

## Manual 6

### A statement of the categories of documents that are held by it for under its control

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

Details of the records available may be made in a statement form, wing wise, unit-wise, branch-wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below).

Sl. No.	Nature of record	Details of information available	Unit/ section where available	Retention period, where available	Whether accessible to public
1.	ACRs of faculty members and Group-A officers	T.T.E.	Principal's Office	January 2010	No
2.	Confirmation of faculty members – file	--do--	Establishment (Personal Files)	-	No
3.	Selection Committee meetings for various group-A posts	Recruitment of Group A employees is done by UPSC	-	-	No
4.	Constitution of Selection /Expert Committees and their Minutes	Appointments on contract/ Reemployment/ Visiting	Through TTE		No
5.	Inquiry/ complaint	Disciplinary proceedings/ inquiry	Principal's Office	-	No
6.	Registers	1. File movement 2. Despatch 3. Diary 4. Fax sent 5. Casual leave of the personal staff of Principal	- do -	<b>Jan 2008</b> <b>April 2008</b> <b>Oct 2004</b> <b>Jan 2008</b> <b>Jan 2010</b>	Yes

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### **Establishment Branch, COA**

**Note** :-Establishment Branch of COA an educational Institution) deals in most of the cases with the employees of the Institute & Govt. bodies and does not deal either with students or with the common public

S. No.	Nature of Record	Details of Information available	Unit Section where available	Retention period, where available
1.	Personal files of the employees (Regular,Temp., Adhoc, Contractual, Deputationist ) and their Service books, where ever applicable	Service Record of the employees like Medical examinations, verifications of antecedents, probation clearance, Leave record, increments, GPF/CPF withdrawal/Advances, LTC etc. Extensions i/r/o Adhoc, Contractual, Deputationist including their record pertaining to LSPC, repatriations etc., Various records of courses seminars attended reimbursements, retirements benefits etc..	Establishment Branch	As per period mentioned in Retention Schedule, available in Establishment Branch
2.	The record related to performance appraisal / ACRS of the employees	Relevant information	TTE & Services	As per period mentioned in Retention Schedule, available in Establishment Branch with Head of office (B & C Group)
3.	Reservation roasters	Vacancies in respect of direct recruitment /by promotion in respect of SC/ST/OBCs		As per period mentioned in Retention Schedule, available

				in Establishment Branch .
4.	Records pertaining to the correspondence with Govt. agencies like various deptts. Of GNCT of Delhi, Central Govt. etc	All correspondence carried out in respect of their communication received from State Govt./ Central Govt. and rely thereof.	Principal's Office	-do-
5.	Correspondence with DU, DTTE, AICTE, UGC and various other educational related organizations / agencies	All correspondence carried out in respect of their communication received from time to time and reply thereof	-do-	-do-
6.	Records related to payment of official telephone bills and reimbursement of telephone bills of entitled/ non entitled categories of the officers of the Institute	Relevant information	DDO/Accounts	-do-
7.	The files pertaining to the records of manpower hired through outsourcing	Information related to the tenders, details of bills and their payments and other correspondence made in this respect to the concerned contractor / labour department.	Establishment	
8.	Various Registers maintained in respect of :- Movement, Attendance , Stock Register, Increment, Telephone, Contract, Tuition fee, LTC, Scheme Wise Allocation, C.L. Booklet Register , Book Register, Diary Register (Internal/External) Despatch Register(Internal), Despatch Register(External) Franking Machine Register, Stamp Register, Stamp Register (Post Office)	Relevant Information	-do-	

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<b>S. No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit/section where available</b>	<b>Retention period, where available</b>
1.	Pay Bill Registers (PBRs)	Salary details in r/o every employee	Office of D.D.O.	Permanent
2.	GPF/CPF Ledgers	Ledger Account in r/o provident fund of individuals	Office of D.D.O.	
3.	GPF/CPF Pass Books	Details of upto date balances of GPF/CPF	Issue to individuals by office of D.D.O.	
4.	Broad Sheets	Broad sheets of advances and their recoveries	Office of D.D.O.	
5.	Long term/short term Adv. Registers	Advance Register in r/o long term & short term advances given to employees	Office of D.D.O.	
6.	TDS Registers	Details of TDS recovered & remitted	Office of D.D.O.	From 2006-07
7.	Schedule of Recoveries	Details of recoveries & remittances from each pay bills	Office of D.D.O.	
8.	Pay Bills	Details of salaries drawn month wise	Office of D.D.O.	From 2006-07
9.	Grants-in-Aid (Schemes from AICTE)	Grants allocated and sanctioned	Office of D.D.O.	
10.	Grants-in-Aid files (Externally funded R&D Projects)	Details of proposals for grants & their receipts	Office of D.D.O.	
11.	Budget Files/Statements	Details of revised estimate & budget estimate submitted to govt. for approval	Office of D.D.O.	From 2006-07

