



GOA UNIVERSITY

Established by State Legislature by Notification No.LD/10/7/84(D)of 1984
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GU/Admn.(NT)/Retention Schedule/581/2019/1249

Dated:17/09/2019

ORDER

The Executive Council in its meeting held on 16/08/2019 approved the Retention schedule in respect of records of Finance Division, Academic Division and Administration (Non-Teaching) 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.

Y V Reddy 16/9
(Prof. Y. V. Reddy)
REGISTRAR

To,

1. Joint Registrar (Administration)
2. Joint Registrar (Academic)
3. Finance Officer
4. Assistant Registrar (Acad-General)
5. Assistant Registrar (Acad-PG)
6. Assistant Registrar (Acad-Colleges)
7. Assistant Registrar (Non-Teaching).
8. P.S. to VC.
9. P.A. to Registrar
10. Concerned file
11. Guard file.

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Sr. No.	Records relating to the University
1	Finance
2	Academic i) PG Section ii) College Section iii) General Section
3	Administration (Non-Teaching)

RECORD RETENTION SCHEDULE

FINANCE DIVISION		
Sr. No.	Description of record	Retention Period
1.	Budget Copies (3 Nos)	Permanent
2.	Budget Control Registers	5 years
3.	Audited Annual Accounts copies	Permanent
4.	Computerized Accounts	5 years after audit
5.	Ledger Accounts	15 years
6.	Payment Vouchers	10 years
7.	Receipt Vouchers	10 years
8.	Advance Registers	Permanent
9.	Security Deposits and EMD Registers	5 years after the completion of work
10.	Caution Money Account	5 years after completion of the course
11.	GPF Challan Registers	Permanent
12.	GPF Advance/Withdrawal Registers	Permanent
13.	NPS Ledger/Registers	Permanent
14.	Endowment Registers	Permanent
15.	Salary Deduction Records	Permanent
16.	Annual Salary Earnings & Deductions Statement	Permanent
17.	GPF Annual Statement	Permanent
18.	GPF Remittances Challans & Other Correspondence	Permanent
19.	NPS Challans & Records	Permanent
20.	Project Sanction Orders	10 years
21.	Utilization Certificate copies	5 years
22.	Copy of Form – 16	3 years
23.	VAT Certificates	3 years
24.	Agenda for Finance Committee Meeting	Permanent

25.	Minutes of the Finance Committee Meeting	Permanent
26.	Audit Files/Observations including replies/comments	Permanent
27.	PAC related Documents	Permanent
28.	Inspection Report including replies/comments	Permanent
ACADEMIC i) PG Section		
29.	Board of Studies files	10 yrs
30.	Copies of Syllabus	2 yrs
31.	Miscellaneous matters relating to BoS.	5 yr
32.	Attendance Registers of BoS Meetings	1 yr
33.	Follow up action files of Academic Council/ Standing Committee of Academic Council	5 yrs
34.	Follow up action files of Executive Council	5 yrs
35.	Recognition files	5 yrs
36.	Recognition applications	1 yr (Not eligible applications to be discarded retaining one copy in the file)
37.	PG Admission files	3 yrs (For reference)
38.	Provisional Merit List files	3 yrs
39.	Enrolment Forms/ ID Card Forms	Old forms to be discarded
40.	Enrolment files	5 yrs
41.	Financial Assistance Files for teachers	5 yrs
42.	Financial Assistance files for students	5 yrs
43.	Refund of Fees Files of PG Programs	3 yrs (For ready reference till the students claim for the amount)
44.	Endowment files	Permanent
45.	Scholarship files	5 yrs
46.	Scholarship applications	2 yrs
47.	Ph.D. files	2 yrs (From the date of award of degree/ cancellation of Ph.D. Registration)
48.	Synopsis	1 yr
49.	Research Studentship file (Main)	8 yrs

50.	Research Studentship applications	2 yrs
51.	CD containing Synopsis and Thesis	1 yr (Old CD's to be discarded)
52.	Ph.D. Admission files	3 yrs
53.	Ph.D. Entrance Test Answer Booklets & Question papers	2 yrs
54.	CD Containing Questions & Answer Keys for Ph.D. Entrance Test	3 yrs
55.	Appointment of Counselor files	5 yrs (For reference)
56.	Faculty Board files	5 yrs (For reference)
57.	Anti-Ragging files	3 yrs
58.	Reports of Anti-Ragging files	3 yrs (Monthly reports are submitted to Chancellors office)
59.	ICCR files	5 yrs
60.	ICCR applications	2 yrs
61.	File relating to Foreign Students	5 yrs
62.	Academic Term files	2 yrs
63.	Equivalence Certificates / Declaration Certificate files	5 yrs
64.	Equivalence Certificates / Declaration Certificate applications	1 yr
65.	Prospectus file	3 yrs (Retaining one copy in the Main file)
66.	Correspondence relating to Prospectus	2 yrs
67.	Rail Concession file and related Matters	5 yrs
68.	Agenda items, files and minutes of Academic Council and Standing Committee of AC	Permanent
69.	Change of Faculty/subject	5 yrs
ACADEMIC ii) College Section		
70.	Provisional eligibility certificate	5 years
71.	Prima facie eligibility	Equivalent to Course duration
72.	Correspondence on issue of eligibility	One month after confirmation
73.	Confirmation of prov. Eligibility	Equivalent to Course duration
74.	College teacher appointment approvals	10 Years
75.	Panel of subject experts	5 yrs

