

PANDIT JAWAHARLAL NEHRU COLLEGE OF AGRICULTURE AND
RESEARCH INSTITUTE, KARAIKAL.

No: PJN/Stores/Destruction of old records/2013/5.

Dt.24.06.2013.

PROCEEDINGS

Ref: No.PJN/Store/Destruction of old records/2013/4. Dt.14.06.2013.

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The committee constituted for destruction of old records was organized on 21.06.2013 at 2.30pm.

The following members of the committee attended the meeting. The destruction of old records mentioned in the enclosed list has been carried out in the presence of the committee members by burning the records.

1. Dr. K. Paramasivam, Transparency Officer cum Chairman of the Committee.
2. Dr. C. Rethinasababady, Chairman, Purchase Committee.
3. Dr. G. Mohamed Yassin, Professor and Head, Horticulture.
4. Dr. V.Ramesh, ASP, Cum HOD, i/c of Entomology.
5. Dr. S.Sundaravarathan, Deputy Warden & Vehicle Co-ordinator i/c.
6. Dr. A.L. Narayanan, Farm Superintendent, Agronomy.
7. Thiru. R.Sowrirajan, Member Secretary of the Committee.
8. Thiru. M.Selvaganesan, Cashier.


DEAN 26.6.13.

To,

1. Dr. K. Paramasivam, Transparency Officer cum Chairman of the Committee.
2. Dr. C. Rethinasababady, Chairman, Purchase Committee.
3. Dr. G. Mohamed Yassin, Professor and Head, Horticulture.
4. Dr. E. Subburayalu, ASP, Agrl.Engineering.
4. Dr. V.Ramesh, ASP, Cum HOD, i/c of Entomology.
5. Dr. S.Sundaravarathan, Deputy Warden & Vehicle Co-ordinator i/c.
6. Dr. A.L. Narayanan, Farm Superintendent, Agronomy.
7. Thiru. R.Sowrirajan, Member Secretary of the Committee.
8. Thiru. M.Selvaganesan, Cashier.

Sl. No.	Item No.	Particulars of Bills	Year and Month	Qty.
1	1	Contingent Bill	November 1991, Vol II	1
2	26	Contingent Bill	July 1988	1
3	39	Contingent Bill	2000 - 2001	1
4	40	Engineering Cell Bill	1997	1
5	42	Contingent Bill	July 1990 Vol - II	1
6	43	Contingent Bill	November 1989	1
7	44	Contingent Bill	1995-96	1
8	47	Contingent Bill	1995-96	1
9	52	Deduction details	April 1993	1
10	57	Contingent Bill	1990	1
11	59	Contingent Bill	July 1991	1
12	60	Contingent Bill	1991	1
13	61	Contingent Bill	May 1991	1
14	75	Contingent Bill	November 1989	1
15	117	Contingent Bill	1998-99	1
16	118	Contingent Bill	August 1993 Vol - III	1
17	119	Remittance Recovery	March 1993	1
18	120	Non Govt. Recovery	February 1993	1
19	121	Contingent Bill	1989-90	1
20	122	Contingent Bill	1993-94	1
21	123	Contingent Bill	June 1990 Vol - II	1
22	124	Contingent Bill	June 1991 Vol - I	1
23	125	Contingent Bill	September 1991 Vol - I	1
24	128	Contingent Bill	January 1991	1
25	129	Contingent Bill	1998-99	1
26	130	Contingent Bill (EC)	1998-99	1
27	131	Voucher Bills	1998-99	1
28	132	Voucher Bills	1989	1
29	133	Contingent Bill	November 1990	1
30	134	Contingent Bill	November 1992 Vol - II	1
31	135	Contingent Bill	1992-93	1
32	136	Contingent Bill	September 1990 Vol - III	1
33	137	Contingent Bill	March 1993	1
34	138	Contingent Bill	February 1991	1
35	139	Contingent Bill (EC)	1996-97	1
36	140	Contingent Bill	1996-97	1
37	141	Contingent Bill	September 1990	1
38	142	Contingent Bill	April 1993 Vol - II	1
39	143	Contingent Bill	1998-99	1
40	144	Contingent Bill	1991	1
41	145	Contingent Bill	April 1988	1
42	146	Contingent Bill	1992	1
43	147	Contingent Bill	March 1991	1
44	148	Contingent Bill	1993-94	1
45	149	Contingent Bill	September 1990	1
46	150	Contingent Bill	1995-96	1
47	151	Contingent Bill	1996-97	1

