



गोंय विद्यापीठ

ताळगांव पठार

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(Accredited by NAAC)

No.GU/Admn.(NT)/Retention Schedule/581/2023/416 Date: 15/06/2023

(Ref: Order No.GU/Admn.(NT)/Retention Schedule/581/2019/1249 dt.17/09/2019)

ORDER

In partial modification to the above referred order to the extent applicable, the Retention Schedule in respect of Administration (Non-Teaching) is revised as under:

Sr. No.	Description of record	Retention Period
146.	Application forms (hard copies) of candidates for recruitment	Original application of the wait list candidates to be retained for one year, Multiple sets of application to be disposed after six months.
147.	DPC/DSC reports	Permanent
148.	Personal Files	Permanent
149.	Service Book	Permanent
150.	APRs	Till retirement
151.	MACP files	Permanent
152.	Leave Records except - casual leave	Permanent
153.	Appointment Order for contractual staff	Six months after service of contract staff ends.
154.	Pension cases	Permanent
155.	GPF records on superannuation	Permanent
156.	GPF application for withdrawal/ advance	Two years
157.	Pay fixation files	Permanent
158.	Agenda and minutes of Statutory bodies viz. Court/Executive Council/ Planning Board	Permanent (Extra copies one year)
159.	Election of Statutory Bodies	Permanent
160.	Panel of expert file	Permanent
161.	Election files/Orders	Two years
162.	Other Office Files	Permanent or to retain only important paper/documents
163.	Reservation Rosters	Permanent

164.	OMR Sheets/Answer Paper of (Written) Screening/Examination for Non Teaching Positions (hard copies).	Two Months of declaration of results.
165.	Soft copies of applications for various Non-Teaching positions.	<ol style="list-style-type: none"> 1. Soft copies of applications of selected/appointed candidates to be retained permanently. 2. Soft copies of applications of waitlisted candidates to be retained for twelve months. 3. All remaining soft copies to be deleted within two months of completing original appointments.

The above is issued with the approval of the Executive Council in its meeting held on 26/05/2023.


 (Prof. V. S. Nadkarni)
REGISTRAR

To,

1. Deputy Registrar (Administration)
2. Assistant Registrar (Non-Teaching)
3. A.R. to Registrar
4. P.S. to Vice-Chancellor
5. Concerned file
6. Guard file