

From

Assoc. Prof. & Head
Department of Biochemistry
CCS HAU, Hisar.

To

All Deans/ Directors/ HODs/ DDOs/ Offices/ Sections
(Including outstations)
CCS HAU, Hisar

Memo. No. BC/2025/1462-1520 +E

Dated: 17/11/2025

Sub:

Destruction of old records.

As per the instructions issued by the Comptroller vide CAUH/E-1/131/2020/26255-374 dated 02.02.2020, this office has prepared the list of Misc. files/ Receipt Register/ Despatch Register, Personal files of students who completed their degree programme & Personal file / ACR/ APR file of Retd. Employees. List of these files has been attached herewith. As per instructions, following certificates are required to be recorded before destruction of old records.

- a) That no audit objection/ APR/ Audit Para/ AG Para/ Temporary Advance etc. is pending.
- b) That no disciplinary proceedings are pending.
- c) That no court case/ vigilance enquiry is pending.

In view of above, it is requested to intimate within a week (7 days) whether any court case/ vigilance enquiry/ audit objection/ AR/ Audit Para/ AG Para/ disciplinary proceedings etc. are pending pertaining to these files, failing which it shall be presumed that no court case/ audit objection/ AR/ Audit para etc. are pending pertaining to the said record and further action with regard to destruction of the same will be taken accordingly.

Imas
Assoc. Prof. & Head
Deptt. of Bio-Chem
COBS&H,
17/11/25
HISAR

CC: Incharge, Computer Section, COBS&H to up load the attached list on University website as per above, please.

Department of Biochemistry

COBS&H, CCSHAU, Hisar

List of Miscellaneous Files

Sr. No.	Name of File	Remarks	Sr. No.	Name of File	Remarks
1.	Director of Research	2005-2020	49.	Contractual File	-do-
2.	Dean PGS	-do-	50.	Assistant Office	-do-
3.	Student Attendance	-do-	51.	Quarterly Salary Statement	-do-
4.	Dev Assistant ICAR	-do-	52.	Annual Plan	-do-
5.	Renovation	-do-	53.	Income tax	-do-
6.	Performa For Practical Exam	-do-	54.	BOS COHS	-do-
7.	Student File Amendant in Univ. Calender Volume II	-do-	55.	Bank Scrool	-do-
8.	Contract work	-do-	56.	EFC Proposal	-do-
9.	Deduction Voucher	-do-	57.	Renovation	-do-
10.	Deduction Voucher	-do-	58.	Chief Executive Enginer	-do-
11.	Dean COBS&H	-do-	59.	Income tax	-do-
12.	SNE	-do-	62.	T.A. Bill	-do-
13.	Annual Report	-do-	61.	Budget	-do-
14.	CR/SAR/Corresponding	-do-	62.	Contingency File	-do-
15.	Teaching Associate	-do-	63.	Deduction Vouvher	-do-
16.	Ramesh Labour Balsamand	-do-	64.	Inspection Report	-do-
17.	Income Tax	-do-	65.	Contingency Bill of contractor	-do-
18.	Job Contract work	-do-	66.	Contingency File	-do-
19.	Contigent File	-do-	67.	List of Expert Examiner	-do-
20.	Merger of Depatment of Chemistry	-do-	68.	Savings	-do-
21.	Umesh Kumar	-do-	69.	Purse	-do-
22.	Income Tax Challan Form	-do-	70.	Budget File	-do-
23.	Dr. Anil Duhan	-do-	71.	Vacant Post	-do-
24.	Information File Faculty	-do-	72.	Anjali Dhaiya	-do-
25.	Pawan Contractual Labour	-do-	73.	Para=13(i) AR=45 Setted	-do-
26.	Contract work pawan	-do-	74.	Audit Requisition	-do-
27.	Contractual File Cancellation	-do-	75.	Inspection of Physical Verification	-do-
28.	Contractual Work Manish	-do-	76.	T.A. Medical Bill	-do-
29.	ICAR Development Assistant	-do-	77.	U.G. File	-do-
30.	Recoupment of Permanent Advance	-do-	78.	Annual report ICAR	-do-
31.	Contractual Work Krishan Kumar	-do-	79.	Comptroller File	-do-
32.	Difference of Pay V.K. Madan	-do-	80.	Quarterly Salary Statement	-do-
33.	Contractual Work Pawan	-do-	81.	Sanction File of student contingency	-do-
34.	Leave Record	-do-	82.	Estt. File	-do-
35.	Contractual Voucher	-do-	83.	Grades File	-do-
36.	Outsourcing File	-do-	84.	Quarterly Salary Statement	-do-
37.	HOD Papers	-do-	85.	HAU Library	-do-
38.	Dean File	-do-	86.	Rent & Absentee	-do-
39.	ICAR Development Assistant	-do-	87.	Income Corresponding	-do-
40.	Registrar	-do-	88.	Casual Leave	-do-
41.	LTC File	-do-	89.	Shroman Bhati	-do-
42.	ICAR Development	-do-	90.	Annual Plan	-do-
43.	Annual Report	-do-	91.	GST	-do-
44.	Inspection Report	-do-	92.	Revision Of Pay Scale	-do-
45.	Vidya Devi	-do-	93.	Audit File	-do-
46.	Annual	-do-	94.	House Allotment Committee	-do-
47.	Annual	-do-	95.	DR file	-do-
48.	Annual	-do-	96.	Transfer Record	-do-