48	152	Contingent Bill	1991-92	1
49	153	Contingent Bill	June 1993	1
50	154	Contingent Bill	August 1993	1
51	155	Contingent Bill	1995-96	1
52	156	Contingent Bill	1996-97	1
53	157	Contingent Bill	1996-97	1
54	158	Contingent Bill	1996-97	1
55	159	Contingent Bill	June 1994	1
56	160	Contingent Bill	July 1993	1
57	162	Contingent Bill	1991	1
58	164	Contingent Bill	1989	1
59	165	Contingent Bill	March 1992	1
60	166	Contingent Bill	July 1992	1
61	169	Contingent Bill	1996	1
62	170	Contingent Bill	March 1990	1
63	171	Contingent Bill	November 1991	1
64	173	Contingent Bill	1993	1
65	176	Contingent Bill	April 1992	1
66	177	Contingent Bill	June 1988	1
67	178	Contingent Bill	1992-93	1
68	179	Contingent Bill	April 1992	1
69	180	Contingent Bill	September 1988	1
70	181	Contingent Bill	1992-93	1
71	182	Contingent Bill	1989	1
72	183	Contingent Bill	2000-2001	1
73	184	Contingent Bill	August 1992	1
74	185	Contingent Bill	1990-91	1
75	186	Contingent Bill	June 1999	1
76	187	Contingent Bill	February 1992	1
77	188	Contingent Bill	May 1991	1
78	190	Contingent Bill	June 1990	1
79	191	Contingent Bill	January 1990	1
80	192	Contingent Bill	August 1991	1
81	193	Contingent Bill	October 1992	1
82	194	Contingent Bill	1998-99	1
83	195	Contingent Bill	April 1998	1
84	196	Contingent Bill	July 1998	1
85	197	Contingent Bill	July 1998	1
86	198	Contingent Bill	August 1998	1
87	199	Contingent Bill	October 1992	1
88	200	Contingent Bill	October 1988	1
89	201	Contingent Bill	June 1992	1
90	202	Contingent Bill	June 1992	1
91	203	Contingent Bill	October 1989	1
92	204	Contingent Bill	October 1990	1
93	205	FA Bills	December 1991	1
94	206	Contingent Bill	August 1998	1
95	207	Contingent Bill	March 2001	1

96	208	Contingent Bill	March 1992	1
97	209	Contingent Bill	September 1998	1
98	210	Contingent Bill	February 1992	1
99	211	Contingent Bill	May 1998	1
100	212	Contingent Bill	July 1998	1
101	213	Contingent Bill	March 1998	1
102	214	Contingent Bill	March 2001	1
103	215	Contingent Bill	March 2001	1
104	216	Contingent Bill	February 1999	1
105	217	Contingent Bill	March 1995	1
106	218	Contingent Bill	April 1991	1
107	402	Contingent Bill	April 1992 Vol - III	1
108	403	Contingent Bill	April 1989 Vol - II	1
109	404	Contingent Bill	April 1992 Vol - IV	1
110	405	Contingent Bill	September 1989 Vol - II	1
111	406	Contingent Bill	May 1988	1
112	407	Contingent Bill	January 1990 Vol - I	1
113	408	Contingent Bill	April 1991	1
114	409	Contingent Bill	July 1989	1
115	410	Contingent Bill	October 1992 Vol - II	1
116	411	Contingent Bill	May 1990 Vol - I	1
117	412	Contingent Bill	December 1989	1
118	413	Contingent Bill	1992-93	1
119	414	Contingent Bill	May 1990 Vol - II	1
120	415	Contingent Bill	December 1991	1
121	416	Contingent Bill	December 1992 Vol - II	1
122	417	Contingent Bill	October 1996	1
123	418	Contingent Bill	February 1990	1
124	419	Contingent Bill	September 1988	1
125	420	Contingent Bill	December 1989	1
126	421	Contingent Bill (EC)	August 1992	1
127	422	Contingent Bill	February 1991	1
128	423	Contingent Bill	October 1992 Vol - IV	1
129	424	Contingent Bill	November 1997	1
130	425	Contingent Bill	November 1988	1
131	426	Contingent Bill	June 1998	1
132	427	Contingent Bill	May 1989	1
133	473	Contingent Bill	September 1988	1
134	474	Contingent Bill	April 1990	1
135	475	Contingent Bill	December 1992	1
136	476	Contingent Bill	June 1988	1
137	477	Contingent Bill	April 1991 Vol - III	1
138	478	Contingent Bill	October 1992	1
139	479	Contingent Bill	January 1989	1
140	480	Contingent Bill	March 1992	1
141	481	Contingent Bill	July 1992 Vol - I	1
142	482	Contingent Bill	November 1991	1
143	483	Contingent Bill	April 1990	1

