

# JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)  
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## Office of the Registrar

No. JMI/R.O./L&Ord./2011

August 2, 2011

### NOTIFICATION

This is to notify for information of all the concerned that the Executive Council in its Meeting held on 23.03.2011 vide its Resolution No.EC-2011 (II): 06 on the recommendation of the Academic Council vide its Resolution No.09 dated 10.02.2011 has approved the framing of a new Ordinance for fixing of life records maintained in the University for preservation as per Annexure III & IV. It was advised that Annexure III may be updated from time to time as per needs and requirements.

(Prof. S. M. Sajid)  
Registrar

#### Copy for information to:-

1. All the Deans of Faculties of JMI
2. The Dean, Students' Welfare, JMI
3. All the Heads of the Departments, JMI
4. The Directors/Hony. Directors of the Centres, JMI
5. The Controller of Examinations, JMI
6. The Chairman, Ordinance Committee, JMI
7. The Hony. Director, FTK Centre for Information Technology, JMI --  
With the request to incorporate in the appropriate place of the University's Ordinance and also for display on the Jamia's Website.
8. The Finance Officer, JMI
9. The Dy. Registrars (Admn.), JMI
10. The Dy. Registrars (HRD), JMI
11. The OSD (Establishment), JMI
12. The Media Co-ordinator, JMI
13. The Secretary to the Vice-Chancellor, JMI
14. The Asstt. Registrar (Legal & Ord.), JMI
15. The Asstt. Registrar (A&C), JMI
16. The P.A. to the Pro-Vice-Chancellor, JMI
17. The Sr. P.A. to the Registrar, JMI
18. File /Folder

Ordinance 36 (XXXVI) [Administrative/General]

ANNEX - III

EC - 23-3-11

~~Draft Ordinance for~~ Preservation of various records documents in the University

- (i) Each Office/ Department/ Faculty/ Centre/ shall preserve the records/ documents available in the respective offices for the period as presented in Regulation.

The concerned Office/Department/Faculty/Centre shall send the record to Controller of Examination Office preferably within one month of the date of expiry of such record.

- (ii) The weeding of records, after the expiry of their life shall be undertaken by the office of the Controller of Examination or any other office department notified by the competent authority, who will be responsible to ensure that the records are properly weeded out and the same are not misused by the agency who is awarded contract for weeding out.
- (iii) The permanent records as shown in the Annexure of the Regulation shall also be digitalized by the CIT.
- (iv) A three men Committee will be constituted to inspect the records which are proposed to be weeded out before sending to the office of Controller of Examination.

STATEMENT SHOWING FIXING PERIOD OF PRESERVATION OF VARIOUS RECORDS/DOCUMENTS IN THE UNIVERSITY

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
1.	Establishment Branch	a) Service Books	Till retirement
		b) Personal Files	5 Years after retirement
		c) ACRs Files	5 Years after retirement
		d) Miscellaneous Records	5 Years
2.	Academic and Council Branch	a) Agenda/Minutes of the various bodies such Academic Council, Executive Council, Anjuman (Court)	Permanent Record
		b) Minutes of the Deans' Committee and other Committees constituted from time to time	Three Years
		c) Annual Report/Prospectus of the University	Five Years
		d) Papers relating to travel grants/publication/seminar conferences	Five Years
		e) Papers relating to admissions/general queries etc.	Three Years
3.	SC/ST Cell and O&M Branch	a) Statistical record	Up to Five Years
		b) Honorarium Record	Up to Three Years
		c) Miscellaneous	Up to Three Years
4.	Planning & Development Branch	a) University Plan Proposal	20 Years
		b) Plan Allocations from University Grants Commission	20 Years
		c) Sanction/Approval letters from University Grants Commission related to staff	20 Years
		d) Sanction/Approval letters from Ministry of Culture/HRD related to staff in respect of various Chairs	20 Years
		e) Building Projects under Plan Allocations	
		f) Building projects under scheme (Funding agency other than UGC)	

