

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

('A+' Grade NAAC Accredited)

CHEQUE SECTION

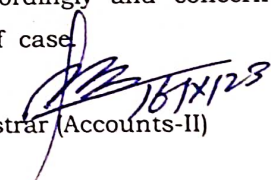
Final Reminder

No.A-II/Ch/2023/ 545-645
Dated 16.10.2023

Attention is invited to this office Notification Endst No.A-II/Cheques/2021/808-908 dated 13.04.2021, No.A-II/Cheques/2021/15-120 dated 11.08.2021 , No.A-II/Cheques/2021/21-121 dated 29.09.2021 and A-II/Cheques/2021/140-240 dated 12.11.2021 uploaded on the University website and also e-mailed to all concerned, in which it was informed that the case regarding disposal off old Guard Files containing Cash/Contingent vouchers of expenditure are lying in the store of the Cheque Section for the period as mentioned below is under consideration as these are not required to be kept in the record as per University Rules. All the Deans/Directors/Chairpersons/ Branch Officers were requested to intimate this office if the expenditure vouchers concerning the below period are needed by the Department officers in connection with any court case or Audit objection /para/requisition etc.

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

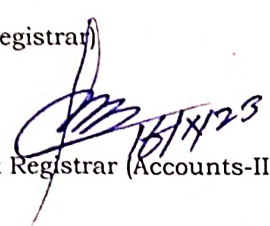
Since nothing has been conveyed to our office till date. It seems that this notification has escaped to the kind attention of all concerned (ignore this letter if already sent) .It is therefore, once again requested to send this information to this office by **27.10.2023** positively to enable this office to proceed further in the matter, failing which it will be presumed that the record pertaining to the said period is not required by the Department/Office and further action to dispose off the record will be taken accordingly and concerned Department will be responsible if the required record is needed in future in any type of case.


Assistant Registrar (Accounts-II)

Endst No.A-II/Cheque/2023/ 545-645 Dated 16.10.2023

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 Officers, K.U.K.
4. ✓ Director, IT Cell with the request to upload the same on the University website it cell @ kuk.ac.in)
5. P.A. to the Vice-Chancellor,K.U.K(for kind information of the V.C)
6. Asstt Registrar, Office of the Registrar ,K.U.K.(for kind information of the Registrar)


Assistant Registrar (Accounts-II)