144	484	Contingent Bill	March 1990	1
145	485	Contingent Bill	November 1991 Vol I	1
146	486	Contingent Bill	June 1991	1
147	487	Contingent Bill	November 1992	1
148	488	Contingent Bill	April 1992	1
149	489	Contingent Bill	December 1988	1
150	490	Contingent Bill	April 1991	1
151	491	Contingent Bill	May 1997	1
152	492	Contingent Bill	January 1999	1
153	493	Contingent Bill	February 1998	1
154	494	Contingent Bill	June 1996	1
155	495	Contingent Bill	May 1992	1
156	496	Contingent Bill	January 1998	1
157	497	Contingent Bill	July 1998	1
158	498	Contingent Bill	February 1998	1
159	499	Contingent Bill	March 1993	1
160	500	Contingent Bill	July 1997	1
161	501	Contingent Bill	August 1997	1
162	502	Contingent Bill	December 1996	1
163	503	Contingent Bill	March 1993	1
164	504	Contingent Bill	July 1990	1
165	505	Contingent Bill	April 1997	1
166	506	Contingent Bill	February 1992	1
167	507	Contingent Bill	November 1997	1
168	508	Contingent Bill	March 1998	1
169	509	Contingent Bill	October 1997	1
170	510	Contingent Bill	November 1997	1
171	511	Contingent Bill	August 1990	1
172	512	Contingent Bill	May 1997	1
173	513	Contingent Bill	August 1992	1
174	514	Contingent Bill	June 1997	1
175	515	Contingent Bill	July 1992	1
176	516	Contingent Bill	March 1990	1
177	517	Contingent Bill	October 1998	1
178	518	Contingent Bill	August 1997	1
179	519	Contingent Bill	March 1998	1
180	520	Contingent Bill	July 1997	1
181	521	Contingent Bill (EC)	November 1997	1
182	522	Contingent Bill	October 1997	1
183	829	Contingent Bill	January 1989	1
184	830	Contingent Bill	March 1989	1
185	831	Contingent Bill	September 1991	1
186	832	Challans	1995-96	1
187	833	DD Forwarding Letters	July 1998	1
188	834	DD Forwarding Letters	May 1998	1
189	835	DD Forwarding Letters	December 1996	1
190	836	Contingent Bills	September 1996	1
191	837	Contingent Bill	May 1998	1

192	838	Contingent Bill	September 1991	1
193	839	Contingent Bill	April 1998	1
194	840	Contingent Bill	March 1992	1
195	841	Contingent Bill	September 1990	1
196	842	Contingent Bill	September 1992	1
197	843	Recovery Particulars	Apr.2001 to Nov.2001	1
198	844	DD Forwarding Letter	1994	1
199	845	Contingent Bills	1998-99	1
200	846	Contingent Bill	March 1999	1
201	847	Contingent Bill	June 1999	1
202	848	Contingent Bill	May 2000	1
203	849	Contingent Bill (EC)	January 1999	1
204	850	Recovery details	Dec.2001 to Feb.2002	1
205	851	Cont. Unbounded Bills	1997-98	12 Nos
206	852	Contingent Bill	June 1998	1
207	853	Contn. Adv. Bill	1997	1
208	854	Contingent Bill	1997	1
209	855	Contingent Bill	January 1991	1
210	856	Contingent Bill	1997	1
211	857	Contingent Bill (EC)	1997	1

This list of contingent bills mentioned above have been verified and found fit for destruction.