12.	I-Tax Assessments	Calculation & finalization sheet in r.o. income tax of employees	Office of D.D.O.	From 2006
13.	TDS Register (Contractual)	Details of TDS recovered in r.o. contract works	Office of D.D.O.	From 2006
14.	Contingent Bill Register	Bill register having details of contingent bills put up for payment	Office of D.D.O.	From 2006
15.	ACB Register	Details of contingent advances drawn and adjusted year wise	Office of D.D.O.	From 2006
16.	Exp. Control Register	Details of up to date expenditure head wise	Office of D.D.O. A/C BRANCH	From 2006
17.	Cash/Bank Books	Depicting true picture of receipts & payments day wise	Office of D.D.O.	
18.	Ledgers/R&P accounts	Details of expenditure incurred under each head of account (scheme wise)	Office of D.D.O.	
19.	Cheque Issue Register for NGF	Details of cheques prepared against bills passed for payments	Office of D.D.O.	
20.	Acquaintance Roll Register	Acquaintance of payments disbursed	Office of D.D.O.	From 2006
21.	Monthly/Annual exp. statements	Headwise Expenditure statement in r.o. each scheme, month wise & year wise	Office of D.D.O.	From 2006
22.	Receipt Books/Fee Challans	Collections/receipts through official receipts & bank challans for the collections made through bank	Office of D.D.O.	From 2006
23.	Book re-conciliation	Re-conciliation of	Office of D.D.O.	From 2006

	statements	accounts with bank		
24.	TA/DA Files	Payment of TA/DA to the employees of COA who were deputed on officials duties	Office of D.D.O.	From 2006
25.	LTC/HT Register	Register of LTC & home town in r.o. advances drawn and payments made	Office of D.D.O.	From 2006
26.	Medical Adv. Register	Register for medical advances sanctioned/paid during the year	Office of D.D.O.	From 2006
27.	Medical Re-lmb. Register/ Files	Details of medical reimbursement made to the staff of COA	Office of D.D.O.	
28.	Diary/Dispatch Register	Diary & dispatch of dak received in accounts section	Office of D.D.O.	
29.	File Movement Register	To trace the movement of a particular file	Office of D.D.O.	
30.	Scholarship/Fellowship Register	Details of scholarships/fellowships paid during the year	Office of D.D.O.	
31.	P-Time Payment Register	Details of payments i.e. honorarium & conveyance sanctioned & paid to the part time teachers	Office of D.D.O.	
32.	OTA Register	Details of overtime allowances paid to the staff	Office of D.D.O.	
33.	Imprest Register	Details of imprest payments released	Office of D.D.O.	
34.	Pension Register & PPO	Details of pension released	Office of D.D.O.	
35.	Bill Files	Files through which the bills are	Office of D.D.O.	

		passed for payment		
36.	Annual Accounts	Annual accounts of the institute including receipt & payment account, income & expenditure account and balance sheet	Office of D.D.O.	From 2006
37.	Vouchers	Paid vouchers/bills	Office of D.D.O.	From 2006
38.	FDR register	Details of investments made under different accounts	Office of D.D.O.	
39.	Various files relating to official correspondence with govt. departments, annual plans, EFC memos, appropriation, re-appropriations, allocations, fund transfers/investments, bank dealings, imprest sanctioned etc.	Containing complete details of transactions held and approval of the competent authority	Office of D.D.O.	

