

## Section – 4(1)(b)(vi)

A statement of the categories of documents that are held by it or under its control  
(ऐसे दस्तावेजों के, जो उसके द्वारा धारित या उसके नियंत्रणाधीन हैं, प्रवर्गों का विवरण)

### Branch: Establishment Clerk

- Miscellaneous correspondence regarding posting/ transfer/promotion of staff
- Physically challenged/SC and ST- Policy and Important matters
- Correspondence regarding posting/ transfer/promotion of staff
- Staff- Class B/C/D- Regularization Policy - Important Papers etc.
- Staff- Class B/C/D -Confirmation- Others-Correspondence/papers regarding confirmation of staff
- Powers of the Principal
- Application for OL/SL/EOL/Special Casual Leave Card
- Casual Leave/Special Sick Leave (Retained for one year only)
- Study Leave/Fellowship (Retained for 01 year after the expiry of the bond)
- Personal files of Teaching Staff (retained for 01 year after issue of final pension/gratuity/PPO)
- Personal files of Non-Teaching Staff (retained for 01 year after issue of final pension/gratuity/PPO)
- Extension Lecturers Files
- Old and closed court cases file
- Active Court Cases file
- Time –Table and Workload File
- Staff Statement File
- Creation of Posts
- Various representations received from Staff and Employees
- Misc./Misc. Letters

### Branch: A-I

- Vouchers files
- Personal file of the Principal
- Annual duties record
- Admission Forms (last 10 years)
- Bill Register
- Grants Register
- Income Tax of employee records
- Exam duty record (for last 10 years)

### Branch: A-II

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| • Vouchers files for various funds of the college |
| • Cash Book Government                            |
| • Cash Book funds                                 |
| • Fee record                                      |

### Branch: University Clerk

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| • Result Record                                     |
| • Registration Returns                              |
| • Other documents related to the University Matters |

**Note:** The list is indicative and not exhaustive. The record is retained as per 'record retention schedule for records common to all departments' and university record as per university record retention policy.