1. Professor and Head, Dept. of Horticulture.

2. Associate Professor, Agri. Engineering, Engineering Cell.

3. Vehicle Co-ordinator

4. Deputy Warden, Hostel.

5. Associate Professor, Education Section.

6. Farm Superintendent, Dept. of Agronomy.

7. Chairman of Purchase Committee.

8. TPO cum HOD i/c., Dept. of Entomology.

9. Cashier, O/o the Dean.

10. Superintendent (Member Secretary) Destruction Committee.

11. Transparency Officer & Professor & Head, Dept. of PBG cum Chairman of the Committee.

Sl. No.	Item No.	Details of Fee/Cash Receipts	Receipt Nos.	Book Qty.
1	428	Fee Receipt -- 1998	6401-6800	1
2	429	Fee Receipt - 1999	6801-7200	1
3	430	Fee Receipt - 1996	3201-3600	1
4	431	Fee Receipt - 1992	1601-2000	1
5	432	Fee Receipt - 1991	801-1200	1
6	434	Fee Receipt - 1997	5201-5600	1
7	435	Fee Receipt(3 Bill Missing) - 1998	6004-6400	1
8	436	Fee Receipt - 1996	4801-5200	1
9	437	Fee Receipt - 1997	5601-6000	1
10	438	Fee Receipt - 1996	4401-4800	1
11	439	Fee Receipt - 1995	4001-4400	1
12	440	Fee Receipt - 2000	7201-7600	1
13	441	Fee Receipt - 2002	8701-9000	1
14	442	Fee Receipt - 2001	8101-8700	1
15	443	Fee Receipt - 1988	001-400	1
16	444	Fee Receipt - 1993	2801-3200	1
17	445	Fee Receipt - 2001	8001-8100	1
18	446	Fee Receipt - 1998	3601-4000	1
19	447	Cash Receipt - 1994	83751-84000	1
20	448	Cash Receipt - 1998	170301-170400	1
21	449	Cash Receipt - 1999	171151-171400	1
22	450	Cash Receipt - 2002	8951-9000/42001-42150	1
23	451	Cash Receipt - 1996	169251-169500	1
24	452	Cash Receipt - 2001	8101-8350	1
25	453	Cash Receipt - 2001	38001-38200	1
26	454	Cash Receipt - 2000	46851-47000	1
27	455	Cash Receipt - 2001	38801-38950/13351-13400	1
28	456	Cash Receipt - 2002	8351-8550	1
29	457	Cash Receipt - 2001	38201-38400	1
30	458	Cash Receipt - 2001	38401-38600	1
31	459	Cash Receipt - 2002	42151-42350	1
32	460	Cash Receipt - 2001	38601-38800	1

This list of Fee/Cash Receipt books mentioned above have been verified and found fit for destruction.

1. Professor and Head, Dept. of Horticulture.

2. Associate Professor, Agrl. Engineering, Engineering Cell.

3. Vehicle Co-ordinator. *J. Sundararaman* 21/6/13

4. Deputy Warden, Hostel. *J. Sundararaman* 21/6/13

5. Associate Professor, Education Section.

R. Bongiraman 21/6/13

6. Farm Superintendent, Dept. of Agronomy. *Pranaygopal* 21/6/13
7. Chairman of Purchase Committee. *Subrahmanyam*
8. TPO cum HOD i/c., Dept. of Entomology. *V. Ramesh* 21/6/2013
9. Cashier, O/o the Dean. *Prashant* 21/6
10. Superintendent (Member Secretary) Destruction Committee. *P. Jee* 21/6/13
11. Transparency Officer & Professor & Head, Dept. of PBG cum Chairman of the Committee. *G. Anurag* 21/6/13