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<b>S. No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit/ Section where available</b>	<b>Retention period, where available</b>
01.	File Index Register	File Opening Date, & Approx. cost of Item	Purchase/Store	
02.	File Movement Register	Movement of files	Purchase/Store	
03.	Tender Sale Register	Record of Tender Sale	Purchase/Store	
04.	Vendor's Attendance Register	Attendance of Vendor	Purchase/Store	
05.	EMD Register	Record of EMD's	Purchase/Store	
06.	Assets Register/ Non-Consumable Register	Record of Non-Consumable Items	Purchase/Store	
07.	Consumable Register	For Physical Verification /Record of Consumable Items	Purchase/Store	
08.	Petty Purchase Register	Record of Petty Items	Purchase/Store	
9.	Sanction Register	Details of payments	Purchase/Store	
10.	Purchase Order Register	Details of purchase orders	Purchase/Store	
11.	Sports Register	Details of Sports Item	Purchase/Store	

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To be amended as per record of academic section

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<b>S.NO.</b>	<b>Nature of Record</b>	<b>Time frame/Norm</b>	<b>Unit/section where available</b>	<b>Retention period, where available</b>
1.	Convocation Register	From: 2010 to till date	Academic Section	Permanent
3.	Stock Register	From: 2010 to till date	Academic Section	Permanent
4.	Inventory Record	From: 2010 to till date	Academic Section	Permanent
5.	Medal Record	From: 2010 to till date	Academic Section	Permanent
6.	Feed back Record	From: 2010 to till date	Academic Section	Permanent
7.	Bonafide certificate Books	From: 2010 to till date	Academic Section	Permanent
9.	Semester Fees record	From: 2010 to till date	Academic Section	Permanent
10.	Pass out Record	From: 2010 to till date	Academic Section	---
11.	Examination Record	From: 2010 to till date	Academic Section	-
12.	Provisional Degree Certificate Record	From 2003	Academic Section	-
13.	Personal files of students record	From 2001 to till date	Academic Section	Permanent
14.	Transcripts Record	From 2002 to till date	Academic Section	-
15.	C.L. Record	-	Academic Section	-
16.	Record of Railway concession	Since the railway concession	Academic Section	Permanent

	issued to students	being issued to the students		
17.	<b>Record of MFA. Scholarship from COLLEGE</b>	<b>Register maintained</b>	<b>Academic Section</b>	<b>Permanent</b>
18.	<b>Record of BFA. Scholarship from the Institute</b>	<b>Register maintained</b>	<b>Academic Section</b>	<b>Permanent</b>

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S.No	Nature of Record	Details of information available	Unit/ Section where available	Retention Period, Where available
1	COA Sports Meet	Participation and Position record	Section of Physical Education	
2	Annual Athletic Meet Record	Participation and Position record	Section of Physical Education	
3	Delhi University Meet	Participation and Position record	Section of Physical Education	

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S. No.	Nature of Record	Details of Information available	Unit/Section where available	Retention period where available
1	Stock Register for Books	(a) Gen. Book Accession Register (b) Donated Book Accession Register (c) Book Bank Accession Register	COA LIBRARY BOOK SECTION	(a) From the year 2004 (b) From the year 2004 (c) From the year 2004
2.	Withdrawal Register for Books	Withdrawal Register	COA LIBRARY BOOK SECTION	From the year 2004

3.	Catalogue of books	Main entry of the Books	COA LIBRARY BOOK SECTION	From the year 2004
4.	Stock Register for Journal/Magazine	(a) Subscribed e Journals (b) Magazine record register for current issues	COA LIBRARY JOURNAL SECTION	(a) From the year 2007 (b) From the year 2008
5.	Library Membership Record	a) Permanent record register (b) Membership form (c) No dues diary	COA LIBRARY SERVICE SECTION	(a) From the year 2004 (b) from 2004 (c) from 2004
6.	Newspaper Record	(a) Current Newspaper	COA LIBRARY SERVICE SECTION	From the year 2008
7.	Library Members Miscellaneous record	a) Duplicate Library Ticket record (b) Penalty/fine imposition (c) Daily books circulation statistics	COA LIBRARY SERVICE	a) & (B) From the year 2008 (C ) from 2002 SECTION
8.	Binding of Book/Journals	(a) Selection of vendor, list of documents etc.	COA LIBRARY STORE	From the year 2008
9.	Consumable and Non-Consumable Stock Register	Stock entry registers	COA LIBRARY STORE	From the year 2008
10.	Library Visitor's diary, Issue-Return of Book diary	Visitor's register (B) Issued and returned books	COA LIBRARY STORE	a) From 2008 (b) From 2008
11.	Library Policy	Minutes of Library Advisory Committee	COA LIBRARY STORE	From the year 2009
12	Presence	Attendance, C.L. & Com. Leave	COA JOURNAL SECTION	From the year 2009