Office of the Principal, Dr. Z.A. Dental College has started the process to weed out the old records such as: counter foils of cash receipts, very old stock registers, receipt and dispatch registers, office copies of salary vouchers, leave registers, peon books, etc as per approval of the competent authority upto 2009. In this regard, it is requested that if any specific information is/are required to retain by your office pertaining to the said period, the same may kindly be informed to this office.

If your reply is not received within 03 Days from the date of receipt of this circular, it will be presumed that your office does not require retaining any old above records.

It may kindly be treated as Most Urgent.

Sd/-

(Prof. R.K. Tewari)
Actg. Principal
Dr. Z.A. Dental College,
A.M.U., Aligarh.