

OFFICE OF THE CONTROLLER OF EXAMINATIONS
Aligarh Muslim University, Aligarh

D. No. XM/843 /Accounts

Dated 30/08/2014

Circular

- All Deans of Faculties
- All Chairmen /Heads of the Deptts./Offices
- Manager of A.M.U. Schools
- Directors and Coordinators of Units/Centers
- Proctor /Dean Students' Welfare
- All Provosts of Halls of residence and NRSC
- Principals of Colleges/Polytechnics/Schools.
- AR to VC Secretariat/PVC Secretariat
- Sr. PA to Registrar/Controller of Examinations/Finance Officer
- All Sections of the Controller's Office
- Member-in-Charge, CAW/Purchase Office/Telephone Deptt./M/s. SS Mart
- Mr. Shakaib Naseem (TPA) CCAE Unit, for upload on website


The Office of the Controller of Examinations has started the process of weed out of the following old record upto 31.12.2008.

- 1) Receipt and Dispatch Registers
- 2) Peon books
- 3) Attendance records/Salary slips or statements
- 4) Casual leave and Detention leave registers/files
- 5) Muster rolls/EDA records
- 6) Remuneration/T.A. registers
- 7) Stock registers (stationery items)/Stationery purchase orders
- 8) Duplicate bills or office copies of stationery items/equipments/furnitures/articles
- 9) Other record of consumable items related to Accounts Section and Store of Controller's Office
- 10) Important circulars/Office Memos/Deptt. Correspondence, Notice etc.

According to the Office of the Registrar (General Section), Office Memo D.No. (C)/7122 Dated 15.04.2014. In this regard, it is requested that if any specific information is required to be retained by your Office pertaining to the said period, the same may kindly be informed to this Office.

If your reply is not received within 15 days from the date of receipt of this circular, it will be presumed that your Office does not required any old record.

It may kindly be treated as most urgent.


(Prof. Javaid Akhter)
Controller of Examinations