

Notification regarding amendments made by A.C/E.C for preservation of Records

Sr. No.	Description of Record	K.U.Calendar Vol-III 2007 at Page No./ Sr. No. Branch	Existing Period of Preservation	Period approved for Preservation
1	Examination Card, registers for making entries regarding the examination held in various years by an individual	228, Secrecy Branch Sr. No. 2	Permanent	5 Years
2	Entries regarding work of External/ Internal/ Single examiners in various years	229, Secrecy Branch, Sr. No. 14	Permanent	5 Years
3	Registration Registers of Examiner (Identity No. of Teachers)	229, Secrecy Branch, Sr. No. 19	Permanent	5 Years
4	Admission forms for Various Examinations	226, Exam Br. Sr. No. 1	3 Years	One Year after the Declaration of Result
5	Marked Answer Books	232, Re- Evaluation Branch, Sr. No. 13	One year after the Declaration of Result	6 months after the Declaration of Result
6	Re - evaluated / Re- checked answer books	232, Re- Evaluation Branch, Sr. No. 12	One year after the re-evaluation case is finalized	6 months after the re-evaluation case is finalized
7	Under rules for Inspection/ Supply of Photocopy of answer book	Clause 25.4 of the ordinance general rules for Examination page no. - 667, K.U. Calendar, Vol. II, 2014	No Answer book will be supplied after 1 year from the date of examination on any ground	No Answer book will be supplied after 3 months from the date of declaration of main result
8	Appointment registers indicating the names of the Supdts./ Dy. Supdts./ Supervisors centre wise	227, Conduct Branch, Sr. No. 1	3 Years	1 Year
9	Supervisory rolls (indicating names) of the Supervisors and Deputy Supdts. Centre-wise	227, Conduct Branch, Sr. No. 2	3 Years	1 Year
10	List of Superintendents (5 copies)	227, Conduct Branch, Sr. No. 4	Permanent	5 Years
11	Correspondence Files	227, Conduct Branch, Sr. No. 5	2 Years	1 Year
12	Main Approvals/ Substitute approvals of the Supdt. and Dy. Supdts.	227, Conduct Branch, Sr. No. 6	2 Years	1 Year
13	Approvals of the Supervisor with T.A. and H.A	227, Conduct Branch, Sr. No. 7	3 Years	1 Year
14	Inspectors approval lists (5 copies)	227, Conduct Branch, Sr. No. 8	Permanent	5 Years
15	Programme Chart	227, Conduct Branch, Sr. No. 1 (Practicals)	5 Years	1 Year
16	Examiners Acceptances	227, Conduct Branch, Sr. No. 2	3 Years	1 Year
17	Examiner Lists	227, Conduct Branch, Sr. No. 3	5 Years	1 Year
18	Other Correspondence etc.	227, Conduct Branch, Sr. No. 4	2 Years	1 Year
19	Figure Register	227, Conduct Branch, Sr. No. 5	2 Years	1 Year
20	Assignments, Class Tests & Project Reports Practical Examination answer books	New Amendment		6 months after declaration of main result