		Particulars of Records/Documents	Proposed life/period of Maintenance
		g) Approved Building projects by the Civil Bodies (DDA, MCD etc.)	
		h) Planning Board	
		i) Equipment grant under Plan Allocation	3 Years
		j) Books & Journals under Plan Allocation	7 Years
			7 Years
		<b>SHORT TERM (YEARS &amp; ABOVE)</b>	
		k) Research Projects	
		l) Non-Recurring	Duration of the project
		m) Consultancy Projects	3 Years
5.	Property Department	a) Bainamas (related with Jamia Land, in original)	2 Years
			To be retained forever
		b) Transfer Schedules of Jamia Lands (Documents about Lands Transferred to Jamia by DDA from time to time)	To be retained forever
		c) Lease Documents	
		d) Miscellaneous files regarding Jamia Lands	To be retained forever
		e) Property Register/Asset Register	To be retained forever
		<b>Documents related to Quarter Allotment Section</b>	To be retained forever
		f) License Fee Register	
		f) Record of Minutes of Accommodation Allotment Committee/Minutes Register	30 Years
			20 Years
		g) Files of Quarters (Existing)	
			20 Years or till retirement of the allottee
		h) File of Quarters (Demolished)	
		<b>Documents related to Canteen and Shops etc.</b>	10 Years after demolition
		i) License Fee Register	
		j) Minutes of Canteen Committee	To be retained forever
		k) Canteens/Shops etc. Files	Five Years
		l) Tender Forms	10 Years
			Three Years

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
		m) License Deed (Agreement)	Five Years
6.	Administration Branch	a) Log books/repair register & purchase record	3 Year and 5 Years after auction of vehicle
		b) Record of Printing	5 Years after completion of work
		c) Medical Record (FDR)	5 Years after death
		d) Paper regarding booking of Conference Hall	2 Years after completion of event
		e) Daily and Dispatch Register	5 Years
		f) Miscellaneous Records	3 Years
		g) Telephone Records	5 Years after disconnection
		h) Stationary Record/Issue Register	3 years after Audit
7.	Recruitment & Promotion Section	a) Application forms of non-selected candidates	One Year
8.	Controller of Examinations	a) Answer sheets (Annual Examination/Semester)	One Year after declaration of result
		Question Papers of all the examinations	3 years
		b) Admission Test/Answer Booklets	6 Months from the date of declaration of results
		Admission test Question Papers	3 years
		c) Exam Forms (Regular & Private)	One Year
		d) Award List submitted by teachers/attendance sheets	One Year
		e) Tabulation sheets	25 Years
		f) Original Degrees to be retained Controller of Exams Office	5 Years
		g) Application Forms for various certificates	One Year
		h) Student record Card	20 Years
		i) Minutes of Exams Committee	10 Years

		Proposed life/period of Maintenance
	j) Counterfoils of Migration/Provisional/ Merit Certificates	One Year
	k) Datesheet & Copy of the results	One Year
	l) Marksheets (Regular/Private)	Three Years
9.	Deans' Office	
	a) Application Forms for Admission	90 Days those who disqualified after declaration of result
	(i) Admitted Students	Maximum duration of the course
	b) Annual/Semester/Practical Exams	One Year
	c) Internal Assessment	One Semester/One Year
	d) Attendance	After the end of Semester/ Annual Exams
	e) Sculpture	One Week after practical
	f) Photographs	One year
	g) Board of Studies/Faculty Committee	Permanent
	h) Non Consumable Register	Permanent
	i) Consumable Register	3 Years
	j) OPD Cards	15 Years
	k) OPD Consumable	3 Years
	l) Syllabus Copies	2 Years after completion of Course
	m) Prospectus extra copies	Five Years
	n) Miscellaneous Records	2 Years
	o) Records regarding DRC	Permanent
	Minutes of Faculty Meeting	Permanent

