

DOCUMENT RETENTION POLICY

DOCUMENT TYPE	RETENTION PERIOD
ADMINISTRATIVE RECORDS	
Employee certificates	Retained in office till he/she leaves the intitution
Employee Service Book	Retained in office till he/she leaves the intitution
Purchase bills & vouchers	Permanent
Stock registersfor lab	Permanent
Stock registersfor library	Permanent
Employee Attendance	Permanent
Employee Acquittance	Permanent
Office Files	Permanent
Scholarship Applications	Permanent
Scholarship acquittance	Permanent
Accounts	Permanent
Employee Insurance	Permanent
Income Tax	Permanent
TDS	Permanent
Indent Book	Permanent
ADMISSION RECORDS	
Application	Permanent
TC	Permanent
Mark sheet	Retained in office till he/she leaves the intitution
Diploma Certificates	Retained in office till he/she leaves the intitution
Provisional Certificates	Retained in office till he/she leaves the intitution
ACADEMICS RECORDS	
Test Papers	2 Year
Assignments	2 Year
Library Book	Permanent
E-mail	Permanent
PLACEMENTS RECORDS	
PLACEMENTS RECORDS	2 YEAR
EXAMINATION RECORDS	
Nominal Roll	Permanent
Consolidated Result	Permanent
Institution Letters	Permanent
Syllabus	Permanent
Staff Joining Letters	Permanent
Center Valuation Letters	Permanent
Detained,Re-admission Records	Permanent
Internal Marks	Permanent



Principal

प्रधानाचार्य
राजकीय पालीटेक्निक
बाजपुर (ऊधम सिंह नगर)