

## MANUAL NO. 6

### A STATEMENT OF CATEGORIES OF DOCUMENT THAT ARE HELD BY IT FOR UNDER ITS CONTROL

#### [Section 4(1)(b)(vi)]

The College holds the following type of documents:

1. Calendar issued by University of Delhi containing Delhi University Act, Statutes and Ordinances of the University.
2. Regulations / instructions for admission and examination for the courses of studies run by the College.
3. University's Non-teaching Employees (Terms and Conditions of Service) Rules, 2013
4. Various rules / instructions concerning personnel management for the teaching and nonteaching staff issued by Government of India/University Grant Commission and adopted by the University of Delhi.
5. Other Policy Letters received from University of Delhi.
6. The College prospectus and the annual report which are published every year.
7. Service Books and Personal Files of all teaching/non-teaching staff.
8. Other correspondence files and general records.

**The department-wise records that are held as under:**

<b>S. No</b>	<b>Nature of Records</b>	<b>Details of Inf. Avail</b>	<b>Unit/Sec. where available</b>	<b>Retention period</b>
1.	Administrative	Service books, CL, EL, M.L. Records (commented) Institutional assets	Admn.	10 Years
2.	Accounts	Balance sheets, cash book, Bank Book, Registers, Ledgers etc. salaries, PF A/c, Grants Recessive/NR	Accounts	-do-
3.	Library	Books in circulation, Reference Books, Reference materials, journals and Audio, Braillee material	Library In-charge	-do-
4.	Laboratories	Records of material consumable/non consumable, stock reports	Lab. In-charge	-do-