



KURUKSHETRA UNIVERSITY, KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
(“A⁺” Grade NAAC Accredited)
CHEQUE SECTION

No. A-II/Cheque/2021/ 140 to 240
Dated 12/11/2021

Reminder-III

Attention is invited to this office Notification Endst. No. A-II/Cheque/2021/808-908 dated 13.04.2021, No. A-II/Cheque/2021/15-120 dated 11.08.2021 and No. A-II/Cheque/2021/21-121 dated 29.09.2021 uploaded on the University website and also e-mailed to all concerned, in which it was informed that the case regarding disposal of 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/Offices in connection with any court case or Audit objection /Para/requisition etc.

Sr. No.	Head of Account	The records for which the dispose off is to be done
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 so, it seems that this notification has escaped to the kind attention of all the concerned (ignore this letter if already sent). It is, therefore, once again requested to send the information to this office by 30.11.2021 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 of the record will be taken accordingly.

Kamz
11/11/2021
Supdt. (Cheques)

Endst No. A-II/Cheque/2021/ 140 to 240 Dated 12/11/2021

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 Offices, K.U.K.
4. Director, IT Cell with the request to upload the same on the University website.
5. P.A. to the Vice-Chancellor, K.U.K. (for kind information of the V.C)
6. Supdt., Office of the Registrar, K.U.K. (for kind information of the Registrar)

Kamz
11/11/2021
Supdt. (Cheques)