

From

The Prof. & Head,  
Deptt. of HDFS,  
COCS, CCS HAU, Hisar

To

All Deans/Directors/HODs/DDOs/Offices/Sections  
(Including outstations)  
CCS HAU Hisar

Memo No. HDFS/2024/ 459 - 523

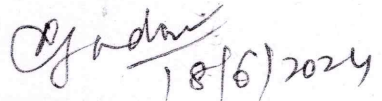
Dated: 18/6/24

**Sub: Destruction of old records.**

As per the instructions issued by the Comptroller vide CAUH/E-1/131/2020/26255-374 dated 02.02.2020, this office has prepared the list of Misc. correspondence, office files, Contingent Register, dispatch register, Receipt Register, Log Books & Dak Books for destruction. List of these files has been attached herewith. As per instructions, following certificates are required to be recorded before destruction of old records.

- a) That no audit objection/AR/Audit Para/AG para/Temporary Advance etc. is pending.
- b) That no disciplinary proceedings are pending.
- c) That no court case/vigilance enquiry is pending.

In view of the above, it is requested to intimate within a week (7 days) whether any court case/vigilance enquiry/audit objection/AR/Audit Para/AG Para/disciplinary proceedings etc. are pending pertaining to these files, failing which it shall be presumed that no Court case/audit objection/AR/Audit para etc. are pending pertaining to the said record and further action with regard to destruction of the same will be taken accordingly.

  
Head (HDFS)

CC: Incharge, Computer section, COBS&H to up load the attached list on university website as per above, please

**List of Old Records**  
**Pay Bill, T.A Bill, LTC, Med. Bill Deduction Voucher File & Income Tax File**

S.N	File Name	From	To
1.	Income Statement SF-42	04/2009	03/2011
2.	Income Statement SF-42	2011—12	2013-14
3.	Income Statement	2009-10	2010-11
4.	Income Tax	2010-11	2011-12
5.	Income Tax	2013-14	
6.	Income Tax	2012-13	
7.	Income Tax	2013-14	
8.	Deduction Voucher Pay Bill	2010-11	
9.	Deduction Voucher Pay Bill	2011-12	
10.	Deduction Voucher Pay Bill	2012-13	
11.	Deduction Voucher Pay Bill	2013-14	
12.	Firm Bill File	2010-11	
13.	Firm Bill File	2011-12	
14.	Firm Bill	2012-13	
15.	Firm Bill	2013-14	
16.	Quarterly Statement Income tax	2008-09	
17.	Pay Bill	03/2005	02/2006
18.	Pay Bill	03/2003	03/2004
19.	Pay Bill	04/04	02/2005
20.	Pay bill	03/2008	03/2009
21.	Income Statement	06/2004	04/2008
22.	Pay bill	09/2000	12/2000
23.	Income Tax Return	2005	2006
24.	Income Tax Assessment	2005	2006
25.	Income Tax APR of I. tax	01/2006	05/2010
26.	Income Tax Form -16	2007	2008
27.	Pay Bill Voucher	04/2006	03/2007
28.	Quarterly statement of deduction of tax	05/2005	01/2008
29.	Income Statement	04/2008	04/2009
30.	Pay Bill	2007	2008
31.	Pay Bill	04/2002	10/2002

**Budget File**

S. No.	File Name	Period
1.	Budget File	2010-11
2.	Budget File	2011-12
3.	Budget File	2012-13
4.	Budget File	2013-14
5.	Budget File	2014-15
6.	Budget File	2015-16
7.	Budget File	2016-17
8.	SNE Budget File	2012-13
9.	SNE Budget File	2015-16

**Research File, SFS-42 file & Miscellaneous Files**

S. No.	File Name	Period	
1.	Seniority List	01/2009	09/2011
2.	Casual leave record	11.09.1990	27.12.2002
3.	Absentee statement	24.03.2011	20.09.2016
4.	Private tuitions	03.03.2011	05.03.2019
5.	Contractual work paper	17.04.2017	24.05.2017
6.	Seminar notice	19.03.2008	06.12.2008
7.	Application Casual leave	2004	
8.	AICRP		2011-12
9.	AICRP SNE	2012-13	2013-14
10.	SFS 42	01-04-2011	2017
11.	SFS-42	2003-04	2010-11