Sl. No.	Item No.	Details of Registers	Month and Year	Qty.
1	3	Cash Book	8/1993 to 2/1994	1
2	4	Cash Register	1987-88	1
3	5	Despatch Register	10/1992 to 1/1993	1
4	6	Receipt Register	3/1992 to 4/1993	1
5	7	MR Bill Register	1988-89	1
6	14	Receipt Register	1999	1
7	15	Despatch Register	1996-97	1
8	16	Receipt Register	1992	1
9	17	Receipt Register	2000-2001	1
10	18	Cheque despatch Register	2002	1
11	19	Cheque despatch Register	2001-2002	1
12	21	Casual Leave Register	1997	1
13	23	Rent register	1997	1
14	24	Despatch Register	1995-96	1
15	25	OBA Register	1994-95	1
16	27	Intend Register	1996	1
17	29	BDR	1996	1
18	30	Intend Register (Agronomy)	1990	1
19	32	DD/Cheque forwarding	2002	1
20	33	DD/Cheque forwarding	2002	1
21	34	DD/Cheque forwarding	2002	1
22	35	Mustor roll Register (EC)	1999	1
23	37	Security Guard Reg.	1999-2000	1
24	38	Despatch Register	1999	1
25	41	DD/Cheque Forwarding Reg.	1999	1
26	45	Courier Reg.	1997	1
27	46	Personal Register S1	1996	1
28	48	Receipt Reg.	1994-95	1
29	49	Receipt Reg.	1994	1
30	50	3 rd GB Agenda	1988	1
31	51	3 rd GB Agenda	1988	1
32	53	BDR	2000-01	1
33	55	Action Plan	1995-96	1
34	58	Receipt register	2000	1
35	62	Intend register Extension	1993	1
36	67	Despatch register	1997	1
37	69	Cash Book	1999	1
38	70	Cash Book	1998	1
39	72	Leave Register	1992	1
40	76	Despatch Register	1999	1
41	77	MR Bill Register	1999	1
42	78	Honorarium Register	1997	1
43	79	Ratification Register	1992	1
44	80	Scholarship Payment reg.	1990-91	1
45	81	GB Agenda	1988	1
46	82	MR Register	1997-98	1
47	83	Honorarium Register	1987	1

48	84	Despatch Register	1994	1
49	85	BDR	1999	1
50	86	BTR	1993-94	1
51	87	BTR	1995	1
52	88	SBI Pass Book	1990	1
53	89	BTR	1990-92	1
54	90	Appavou AP Pers. Register	1989	1
55	91	Account Register (Bank)	1995	1
56	92	Receipt Register	1992	1
57	93	SK Intend	1993	1
58	94	Payment of TA	1999	1
59	96	Repatriation Orders (Teach)	1993	1
60	97	Memorandum (DP & AR)	1989	1
61	98	Agronomy Fertilizers Reg.	1994	1
62	126	Record Maintenance	1992	1
63	127	Despatch Register	1988	1
64	219	Intend Reg.	Sept. 1993	1
65	220	Cheque Forwarding Reg.	1992	1
66	221	PA Register	1987	1
67	222	DD Payment (Recovery)	11/1993	1
68	223	Despatch Register	1990-91	1
69	224	XIIth GB Agenda	1993	1
70	225	Engineering Cell (Wages)	2000	1
71	226	Intend Reg.	Dec. 1999	1
72	348	Receipt Register	1998-99	1
73	349	Attendance Reg. (DRCLR)	1991	1
74	350	Personal Register	1996-97	1
75	351	Expenditure Watch Register	1998	1
76	351	Non-govt. Recovery (TNAU)	1988-89	1
77	353	Disposal Reg. (Library)	1994	1
78	354	Student Caution deposit	1990	1
79	355	Stamp Account register	1992	1
80	356	Student Fee Register	1998	1
81	357	Despatch Register	1990-91	1
82	358	Payment of Telephone Charges	1989	1
83	359	Store Received Book	1999	1
84	360	Permt. Advance Register	1998	1
85	361	Personal Register (Estt.)	1996	1
86	362	Personal Register (A3)	1996	1
87	363	Despatch Register	1996	1
88	364	Printed forms Register	1996	1
89	365	Despatch Register	1989-91	1
90	366	Purchase register	1999	1
91	367	Bank Account Book	1997	1
92	368	Permt. Advance Reg.	1989	1
93	369	Despatch Register	1991	1
94	370	Register for Liveries	1995	1
95	371	National Small Savings	1997	1