		Categories of Records/Documents	Proposed life/period of Maintenance
10.	DSW Office	a) Scholarships	5 Years
		b) RTI related correspondence	5 Years
		c) Minutes of the Meetings (BC, AC, Anjuman, Court, etc.	5 Years
		d) Subject Associations	3 Years after duration of the course
		e) Convocations (Gold Medals)	5 Years
		f) Students Grievances	2 Years
		g) Students' Magazine	Permanent (at least 5 copies)
		h) Students Union Election Results	Permanent
		i) Other students Union Election related records	One Year
		j) Students' Aid Fund	2 Years
		k) Miscellaneous	2 Years
11.	Proctor's Office	a) Records relating to I Cards	Application forms for I Cards - till the declaration of results for that particular year
		b) Case files of disciplinary action	15 Years
12.	Finance & Accounts Department (i) General (common to all Sections of Finance & Accounts Deptt)	a) Attendance Register	2 Years
		b) Applications Casual Leave	One Year
		c) Casual Leave Register	One Year
		d) Diary Register	3 Years
		e) Bill Diary Register	3 Years
		f) Inter-Sectional Diary	2 Years
		g) Dispatch Register	3 Years
		h) Peon Book	2 Years
		i) Transit Register	2 Years
		j) Arrears Report	2 Years
		k) File Register	2 Years
l) Calendar of Returns	10 Years		
			2 Years

	PARTICULARS OF RECORDS/Documents	Proposed life/period of Maintenance
(ii) Old Records	m) Reminders/File Register	One Year
	n) Note-book of urgent cases	One Year
	o) Sectional Note-book	Permanent
	p) Table Inspection Reports	One Year
	q) Guard File of Important Orders (subject to periodical review)	Permanent
	r) Parliamentary questions and their replies	10 Years
	a) Index Registers of Records	Permanent
	b) Issue Register of Records	5 Years
	c) Register of Records Weeded out	Permanent
	d) Old Record Routine Files	5 Years
(iii) Salary Section	a) Demand/Advance Registers	10 Years
	b) Register of payment of daily wages	2 Years
	c) Register of payment of honorarium	5 Years
	d) Register of payment of Children Educational allowance and reimbursement Tuition fees	5 Years
	e) Register of watching payment of Leave Salary/Pension Contribution	Permanent
	f) Register of Study Leave Cases	5 Years
	g) Agreements regarding Study Leave	6 Years
	h) Certificate relating to payment of house rent allowance	5 Years
	i) Income Tax Register	10 Years
	j) Income Tax Returns	10 Years
	k) Personal Files	5 Years (after retirement)
	l) Salary Routine Files	2 Years
	m) Strength Check Registers	Permanent
	n) Objection Book	10 Years
(iv) Bill Section	a) Register of Temporary Advances	5 Years



(v) Provident Fund and Pension Section  
(a) General

(b) Provident Fund

Particulars of Records/Documents	Proposed life/period of maintenance
b) Travelling Allowance Check Register	5 Years
c) Leave Travel Concession Check Register	5 Years
d) Deposits/ Refund Register	20 Years
e) Imprest Accounts Registers	5 Years
f) Agreements with Municipal Corporation for supply of water electricity etc.	Permanent (subject to periodical review)
g) Register of leased houses	Permanent (subject to periodical review)
h) Acknowledgements of Imprest Advances	2 Years
i) Expenditure Control Registers	2 Years
j) Objection Book	10 Years
k) Objection Memos	2 Years
l) Routine files relating to passing of bills	2 Years
m) Correspondence regarding purchases	4 Years
a) Files containing orders/amendments/ clarifications relating to retirement benefits to University employees	Permanent
b) Files containing orders regarding appointments/ transfers/resignations etc.	2 Years
c) Options of employees regarding retirements-benefits	5 Years (after retirement/ death/termination etc.)
d) Register regarding watching and recording of options by individual employees	3 Years
e) Index Register of Options	Permanent
a) Files relating to correspondence regarding admission to Provident Funds/ nominations	2 Years
b) Files relating to recovery of subscriptions (including arrears) of Provident Fund	3 Years
c) Files regarding correspondence relating to recovery of subscription to Provident Fund from employees on foreign service	5 Years

