



TRAINING & PLACEMENT OFFICE

Z.H. COLLEGE OF ENGINEERING & TECHNOLOGY

ALIGARH MUSLIM UNIVERSITY, ALIGARH - 202 002 (U.P.) INDIA

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Dated: 30/07/2018
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All University Functionaries

CIRCULAR

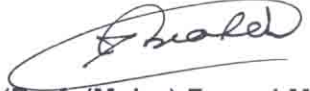
In the terms of the Office Memo No.100/Gen. dated 25.05.2018, the office of the undersigned has started the process of weeding out the following old record as below.

S.No.	Particulars	Years
1	Received & Dispatch Registers / Peon Books	Up to the year 2014
2	Attendance Register / Casual Leave Register	Up to the year 2014
3	Leave Application (CL / CPL / EL)	Up to the year 2014
4	General Correspondence Files / Personal Files	Up to the year 2014
5	Budget Control Register / Advance Register /Cash Book	Up to the year 2014
6	Repair Register / Stock Register of Consumable Items / Stationery	Up to the year 2014
7	Office Copy Of Bill / Quotations/ Vouchers	Up to the year 2014
8	News Paper Register / Tuition Fees Reimbursement Register	Up to the year 2014
9	RTI File /Circulars / Office Memo / Notices	Up to the year 2014
10	Other Miscellaneous paper / File / Register	Up to the year 2014
11	Training Letter / Application / Confirmation letter / Placement Offer Letter	Up to the year 2014
12	Companies Correspondence Files	Up to the year 2014

In this regard it is requested that if any specific information is required to be retained by your office pertaining the said period, the same may kindly be informed to this office.

If your reply is not received within 03 days from the date of receipt of this circular it will be presumed that your office does not required retaining any old record.

It may kindly be treated as most urgent.


(Prof. (Major) Fareed Mahdi)
Training & Placement Officer