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

Circular

F.No. IPU/GA/Misc/14-15/158/ 8040   Dated: 10/3/15

Hon'ble Vice Chancellor has constituted a Committee for finalization Record Retention Schedule. The term of reference of the Committee is:

1. To interact with all the Branches/Schools/Deptt. Heads and collect the day to day activities and their activity calendar for the academic year.

2. To study and workout the record retention schedule of all deptt./branches and Schools of the University.

3. To prepare a document for the record retention schedule and policy for weeding out and Record Management Policy.

4. Committee will prepare a policy document for the record retention schedule with record management Committee within two months from the day of constitution.

In the meeting it has been decided, that each departments may finalize the record retention schedule as per the record retention schedule of Govt. of India of 2012 (Soft copy shall be sent through mail separately OR available on darpg.gov.in/darpgwebsite_cms/Document/file/RRS_WC.pdf) as guidelines and draft record retention schedule of your department and submit to the committee within one week so that the same could be put up to the Hon'ble Vice Chancellor for approval.

(Dr. Vijay Kumar)
A.R.(Planning)

Copy to:
1. Dean/Directors/Branch Heads/Librarian/ Chief Warden/Proctor
2. P.S. to Hon'ble Vice Chancellor for kind information
3. P.S. to Registrar for kind information
4. Incharge Server Room for uploading on University website
5. Guard File

Record Retention Schedule for Schools & Director Officers

S.No.	Main Head
1.	Dak & Diary Register
2.	Dispatch Register & Peon Book
3.	Payment related files
4.	Register of Identity Cards
	Activities
5.	Budget Files
6.	Legal Cases
7.	Purchase of Petty Items (through Imprest)
8.	Important Matters, Circulars
9.	Replies to Parliament/Assembly Questions
10.	Attendance Register Staff
11.	Casual Leave Record
12.	Files related to policy matters approved by Competent Authority
13.	Stock Register (Consumable & Non-Consumable)
14.	Tender files & related documents
15.	File related to payment of Lab equipment AMC
20.	Reminder & Complaints