registers of Receipt of Answer books from the Examination Centers.	2 years after the declaration of Results.
14.	Theses/Dissertations/Project Reports, etc. - PG Diploma - Professional Degree Courses/IPS - M.Phil/M.Tech - UG/PG Courses -	3 years after declaration of the results.
15.	Appointment Registers containing the names of Centre Superintendents/Dy. Supdts/Supervisors/Flying Squads, etc.	2 years
16.	Evaluated Answer Books of all the University Examination.	2 year after the declaration of Results.
17.	Record of Rechecking of Answer Books.	1 year



18.	Registers of Accounts of Fee paid by the Students/ institutions.	5 years
19.	Used Question papers of University Examinations: However, after the Examination are over: <ul style="list-style-type: none"> <li>- Three sets of question papers will be preserved in bound forms for reference in the Examination Branch.</li> <li>- Two sets of the question papers will be sent to the respective Department/ Institutes to be preserved in bound forms in the concerned Department/Institutes for reference of the Faculty.</li> <li>- Two sets of question papers will be sent to the Librarian of the concerned Institute to be preserved in bound forms of reference of the students/faculty.</li> </ul>	3 years
20.	Court Cases	Permanent / or 5 years after matter is disposed by the Hon'ble Court .
21.	Approval of Names of paper setters/Examiners/ Re-evaluators, etc form the competent authorities of the University.	3 years
22.	Internal Assessment, Project file, Test/Mid Test Answer Sheets, Tutorial Records etc.	1 year

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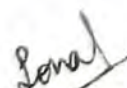
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## 4. Establishment Branch

Sl.No	Description of Record	Period of Preservation
1.	(i) Casual Leave, Academic Leave and Duty Leave application of the staff of the University. (ii) Casual Leave, Academic Leave, Duty Leave account	One year after the calendar year in which leave is taken 5 year
2.	Applications of various Teaching & Non-teaching posts of such candidates who have not been selected.	2 years with the condition that there is no dispute/court case against any category of post and the said record will be maintained till the dispute is finally resolved.
3.	Dispatch Register, Postal Registration Books, Annual Return to CIC on RTIs matters or other returns, Complaint diary, RTI related applications, replies and apples, File Movement Register,	3 years
4.	Files containing O&M/ circular, Office Orders, UGC Notifications, Regulations.	Permanent
5.	List of Records send for weeding out, List of files weeded out.	Permanent
6.	ACR Registers, Departmental Promotion Committee Recommendations.	Permanent
7.	Case of appointment, Deputation, Absorption, Re-employment.	Permanent
8.	Disciplinary Cases	5 years or till such time the proceeding is over
9.	Prevention of Harassment of Women at work place	3 years or till such time the proceeding is over
10.	Attendance Records, Transfers, Promotions etc.	3 years

  
(Dr. Sonal Shankar)  
Member  
Asstt. Professor  
Department of Law

  
(Dr. Peeyush Kumar)  
Special Invitee  
Law Officer

  
(Dr. Haribansh Singh)  
Convener  
Asstt. Professor  
Department of Law

(Prof. Rakesh Khanna)  
Advisor  
Former Professor  
Department of Law