



KURUKSHETRA UNIVERSITY, KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

("A⁺" Grade NAAC Accredited)

CHEQUE SECTION

No. A-II/Cheque/2021/ _____

Dated _____

Notification

The case regarding disposal of old Guard Files containing Cash/Contingent vouchers of expenditure for the period as mentioned below are lying in the store of the Cheque Section is under consideration as these are not required to be kept in the record as per University Rules.

Sr. No.	Head of Account	The records for which the dispose off is to be done
1	Salary Head	1987 to 2012
2	Examination Head	1987 to 2002
3	General Head	1987 to 2003

All the Deans/Directors/Chairpersons/Branch Officers are requested kindly to intimate this office if the expenditure vouchers concerning the above period is needed by the Department/Offices in connection with any court case or Audit objection /Para/requisition etc. This information may kindly be sent to this office by **26.04.2021** positively to enable this office to proceed further in the matter, failing which it will be presumed that the said record is not required by the Department/Office and further action to dispose off the record will be taken accordingly.

Finance Officer

Endst No. A-II/Cheque/2021/ 808-908 Dated 13/04/2021

Copy of the above is forwarded to the following for information and necessary action please:-

1. All the Deans/Directors/Chairpersons of the Teaching Departments, K.U.K.
2. Principal, I.I.H.S./I.T.T.R. and University Sr. Sec. Model School, K.U.K.
3. All the Branch Officers of Non-Teaching Offices, K.U.K.
4. P.A. to the Vice-Chancellor, K.U.K. (for kind information of the V.C)
5. Supdt., Office of the Registrar, K.U.K. (for kind information of the Registrar)

6. Director, IT Cell with the request to upload the same on the University website.

US Subh
12/4/21

Sr. Coordinator (Accounts)
for Finance Officer

Please mail:-

at ("itcell@kuk.ac.in")

13/4/21

01/04/21
12/4/2021

KAM
12/04/2021