Sr. No.	Name of File	Remarks	Sr. No.	Name of File	Remarks
97.	Temp. Advance	-do-	141.	Circulate File	-do-
98.	Temp. Advance	-do-	142.	Retried File	-do-
99.	Salary	-do-	143.	RTI File	-do-
100.	TA Medical Bill	-do-	144.	Dr. Gulab Singh	-do-
101.	Dean COBS&H	-do-	145.	EO Cum SE	-do-
102.	Income Tax	-do-	146.	Appraisal Report	-do-
103.	Circular	-do-	147.	Transfer Entry	-do-
104.	SNE	-do-	148.	Inspection File	-do-
105.	LIC	-do-	149.	Leave	-do-
106.	Dr. Sunil Kumar	-do-	150.	SNE 2019-20	-do-
107.	Duty Leave	-do-	151.	LPC	-do-
108.	Income Tax	-do-	152.	Salary Statement	-do-
109.	Delegation of Power	-do-	153.	Saving	-do-
110.	Income tax	-do-	154.	Director HRM	-do-
111.	CDF Contingency	-do-	155.	Registrar	-do-
112.	Quarterly Salary Statement	-do-	156.	T.A Medical Bill	-do-
113.	Election File	-do-	157.	Strengthening Development	-do-
114.	Beena Kumari	-do-	158.	Medical Bill	-do-
115.	Medical File	-do-	159.	Salary Income TA/OC	-do-
116.	Dr. Sunil	-do-	160.	Office order	-do-
117.	Inspection Repot	-do-	161.	Circular File	-do-
118.	Contingent	-do-	162.	A.D. Publication	-do-
119.	Bank Scrool	-do-	163.	Income Tax	-do-
120.	Shiwani Mandhanian	-do-	164.	CR & APR Corresponding	-do-
121.	Destruction of old Record	-do-	165.	Income Statement	-do-
121.	C- Bill	-do-	166.	Salary Statement	-do-
122.	C-Bill	-do-	167.	Form 16	-do-
123.	Course Content	-do-	168.	Purse Scheme	-do-
124.	CR File Chander Kamla	-do-	169.	SNE	-do-
125.	SMO Corresponding	-do-	170.	SNE	-do-
126.	Approval Report	-do-	171.	LTC Files	-do-
127.	Dean file	-do-	172.	Income Tax	-do-
128.	DAC File	-do-	173.	Quarterly Salary Statement	-do-
129.	ACR Corresponding	-do-	174.	Circular	-do-
130.	Question File	-do-	175.	Income Tax Return	-do-
131.	Income Station	-do-	176.	Quarterly Salary Statement	-do-
132.	Quarterly Salary	-do-	177.	Income Tax File	-do-
133.	Income Tax	-do-	178.	Book Adjustment	-do-
134.	Old Retied	-do-	179.	Income Tax	-do-
135.	Pension File Randhir Singh	-do-	180.	Director S&P	-do-
136.	Miscellaneous File	-do-	181.	SNE	-do-
137.	Registrar File	-do-	182.	Contingency File	-do-
138.	Dean COBS&H	-do-	183.	Contingency File	-do-
139.	Income Tax	-do-			
140.	Lien of Dr. V.K. Madaan	-do-			

