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State Public University since 1985
Recognized by UGC u/s 12-B
(Accredited by NAAC with A Grade)

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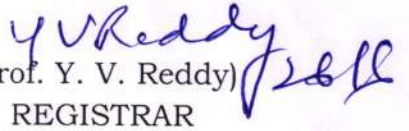
GU/JR-ADM/Retention Schedule/581/2020/546(A)

Date: 30/06/2020

ORDER

The Executive Council in its meeting held on 13/02/2020 approved the Retention schedule in respect of records of Engineering & Technical Division, Examination Section, Administration (Teaching) Section, Purchase Section and Computer Centre for the maintenance of various University records /files/documents specifying the duration of the retention as per enclosed annexures.

Further, it was suggested to maintain the records in the digitized/electronic format.


(Prof. Y. V. Reddy)
REGISTRAR

To,

1. Joint Registrar (Administration)
2. University Engineer
3. Head of Computer Center
4. Assistant Registrar (Teaching)
5. Assistant Registrar (Purchase)
6. P.S. to VC.
7. P.A. to Registrar
8. Concerned file
9. Guard file.

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RECORD RETENTION SCHEDULE

ENGINEERING AND TECHNICAL DIVISION		
Sr. No.	Description of record	Retention Period
1.	Building Committee records	Permanent
2.	Complaint Register (Civil & Electrical)	2 years
3.	Challan copies	2 years
4.	Tender Notice	10 years
5.	Water supply Bill Files	10 years
6.	Electricity Bill Files	10 years
7.	Quotation File	10 years
8.	Work Files (construction/repairs /maintenance works)	Permanent
9.	Available records of matter relating to Design plus	Permanent
10.	Available records of Consultants File	Permanent
11.	Available Arbitration Files	Permanent
12.	Land Record Files	Permanent
13.	Building Drawings	Permanent
14.	Measurement Books	Permanent
15.	Site Order Books	20 years
16.	Watch & Ward Files	10 years
17.	Press notes	10 years
18.	Vehicle Maintenance	Life time of the vehicle
19.	Advertisement Bills	5 years
20.	Budget Estimate	5 years
21.	Space Planning Allocation committee(SPAWC)records	Permanent
22.	Matters in purview of CAC	20 years
23.	Matters in purview of security committee	20 years

24.	Quarters allotment records	20 years
25.	Swatch Bharat records	20 years
26.	Audit files/replies	Permanent
EXAMINATIONS SECTION		
27.	Examination forms.	1 Year
28.	Assessed answer books.	6 months after the declaration of Revaluation / Challenge Evaluation results. For PG departments till the academic audit.
29.	Mark list/mark input form received from the Examiners.	2 Years after declaration of result
30.	Used manuscripts/answer keys of Question papers.	6 months
31.	Attendance/ Absentees report of the students at the examinations.	1 Year
32.	Record or copies and ledgers of examinations result.	Permanent
33.	Appointment of Paper Setters & Examiners.	Double the duration + 1 Year
34.	Question papers set of each examination.	Double the duration + 1 Year
35.	OB- 4 Panel of examiners each examination.	Double the duration + 1 Year
36.	Copies of examination results declared in case of Computerized Examination.	Permanent
37.	Appointment of Chief Conductor/ Sr. Supervisor	2 Years
38.	Duplicate Convocation forms.	2 Years
39.	The programme of Internship Training.	3 Years
40.	Answer books connected with Unfair means cases or revaluation case, result held in reserve/ abeyance or delayed results etc.	3 Years
41.	Application of the students for verification, revaluation, grievance Committee and Communication sent to the student on the outcome of the action.	2 Years

42.	NCC/NSS/Sports marks award related matter.	3 Years
43.	Application of the students for Provisional Degree, Duplicate certificate Correction in name, etc. (Whether Online or hard copy)	1 Year
44.	Master panel of Examiners.	Permanent
45.	Settlements of Remuneration bill file.	2 Years
46.	Time Table copies.	1 Year
47.	Unused manuscripts.	3 years
48.	Taxi Hire files.	1 Year
49.	Appointment records of daily wage.	1 Year
50.	Correspondence related to printing of question papers.	5 Years
51.	Convocation Booklets (Prizes/VC Speech/ Chancellors Speech)	1 yr
ADMINISTRATION (TEACHING) SECTION		
52.	Advertisement files	Permanent
53.	Original set of application of selected candidate	Permanent
54.	Service Book	Permanent
55.	Pay fixation files	Permanent
56.	Pension and GPF record on Superannuation	Permanent
57.	Personal files	Permanent
58.	Appointment as HODs/Deans	Permanent
59.	Seniority of teachers	Permanent
60.	All files of visiting/adjunct teachers	Till the appointment of concerned Teacher
61.	All files of UGC, FRP Teachers	Permanent
62.	All files pertaining to Statutes/ Ordinances and Act	Permanent
63.	GPF applications for withdrawal/advance	2 Years

64.	Appointment Orders for contractual staff	10 Years
65.	Panel of Subject Experts	10 Years
66.	Report of the Pre-Screening Committee for Direct Recruitment	5 Year
67.	Applications of non-selected candidates	3 Months
68.	Main CAS Applications and other relevant information.	Multiple sets of application to be disposed after 6 months.
69.	Application for best meritorious Awards for teachers	3 Months
70.	Proportionate Earned Leave files	Permanent
71.	Statistics file	5 Years
72.	Establishment of Dept./School and creation of Teaching Positions files	Permanent
73.	Reservation Rosters	Permanent
PURCHASE SECTION		
74.	File, papers and documents relating to contracts, agreements etc.	5 years (after the contract/agreement is fulfilled or terminated. In cases where audit objections 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.)
75.	File pertaining to telephone connections	5 years after closer of last matter
76.	Files pertaining to Office Appliances relating to postage (Franking Machine, etc).	5 years after closer of last matter
77.	File pertaining to purchase of Furniture, computers etc for office use.	5 years after closer of last matter
78.	Files pertaining to purchase of Printing Stationery for General Administration	5 years after closer of last matter
79.	Files pertaining to general purchase like Uniforms, Umbrellas, Acrylic name plates.	3 years after closer of last matter

COMPUTER CENTRE

80.	All electronic data generated in Computer Centre (HRMS, Exam, Student, Payroll, etc.)	10 Years, it will be kept in the University's server and thereafter transferred to the National Archives of India (NAI)/Backup data.
81.	Purchase files of equipment	Life time of equipment
82.	Purchase of Furniture	Life time of equipment