		maintenance
d)	Files dealing with correspondence regarding recovery of employer's contribution to Contributory Provident Fund in respect of persons on foreign service.	10 Years
e)	Files relating to grant of advances from Provident Funds	4 Years
f)	Files regarding final withdrawals from Provident Fund for house building, higher education etc. after final payment of Provident Fund balances.	3 Years
g)	Files relating to correspondence regarding missing credits.	3 Years
h)	Files relating to correspondence regarding transfer of Provident Fund accounts to University.	3 Years
i)	Files relating to final payment cases of Provident Fund money (i) to subscribers (ii) to members of the family in accordance with nomination (iii) to guardians of minors (iv) to others not according to nomination or persons who are not Members of the subscribers family	4 years after payment 4 years after payment 28 years after payment
j)	Nominations relating to Provident Funds	Same as Sl.No. 10 above with reference to the party to whom payment is to be made.
k)	Register for watching recovery of advance from Provident Funds.	3 years after final recovery
l)	Other Miscellaneous files	3 Years
m)	Provident Fund Ledgers	35 Years
n)	Provident Fund Broadsheets	5 Years
o)	Schedules for Provident Fund recoveries	7 Years
p)	Vouchers of Provident Fund for (i) Advances from Provident Funds (ii) Final withdrawals for house building etc. (iii) Final payment of Provident Fund balances	5 Years 3 Years After final payment same as final payment cases (cf Sl. No. 10 above)

S.No. NAME OF THE SECTION	PARTICULARS OF RECORDS/DOCUMENTS	Proposed life/period of Maintenance
(c) Pension and Gratuity	q) Register for watching progress of final payments of Provident Fund money	5 Years
	r) Register of investments	Permanent
	s) Files regarding correspondence relating to investments	10 Years
	a) Files dealing with payment of Pension/Gratuity including death-cum-retirement Gratuity (i) Pension including family pension, invalid pension etc.  (ii) Gratuity (iii) Commutation of Pension	25 years from the date of death of the employees  5 years after Award 15 years
	b) Register of applications for Pension/Gratuity	Permanent
	c) Pension payment order Register	Permanent
	d) Register of Anticipatory Pensions	15 Years
	e) Register for watching recovery of Leave Salary and Pension/ Provident Fund Contributions	Permanent
	f) Files relating to correspondence regarding recoveries of Leave Salary and Pension/Provident Fund contributions	10 Years
	g) Register of payment of Pension including family Pensions/Gratuity including Death-cum-Retirement Gratuity	20 Years
	h) Pension Payment Vouchers (i) To Pensioners (ii) To nominees (a) Widows (b) Daughters (c) Sons	2 Years  25 Years
	i) Vouchers for payment of gratuities including Death-cum-Retirement Gratuity	10 Years
	j) Vouchers for commutation of Pension	15 Years

S.NO.	NAME OF THE SECTION	Particulars of Records/Documents	Proposed life/period of Maintenance	
	(vi) Students Section	k) Nominations for Gratuities	Same as final payment cases of Provident Fund money (c.f. Sl. No. 10 under 'Provident Fund')	
		l) Other Miscellaneous files	5 Years	
		a) Students Demand Ledgers	10 Years	
		b) Statements of Outstanding dues	2 Years	
		c) Students Deposit Registers	10 Years	
		d) Students-aid-Fund Register	5 Years	
		e) Register of temporary advances to Clubs etc.	5 Years	
		f) Duplicate copies of receipts relating to collection from Students	2 Years after the academic year is over	
		g) Other Routine Files	5 Years	
		(vii) Scholarships & Fellowships Section	a) Scholarship/Fellowship Registers	5 Years
	b) Stipends/Scholarships, Freeships, Fellowships etc files		5 Years	
	c) Students Personal Ledgers relating to payment of Scholarships/Fellowships		10 Years	
	d) Budget/Revised Estimates in respect of Scholarships/ Fellowships, endowments etc.		5 Years	
	e) Correspondence with Central/State Governments, U.G.C. and other agencies in connection with Scholarships/Fellowships sanctioned by them.		10 Years	
	f) Other Routine Files		5 Years	
	g) Compilation sheets of Annual Accounts of Barmarked (Special) Fund Account		5 Years	
	h) Office copies of Utilisation Certificates/Audit Certificates		10 Years	
	(viii) Cash Section		a) Register of Cheque books	5 Years