List of Retired Persons Files

Sr. No.	Name Of Employees	Personal File	APR	CRSAR
1.	Seema Garg	1-427	1-44	1-34
3.	J.C. Chauhan	1-11	1-53	1-36
4.	Ram Gopal	1-34	1-36	1-30
5.	Dharmpal Beldar	1-421	1-46	1-32
6.	Govind Kumar	1-195	1-15	1-28
7.	Hari Dass	1-389	1-44	1-26
8.	Veena Jain	1-668, 1-295	1-81	1-33
9.	R.K. Thakral	1-57	1-36	1-39
10.	Dr. U.N. Joshi	1-75	1-54	1-27
11.	Om Parkash	1-289	1-73	1-33
12.	Dr. H.R. Singal	1-1217	1-54	1-25

List of Attendance Register

Sr. No.	Attendance Years
1.	2021 to 2023 (3 Nos)

List of Receipt & Dispatch Register

Sr. No.	Receipt Register	Dispatch Register
1.	15-12-14 to 13.11.15 (1 Nos)	07-11-14 to 30-09-2020 (4 Nos)

**Department of Biochemistry
COBS&H**

List of Indent Files

Sr. No.	Year	Indent No.
1	Jan 2003 to Dec 2005	3 Nos
2	Jan 2006 to Dec 2006	1 Nos
3	Jan 2007 to Dec 2007	1 Nos
4	Jan 2008 to March 2009	1 Nos
5	April 2009 to March 2010	1 Nos
6	April 2010 to March 2011	1 Nos
7	April 2011 to March 2012	1 Nos
8	April 2012 to March 2013	1 Nos
9	April 2013 to March 2014	1 Nos
10	April 2014 to March 2015	1 Nos
11	April 2015 to March 2016	1 Nos
12	Indent Book No. 89 Indent No. 1-100 (May 2016 to March 2017)	1 Nos
13	Indent Book No. 287 Indent No. 1-100 (April 2017 to March 2018)	1 Nos
14	Indent Book No. 366 No. 1-100 (May 2018 to September 2019)	1 Nos
15	Indent Book No. 504 No. 1-100 (September 2019 to February 2021)	1 Nos