76.	Request for list of experts from colleges	1 year
77.	Selection committee recommendation/CAS	5 yrs
78.	Communication of approval of teachers (Regular/Contract/Lecture Basis)	Until completion of digitalization
79.	Correspondence on approval matter/Noting	10 Years
80.	Tuition fees Circular	3 year
81.	Circular to BOS/Dean inviting academic terms	1 year
82.	AC agenda & related document	1 year
83.	Circular conveying the academic terms to colleges	3 year
84.	Migration Certificates	3 months (As per the instruction in the form)
85.	Application for Migration	3 months (As per the instruction in the form)
86.	Correspondence relating to Migration	3 months
87.	Enrollment forms from Colleges	1 year
88.	Change of Name/correction correspondence	6 Months
89.	Transfer of Student within affiliated Colleges	1 year
90.	Loss of Card	6 Months after issue of fresh card
91.	Transfer from outside the State	Equivalent to Course duration
92.	Anti ragging (Non-Punishment)	3 years
93.	Anti ragging (Punishment)	3 years
94.	Equivalence of degree	1 year
95.	Principals meeting	3 Years
96.	Monthly attendance details from colleges	Equivalent to Course duration
97.	Condonation of attendance	Equivalent to Course duration
98.	NSS/NCC (Grace Marks, Work record)	Equivalent to Course duration
99.	N.S.S. special cases	1 Year after disposal of cases
100.	C.D.C. Correspondence	3 Years
101.	Extra mural studies	1 Year
102.	Master panels for Selection Committee	Permanent

103.	Enrolment/registration	Permanent
104.	Notification for appointment of teachers/Advertisement on Newspapers in Colleges	1 Year
105.	Original set of application of selected Teachers/candidates	5 Years
106.	Screening/Selection Committee along with score sheet of selected and non-selected candidates	5 Years
107.	Application for career advancement Scheme, pre screening Committee report along with API based PBAS score, Screening/Selection Committee report Order of placement/promotion in Colleges	5 Years
108.	Screening/Selection Committee along with score sheet of selected candidates	5 Years
109.	Quotation/Order/purchase of Equipment & Furniture	Lifetime of the equipment
110.	Personal files of College Teacher	Permanent
111.	Student enrollment register	10 Years
112.	File Application of students	5 Years
113.	Files of Students admitted for programs	5 Years
114.	Students Attendance Sheets and time table	5 Years
115.	Admission File of students	5 Years
116.	Bonafide Character/Certificate File	5 Years
117.	Transference Certificate	5 Years
ACADEMIC iii) General Section		
118.	Transcripts Application along with documents required for UG, PG and Professional programmes (Verified marksheets & Degree Certificates)	6 months
119.	Medium of instruction	3 months
120.	Transcripts Files	3 years
121.	Office Copy of Transcripts	1 year
122.	Application for permanent affiliation	1) 1 set to be retained for 5 years

		2) disposal of other sets 3 months after grant of affiliation
123.	Application for continuation/extension of affiliation for aided and self financed Programmes	1 set to be retained till the duration of affiliation 2)disposal of other sets 1 year after grant of affiliation
124.	Original main file for affiliation, file Conveying letters to colleges, AIC Report etc	10 yrs
125.	Bar Council of India	10 yrs
126.	All India Council for Technical Education	10 yrs
127.	Dental Council of India	10 yrs
128.	Indian Nursing Council	10 yrs
129.	Medical Council of India	10 yrs
130.	University Grants Commission Matters	10 yrs
131.	Aayush	10 yrs
132.	Standing Affiliation Inquiry Committee (Minutes file)	10 yrs
133.	Constitution Standing Affiliation Inquiry Committee	10 years
134.	Equipments Maintenance Files	2 years
135.	Agenda of Academic Council	Permanent
136.	Minutes of Academic Council Meeting	Permanent
137.	Agenda of Standing Academic Council	Permanent
138.	Minutes of Standing Committee of Academic Council	Permanent
139.	Statistics	5 years
140.	Settlement of TA/DA/Honorarium Bills etc.	2 years
141.	Accreditation file	Permanent
142.	Swatch Bharat Abhiyan	5 years
143.	EC/AC/Action Taken Files	10 years
144.	Drafting and Vetting files	5 years
145.	Staff Work Allocation orders file	5 years
ADMINISTRATION Non-Teaching Section		
146.	Application forms of candidates for recruitment	Original application of the wait list candidates to be retained

		for 1 year, Multiple sets of application to be disposed after 6 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	3 years
154.	Pension cases	Permanent
155.	GPF records on superannuation	Permanent
156.	GPF application for withdrawal/advance	2 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	2 years
162.	Other Office Files	Permanent or to retain only important paper/documents
163.	Reservation Rosters	Permanent