12.	SFS-42 Wages	2009-10	
13.	SFS-42	2008-09	
14.	AICRP	2010-2011	
15.	AICRP	2008-2009	
16.	Misc	07/2011	12/2015
17.	Miscellaneous File - 1	01.01.2016	04.11.2019
18.	Misc	2006-2007	
19.	Miscellaneous File - 3	04/2002	08/2007
20.	Misc.	2004	2005
21.	Misc.	2003-04	
22.	Quarterly Report	2012	2019
23.	AnganWadi Teacher Staff Daily Attendance		
24.	AnganWadi Teacher Staff Record		
25.	Budget Allotment	2009-10	
26.	Establishment	1.12.2007	15.03.2010
27.	Voucher SFS	2006-08	
28.	Students Contingency	2005	2006
29.	Establishment File	2003	2007
30.	Seniority List	01/2009	09/2011
31.	Reservation of Posts	02/2005	06/2010
32.	Casual Leave Application	2016	
33.	LIC File	02/06	03/11
34.	C.L Application	01/2014	12/2014
35.	C.L Application	01/2015	12/2015

**Circulate File**

S. No.	File Name	From	To
1.	Circulate File	30.05.2011	30.06.2011
2.	Circulate File	04.12.2012	16.06.2012
3.	Circulate File	04.01.2006	09.10.2006
4.	Circulate File	01/2014	04/2014
5.	Circulate File	01/2010	08/2011
6.	Circulate File	05/2013	06/2013
7.	Circulate File	10/2014	12/2014
8.	Circulate File	2009	2010
9.	Circulate File	2011	2015
10.	Circular	2012	2013
11.	Circular	Jan 2012	March 2013
12.	Circulate	2010	
13.	Circulate File	2009	

**DR/ Registrar /Comptroller**

S. No.	File Name	From	To
1.	Circulate CAU	10/2007	08/2010
2.	Comptroller file-1	31.12.2016	03.10.2018
3.	Registrar File	31.12.2016	19.10.2019
4.	Registrar Circulate	30.09.2010	13.12.2019
5.	Comptroller file -2	17.01.2017	21.05.2018
6.	Registrar File	03/2010	12/16
7.	Registrar Circular	1995	
8.	Comptroller letter	01/2006	12/2006
9.	D.R File	09/2009	12/2016
10.	Comptroller Office Circular	2007	
11.	Registrar Circular File	2008	2010
12.	Library, DSW, Dean PGS	2010	2012
13.	DR	2002	2007

**Dean COHS LETTERS/ Circulate**

S. No.	File Name	From	To
1.	Dean circulator -1,2	01.01.2017	31.10.2019
2.	Dean COHS Circulate	01.10.2018	04/19
3.	Dean COHS Letters	08/2010	12/2016
4.	Dean COHS Circulate	01/2016	12/2016

5.	Dean COHS Circulate	08/2014	12/2015
6.	Dean COHS File	2002	
7.	Dean COHS letters	01/17	12/17
8.	Dean COCS Circulate	2013	2015

**Adjustment of Temporary Advance**

S. No.	File Name	From	To
1.	Adjustment of Temporary advance	2003	2006

**Receipt Register**

1.	Receipt Register -1	27/04/2006	06/08/2007
2.	Receipt Register -2	07/08/2007	07/2009
3.	Receipt Register -3	07/07/2009	03/03/2011
4.	Receipt Register -4	01/08/2000	31/12/2001
5.	Receipt Register	03/2011	07/2012

