



ASSAM UNIVERSITY

(A Central University)

Silchar 788011

Assam, India

অসম বিশ্ববিদ্যালয়

(এক কেন্দ্রীয় বিশ্ববিদ্যালয়)

সিলচর 788011

অসম, ভারত

NOTIFICATION

Subject: Adoption of Record Retention Schedule

It is hereby notified for the information of all concerned that the Executive Council, vide Resolution No. EC: 182:05-26:30, has resolved to adopt, *mutatis mutandis*, the provisions of the **Record Retention Schedule, 2012**, the **Central Secretariat Manual of Office Procedure (CSMoP), 2022**, and all guidelines, instructions, issued by the Government of India from time to time in this regard, with immediate effect.

The adoption of these provisions is intended to facilitate the efficient management and processing of both physical and electronic records; ensure their systematic retention, review, weeding, and disposal in accordance with prescribed norms; and support effective governance across the University.

All Departments, Centers, Offices, Campus, and other administrative units of the University shall ensure strict compliance with the aforesaid provisions with immediate effect.

(Dr.P.K. Nath)

Registrar

No 120/01/2015-Estt/Part-III/ **3045**

Date **03/08/** 2026

Copy forwarded for information and necessary action to:

1. All Deans of Schools /Heads of Departments
2. The Finance Officer.
3. CPIO and All Officers & Section Heads Silchar HQ, and Diphu Campus.
4. Director i/c Computer Centre, for uploading in the university website.
5. PS to VC for information of the Vice Chancellor.
6. PA to PVC for information of the PVC, Diphu Campus.
7. Office File

Registrar