



श्री माता वैष्णो देवी विश्वविद्यालय  
**Shri Mata Vaishno Devi University**  
Kakryal, Katra -182320, J&K  
Ph: 01991-285524, Fax: 01991- 285573  
e-mail : purchase@smvdu.ac.in

Ref. No.: SMVDU/S&P/Record Retention/2025-26/143-47

Date: 28 April, 2025

**Notice**

**Sub: Weeding out of old records lying in various Schools at SMVDU-regarding.**  
**Ref: Notification issued vide no. SMVDU/S&P/Record Retention/2025-26/011-016**  
**Dtd: 15-04-25**

The Heads of all Schools have reported that, **a large pile of old and used answer sheets; old assignments; project reports of students passed out long ago; old attendance sheets, etc., are lying in various Schools.** Accordingly, as approved by the Competent Authority, all Heads are directed to compile a list of all such old and used records strictly as per the notified Record Retention Schedule and gather the material and transfer the same to the basement of the recently constructed Married Scholar's Accommodation under the supervision of the Security wing.

Each School Head shall constitute a 3 member Committee of Faculty and Staff members of the School, for undertaking the above exercise. A signed list of all the material to be weeded out shall be maintained at the School Level with a copy forwarded to PIO for records.

AR[Security] shall assign the job to one of the security supervisors, who shall check and load this material [as per the signed list forwarded by the school], from each school, in the presence of the above committee members, in the University truck/tractor and unload the same in the basement under his supervision. The material from all the schools shall be compiled and kept under proper lock and key by AR[Security], to be auctioned off subsequently as per GFR 2017 norms.

All schools are hereby directed to complete this exercise latest by 05-05-2025.

This issues with the approval of the Competent Authority

  
**Registrar**  
9

Copy to:

1. All Heads of Schools, for information and compliance.
2. Finance Officer, for information.
3. AR to VC, for the kind information of the Hon'ble Vice Chancellor.
4. AR[Security], for information and compliance.
5. I/c. Website, for uploading on the University Website.
6. Notification /Order file.