

**JAMIA MILLIA ISLAMIA**  
(A Central University by an Act of Parliament)  
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**Office of the Registrar**

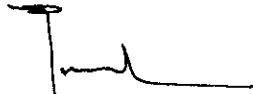

No. JMI/R.O./L&Ord./2012

May 16, 2012

**NOTIFICATION**

This is to notify for information of all the concerned that the Executive Council in its Meeting held on 23.04.2012 vide its Resolution No.EC-2012 (IV):13 has approved the amendment in Ordinance 36 (XXXVI) [Administrative] concerning "Preservation of various records documents in the University" on the recommendation of the University's Academic Council vide its meeting held on 18.04.2012 [Resolution No. 6].

The amended Ordinance 36 (XXXVI) [Administrative] as approved would now read as shown in the Annexure.

  
(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 Development Officer, JMI
13. The Media Co-ordinator, JMI
14. The Hindi Officer, JMI – With the request to pursue uploading on University's website and updating the amendment in the relevant Ordinance.
15. The Secretary to the Vice-Chancellor, JMI
16. The Asstt. Registrar (Legal & Ord.), JMI
17. The Asstt. Registrar (A&C), JMI
18. The P.A. to the Pro-Vice-Chancellor, JMI
19. The Asstt. Registrar, Registrar's Secretariat, JMI
20. File /Folder

## ANNEXURE

**Amendments in Ordinance 36 (XXXVI) [Administrative & General] concerning  
“Preservation of various records documents in the University” vide E.C. Resolution No.  
EC-2012 (IV): Reso-13 dated 23.04.2012**

### **Ordinance 36 (XXXVI)**

*(Administrative & General)*

#### **“Preservation of various records/documents in the University”**

<i>S.No.</i>	<i>Name of Section</i>	<i>Existing</i>		<i>Approved Amendments</i>	
		<i>Particulars of records/ documents</i>	<i>Life/period of maintenance</i>	<i>Particulars of records/ documents</i>	<i>Life/period of maintenance</i>
2.	Academic & Council Branch	e) Papers relating to admissions / general queries etc.	Three years	e) Papers related to admission-related queries	6 months
8.	Controller of Examinations	b) Admission Test/ Answer Booklets  Admission Test Question Papers	6 months from the date of declaration of results  Three years	b) Admission Test/ Answer Booklets  Admission Test Question Papers and Keys	6 months from the date of declaration of results  6 months

<i>S.No.</i>	<i>Name of Section</i>	<i>Particulars of records/ documents</i>	<i>Life/period of maintenance</i>
14.	Building & Construction Department	a) Project Ledger	Permanent
		b) Project Files	Permanent
		c) Work files relating to NR/Maintenance of Buildings for addition of space.	Permanent
		d) Annual Return Files in r/o VAT	Permanent
		e) Monthly Certificates in r/o VAT	Permanent
		f) Monthly Payment Details in r/o Labour Welfare Cess	Permanent
		g) Measurement Books	Permanent
		h) Acknowledgements in r/o EMD & PG Drafts	Permanent

	i) U.C. Files/CC. Files	Permanent
	j) Inventory Files relating to Non-Consumable Items in r/o New Buildings.	Permanent
	k) Attendance Registers	Permanent
	l) Project Tender Files	5 years if no litigation or pending Audit Paras
	m) Maintenance Work and NR Files	2 years if no litigation or pending Audit Paras
	n) Final Bill/VAT Registers in r/o Maintenance/ NRWorks/ and Projects.	5 years if no litigation or pending Audit Paras
	o) Tender Registers	5 years if no litigation or pending Audit Paras
	p) Work Order Books	5 years if no litigation or pending Audit Paras
	q) NIT Files	5 years if no litigation or pending Audit Paras
	r) Paper Advertisements in r/o NITs	5 years if no litigation or pending Audit Paras
	s) Indent Books	2 years
	t) Stock Register	2 years in r/o Maintenance & NR
	u) Repair Register	2 years
	v) Purchase Register	2 years
	w) Cement Register	5 years if no litigation or pending Audit Paras in respect of Projects
	x) Agreement Files for NR/Maintenance of Buildings for any space addition & Projects	5 years if no litigation or pending Audit Paras

		y) Log Book in r/o Generators	2 years
		z) Complaints	2 years
		aa) Inventory Files relating to Consumable Items	2 years

<i>S.No.</i>	<i>Name of Section</i>	<i>Particulars of records/ documents</i>	<i>Life/period of maintenance</i>
15.	Office of CACMC (Central Admission Coordination and Monitoring Committee)	List of applicants/ coded slips/ coded lists of candidates/ coded award lists/ decoded lists/ lists of selected candidates/ lists of wait-listed candidates/ various admission-related queries/ clarifications from different faculties/departments/centres	6 months
16.	Office of the Chief Coordinator, Ph.D. Admissions	List of applicants for admission to Ph.D. programmes/ coded slips/ coded lists of candidates/ coded award lists/ decoded lists/ lists of selected candidates	One year