**Dak Book**

1.	Dak Book-1	01/08/2007	30/03/2012
2.	Dak Book-2	01/12/2014	10/10/2016
3.	Dak Book-3	20/10/2013	30/05/2016
4.	Dak Book-4	20/07/2005	15/05/2007
5.	Dak Book-5	01/10/2009	10/04/2012
6.	Dak Book-6	20/09/2003	15/02/2007
7.	Dak Book	18/04/2012	30/08/2014
8.	Dak Book	01/07/2007	01/10/2009
9.	Dak Book	07/2016	08/2020
10.	Dak Book	10/2016	11/2018

**Attendance Register**

1.	Attendance Register	01/2004	02/2005
2.	Attendance Register	04/2006	03/2007
3.	Attendance Register	01/2009	02/2010
4.	Attendance Register	03/2010	02/2011
5.	Attendance Register	03/2011	12/2011
6.	Attendance Register	01/2012	12/2012
7.	Attendance Register	01/2013	12/2013
8.	Attendance Register	01/2014	12/2014
9.	Attendance Register	01/2015	12/2015
10.	Attendance Register	01/2016	12/2016
11.	Attendance Register	01/2017	12/2017
12.	Attendance Register	01/2018	12/2018

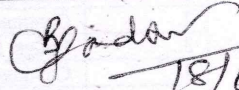
**Contingent Register/Budget Register**

S. No	Register Name	Year
1.	Contingent Register	1981-82
2.	Contingent Register	1982-83,
3.	Budget Register	1982-83,1983-84,1984-85
4.	Contingent Register	1983-84,1984-85
5.	Budget Register	1985-86
6.	Contingent Register	1985-86
7.	Budget Register	1986-87
8.	Contingent Register	1986-87
9.	Contingent Register	1987-88
10.	Salary Budget Register	1987-88
11.	Budget Register Pay , allowance	1988-89
12.	ICAR BUDGET	1988-89
13.	Contingent Register	1988-89
14.	Budget Register	1989-90
15.	Contingent Register	1989-90
16.	Contingent Register	1990-91
17.	Contingent Register	1991-92
18.	Contingent Register	1992-93
19.	Budget Register	1990-91
20.	Continent Register	1993-94
21.	Contingent Register	1994-95
22.	Contingent Register	1995-96

23.	Contingent Register	1996-97
24.	Contingent Register	1997-98
25.	Contingent Register	1998-99
26.	Budget Register	1998-99
27.	Budget Register	1999-2000
28.	Contingent Register	2000-01
29.	Contingent Register	2001-02
30.	Contingent Register	2001-02
31.	Budget Register	2002-03,2003-04
32.	Contingent Register	2003-04
33.	Budget Register	2004-05
34.	Budget Contingent Register	2005-06
35.	Budget Contingent Register	2006-07
36.	Budget Contingent Register	2007-08
37.	Budget Contingent Register	2008-09
38.	Budget Contingent Register	2009-10
39.	Budget Contingent Register	2010-11
40.	Budget Contingent Register	2011-12
41.	Budget Contingent Register	2012-13
42.	Budget Register	2013-14
43.	Budget Register	2014-15
44.	Budget Register	2015-16
45.	Budget Register	2016-17
46.	Budget Register	2017-18

**Dispatch Register, DCR, TA. Register, & Other**

S. No	Register Name	Year
1.	Repair Register	1982-2000
2.	Despatch Register	07/2010 to 02/2012
3.	Despatch Register	02/2012 to 02/2014
4.	Bill- Cum Cheque Register	06/81 to 03/1993
5.	DCR	1994-2001
6.	DCR	2001-2005
7.	DCR	2005-2010
8.	Revenue Stamp Register	06/1981 to 08/1982
9.	Student Contingency Register	01/1981 to 10/1992
10.	Overtime Register	08/1981 to 03/1983
11.	Telephone Register	05/1982 to 03/2000
12.	Telephone Register	1992 to 01/2013
13.	Tuition Fee Register	10/1993 to 12/1996
14.	TA Check Register	1981 to 1993
15.	DCR	1981 to 1994
16.	Register of Provisional Payment	06/1992 to 1993
17.	Medical Reimbursement Register	Upto 03.2009
18.	Temporary Advance Register	1992-93

  
 18/6/2024  
**Prof. & Head (HDFS)**