

DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
GOVT. OF NCT OF DELHI, MUNI MAYA RAM MARG,
PITAMPURA, DELHI – 110034

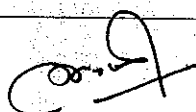
No.: F.161/90/Misc. Matter/TE/SD/DTTE/2018/1937

Dated: 22/03/2018

Office order

All the institutes under DTTE will henceforth follow the guidelines for weeding out of old records lying in their institutes as per following table.

Sl. No.	Description	Retention period
1.	Admit cards for BTE exams	Three years
2	Attendance sheets (college copy) of BTE exams	Three years
3	Record of supplementary sheets used in BTE exams	Three years
4	Permission letters issued to students for BTE exams	One year
5.	Seat plans for BTE exams	One year
6	Old personal files of students/admission folder	Permanent
7	Old bonafide certificates files, warning letters sent files	One year
8.	File related to correspondence with principals/institutes regarding examination, fees	Three years
9.	Scholarship files	N + 2 + 1 years
10.	Copy of award list of BTE practical exam	Three years
11.	Proctor register	Five years
12.	Attendance registers of students.	Three years
13.	BTE (theory & Practical) exams related records.	One year
14.	Answers sheet for sessional exams (Theory and Practical exam)	One year
15.	Old drawing sheets of students.	One year
16.	Part time Recruitment records/forms.	Three years
17.	Answer sheets of BTE practical exams.	One year
18.	Files pertaining to previous years academic, cultural, sports results & misc. files of student advisor.	Fifteen years
19.	Office copy of Sessional Marks sent to BTE	Permanent
20.	Admission policy	Permanent
21.	Printing of admission brochure	Five years
22.	Final admission brochure	Permanent
23.	Appointment of Admission officers	Permanent
24.	Cancellation of Admission	Permanent
25.	Request for change of name and address of students	Permanent
26.	Individual dak/letters related to admission (Other than change in name and address)	Three years
27.	Common entrance test result received from examination division	Three years
28.	Schedule of counselling and other counselling records	N + 2 +1 year
29.	Files for payment to URs and staff etc.	Three years or after completion of audit whichever is later
30.	Migration policy file	Permanent
31.	Migration Cases of Intra-Institutes and issue of Migration certificates	N + 2 + 1



32.	Official copies of syllabus for the courses	Permanent
33.	Files regarding supply of statistics to UGC, NCT, AICTE etc. regarding number of students appeared, passed at BTE examination.	Permanent
34.	Correspondence with HODs, BTE/DTTE	N + 2
35.	Record of examination fees received	N + 2 + 1
36.	Application for reappear/repeat	6 months after declaration of result
37.	Issue of provisional certificate – counterfoils	Permanent
38.	Special permission to take examination	1 year
39.	Students scholar register	Permanent
40.	Grant of honorarium to officers/staff and outsiders for examination duty	3 years or after completion of audit whichever is later
41.	Registers – fees utilization	Permanent
42.	Application for enrolment of ex-students	6 years
43.	Attendance certificate, issue of admission tickets	3 years
44.	Files regarding students going abroad	N + 2 + 1
45.	Files regarding visiting professors / faculty	3 years
46.	Files regarding implementation of resolutions of intra-institutes and university	Permanent
47.	Files regarding starting of new courses	Permanent
48.	Affiliation, preconisation and approval of institute inspection committee report etc.	Permanent
49.	Files Regarding NCC/P.T.	Five years

Regarding other files schedule of AR Department regarding weeding out of records, available at its website may be referred.

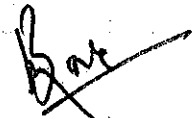
This is issued with the approval of Director, TTE.



(Vivek Kumar Tripathi)
Addl. Director, TTE

Copy to:

1. Principal, all the Institutes of Technology – with the request to take appropriate action for weeding out of old records lying in your institutes.
2. DD (SB)– with the request to circulate the above guidelines to the institutes under their control.
3. DD (Acad.)- with the request to circulate the above guidelines to the institutes under their control.
4. System Analyst (HQ) – with the request to upload on the website of the Department
5. PS to Director, TTE/ PA to Addl. Director, TTE
6. Guard file



(Dr. S.L. Bhandarkar)
DD (TE/SD)