	Proposed life/period of Maintenance
b) Register of receipt books	5 Years
c) Register of Valuables	10 Years
d) Cash Books	Permanent
e) Indian Postal Order Register	5 Years
f) Daily Abstract of Receipts	10 Years
g) Money Order (Receipt and Issue) Register	5 Years
h) Unpaid Salary Register	5 Years
i) Bank Statements	15 Years
j) Bank re-conciliation Statements	15 Years
k) Bank Remittance Slips	5 Years
l) Counterfoils of Cheque Books	10 Years
m) Counterfoils of cash receipts	8 Years
n) Paid Vouchers: (i) Pay Bills (ii) Library Bills  (iii) Works Bills  (iv) Bills on account of other Capital Expenditure  (v) T.A/L.T.C. Bills  (vi) Other Contingent Vouchers  (vii) Scholarship/ Fellowship Bills	40 Years 5 Years after completion of audit 10 Years after register of buildings are completed. 10 Years after completion of audit. 5 Years after completion of audit 5 Years after completion of audit 5 Years after completion of audit
o) Acquittance Rolls	40 Years
p) Files regarding opening of Bank Accounts	Permanent

NAME OF THE SECTION	Particulars of Records/Documents	Proposed life/period of Maintenance
(ix) Budget Section	q) Correspondence about cheques	3 Years
	a) Appointment of members of the Finance Committee and their	10 Years
	b) Schedule of Establishment- Rough Sheets	3 Years
	c) Schedule of Establishment – printed copy	10 copies to be retained permanently and spare copies weeded out after 10 years
	d) Schedule of new demands	5 Years
	e) Budget (Routine) files	5 Years <sup>+</sup>
	f) Rough Budget Sheets	3 Years
	g) Printed copy of Budget	10 copies to be retained permanently and spare copies weeded out after 10 years
(x) Grants Section	h) Re-appropriation Orders	3 Years
	a) Grants Registers	5 Years
	b) Register of donation and endowments	Permanent
	c) Grants Files	5 Years
	d) Development Scheme Files	Permanent (subject to periodical review)
(xi) Accounts Section	e) Utilisation Certificates of Grants, Endowments, etc.	10 Years <sup>+</sup>
	a) Monthly Classified Abstracts	10 Years
	b) Annual Consolidated Abstracts	10 Years
	c) Journals of transfer entries	10 Years
	d) Files relating to opening of new heads of accounts	Permanent
	e) Annual Accounts-Working sheets	5 Years
	f) Audited copy of the Annual Accounts and Balance Sheets with the Audit Certificate	Permanent

		Maintenance
(xii) Internal Audit Section	g) Files regarding submission of Annual Accounts to the Finance Committee/ Executive Committee	5 Years
	h) Printed copies of Annual Accounts	10 copies be retained permanently and other spare copies weeded out after will 10 Years
	a) Register of Auditable documents in various Schools/ Centres/ Departments	Permanent
	b) Agreements with Contractors/Architects etc.	15 Years
	c) Internal Audit Programmes and progress reports	5 Years
	d) Rough Internal Audit Notes/ Memos	3 Years
	e) Objection Book	5 Years
	f) Internal Audit Memoranda	10 Years
	g) Inspection Reports ( Statutory Audit)	5 Years after all settlement of objections
	h) Register of losses	10 Years
	i) Files relating to major irregularities	5 Years
(xiii) Others	a) Service Books	5 Years after retirement
	b) Assessment Reports	-do-
	c) Security deposits form University Employees	2 Years after the expiry of security
	d) Insurance Policies	-do-
	e) Indemnity bonds	2 years after the expiry of security
	f) Representations and appeals from the staff	5 Years
	g) Files regarding delegation of powers	Permanent
	h) Files relating to drafting of service regulations	-do-
	i) Files relating to drafting of Financial Regulations and Accounts Rules	-do-
	j) Files relating to drafting of Office Procedure Manual	-do-