List of Old Students files

Sr. No.	Session	Name	Admission No.	Sr. No.	Session	Name	Admission No.
1.	2010	Ekta	2010BS53D	46.	2003	Sita Ram	2003BS132M
2.	2010	Snehvart	2010BS54D	47.	2004	Bharat Bhushan	2004BS04D
3.	2010	Bunty Sharma	2010BS101D	48.	2009	Deepika Balan	2009BS103M
4.	2011	Leena Fageria	2011BS85D	49.	2010	Seema Rani	2010BS98M
5.	2011	Suman Lata	2011BS86M	50.	2010	Shilpa	2010BS100M
6.	2011	Neha Wadhwa	2011BS02D	51.	2003	Sapna	2003BS135M
7.	2013	Pooja Yadav	2013BS04M	52.	2009	Babita Rani	2009BS34D
8.	2013	Deepak Yadav	2013BS05M	53.	2005	Prachi Gupta	2005BS121M
9.	2013	Saijan Kumar	2013BS06M	54.	2010	Prerna	2010BS124M
10.	2014	Aarti Kumari	2014BS04M	55.	2002	Amit Sharma	2002BS145M
11.	2014	Ankita Goyat	2014BS05M	56.	2004	Hitesh	2004BS114M
12.	2014	Priyanka	2014BS06M	57.	2006	Sheetal Chawla	2006BS77M
13.	2014	Sonam	2014BS07M	58.	1995	Sushil Kumar	95BS18D
14.	2014	Rakesh Kumar	2014BS08M	59.	2006	Sonia	2006BS80M
15.	2014	Sonia Jhandi	2014BS07D	60.	2006	Dharmander Kumar	2006BS78M
16.	2014	Parveen Kumar	2014BS08D	61.	2006	Praduman	2006BS24D
17.	2011	Kamamvir	2011BS87M	62.	2006	Nisha Kumari	2006BS22D
18.	2011	Sudha Dalal	2011BS88M	63.	2006	Rajesh Kumari	2006BS25D
19.	2011	Mukesh Kumar	2011BS04D	64.	2010	Sweety	2010BS97M
20.	2011	Preeti Goyal	2011BS03D	65.	2003	Vishal	2003BS133M
21.	2011	Reena Devi	2011BS01D	66.	2012	Farhan Ali	2012BS07M
22.	2012	Anamika	2012BS03M	67.	2010	Swastika	2010BS101M
23.	2012	Monika Rani	2012BS06M	68.	2008	Savita	2008BS111M
24.	2012	Anju Rani	2012BS05M	69.	2007	Babita Rani	2007BS135M
25.	2012	Himani	2012BS04M	70.	2007	Gautam Suryavanshi	2007BS134M
26.	2012	Babita Rani	2012BS03M	67.	2009	Neha Wadwa	2009BS104M
27.	2012	Shilpa Chawala	2012BS06M	68.	2007	Umesh Kumar	2007BS03D
28.	2012	Sonali Bajaj	2012BS08D	73.	2010	Yogita	2010BS101M
29.	2012	Anjali Dahiya	2012BS04D	74.	2009	Reena	2009BS35D
30.	2012	Ritu Saini	2012BS06D	75.	2003	Sudha	2003BS178M
31.	2012	Sudhakasa Rao	2012BS09D	76.	2007	Ekta	2007BS138M
32.	2013	Sweety Sihag	2013BS06D	77.	2002	Sunil Kumar	2002BS63D
33.	2013	Naresh Kumar	2013BS07D	78.	2004	Nisha Ahlawat	2004BS113M
34.	2013	Poonam	2013BS08D	79.	2008	Nitu Singh	2008BS127M
35.	2013	M. Raghavendra	2013BS09D	80.	2007	Reena	2007BS136M
36.	2006	Ruby Arora	2006BS21D	81.	2008	Preeti Goyal	2008BS109M
37.	2006	Deepak Rajput	2006BS79M	82.	2009	Rajesh Kumar	2009BS105M
38.	2006	Sakshi Jain	2006BS76M	83.	2008	Vandana	2008BS110M
39.	2007	Jyoti	2007BS02D	84.	2008	Monu Yadav	2008BS112M
40.	2004	Parduman	2004BS111M	85.	2006	Vinita Bhanker	2006BS23D
41.	2009	Punesh	2009BS36D	86.	2007	Prachi Gupta	2007BS01D
42.	2009	Shilpa Chawla	2009BS106M	87.	2004	Vinita	2004BS112M
43.	2011	Sonal Mushra	2011BS89M	88.	2007	Snehvart	2007BS137M
44.	2005	Geeta Malik	2005BS12D	89.	2010	Shailesh Upadhyay	2010BS55D
45.	2005	Pooja Tomar	2005BS120M				