96	372	Current Consumption Bill	1994	1
97	373	Current Consumption Bill	1995	1
98	374	Audit report	1994	1
99	375	BTR	1994	1
100	376	Students Fee Register	1992	1
101	377	Students Fee Register	1991	1
102	378	Despatch Register	2002	1
103	379	Budget Register	Sept. 1993	1
104	380	Personal Register (Budget)	1997	1
105	381	Receipt Register	1999	1
106	382	Receipt Register	1991	1
107	383	Receipt Register	1988-89	1
108	384	Receipt Register	1988-90	1
109	385	Miscellaneous Register	1989	1
110	386	Attendance Register	1995	1
111	387	Challan Register	1988	1
112	388	DD Forwarding Register	1999-2000	1
113	469	Application Sale Register	2001	1
114	470	Despatch Register	1989	1
115	471	TA Register	1988	1
116	472	SBI Account Pass Book	1992	1
117	523	Temp. Issue Register Liveries	1992	1
118	524	Fair Copy Register	1989	1
119	525	Postal Despatch Register	1996	1
120	526	Printed Form Register	2000	1
121	528	14 th GB Meeting	1994	1
122	529	OBA	1996-97	1
123	530	Casual Leave Register	2000	1
124	531	Casual Leave Register	2001	1
125	532	Fair Copy Register	1997	1
126	533	Attendance	1991	1
127	534	Cash Book	1992	1
128	535	Cash Book	1990	1
129	536	Postal Despatch Register	1995	1
130	537	Receipt Register	1991	1
131	538	Wages Register	1995	1
132	539	Cash Book	1988	1
133	540	Contingent Bill register	2000-01	1
134	541	POL Bills	June 1988	1
135	542	Attendance	2000	1
136	543	Sanction register	1994	1
137	544	Despatch Register	1990	1
138	545	Fee receipt Register	1991-92	1
139	546	Cash Book	1991	1
140	547	Contingent Register	1999-2000	1
141	548	Cash Book	1994	1
142	549	Recovery Register	Octo. 1987	1
143	550	MR Bill Register (TS)	2001	1

144	551	Despatch Register	2000-01	1
145	552	LTC Claim Register	1996	1
146	553	Festival Advance Register	Dec. 1993	1
147	554	Payment Register (EC)	1995-96	1
148	555	Despatch Register	1999	1
149	556	Despatch Register	1995	1
150	557	SB Account Pass Book	1998	1
151	686	Attendance Register	1986	1
152	687	Personal Register	1995-96	1
153	688	PA Register	1989	1
154	689	Receipt Register	1990	1
155	690	LTC Register	1995	1
156	691	Festival Advance Register	1995	1
157	692	Cash Book	2000-2001	1
168	693	GPF Register	1998	1
159	694	MR Bill Register	1993	1
160	695	Honorarium Register	1998	1
161	696	Distribution Register	1991	1
162	697	Staff Particulars Register	1996	1
163	698	Student Fee Register	1994	1
164	699	GPF Register	1999	1
165	700	Personal Register	1997	1
166	701	TA Register	2001-2002	1
167	702	BDR Vol. III	1990	1
168	703	Postal Despatch	1993	1
169	704	BDR	1996-97	1
170	705	OBA	1995-96	1
171	706	Sanction Register	1990-91	1
172	707	Stamp Account Register	1994-2000	1
173	708	Draft Annual Plan	1994-95	1
174	709	Contingent Bill Register	2002	1
175	710	Deduction/Recovery Detail Reg.	1988	1
176	711	Caution Deposit Register	1992	1
177	714	Telephone Charges Register	1999-2000	1
178	715	Cash Book	1999	1
179	716	Special Fee Register	1991-92	1
180	717	Distribution Register	2002	1
181	718	Local Despatch Register	1992	1
182	720	Draft Annual Plan	1995-96	1
183	721	Contingent Register	1996	1
184	722	Cash Book	2000-2001	1
185	723	Postal Despatch	1991	1
186	724	Cash Book	1995	1
187	726	Postal Despatch Register	1988	1
188	727	Receipt Register	1991	1
189	728	Wages Register	2000	1
190	729	Receipt Register	1995	1
191	730	Attendance Register	1992	1

192	731	Cash Book	1989	1
193	732	Receipt Register	1991	1
194	733	Grant-in-Aid Register	1999-2000	1
195	734	Personal Register	1995	1
196	735	Expenditure Register	1995	1
197	736	Distribution Register	2002	1
198	737	Incumbent Register	1999-2000	1
199	738	Despatch Register	1997	1
200	739	Receipt Register	2001	1
201	740	Sanction Register	1991	1
202	741	MR Register	1996-97	1
203	742	Adjustment Bill Register	1993	1
204	743	Work Register	1995	1
205	746	Wages Register	1989-90	1
206	747	Ratification Register	1995	1
207	748	Vehicle register	1997-98	1
208	749	Fee Collection Register	1992	1
209	750	Receipt Register	1992	1
210	751	Receipt and Despatch Register	1992	1
211	752	Cash Book	2001-02	1
212	753	Receipt Register	1993	1
213	754	Receipt Register	1995	1
214	755	Cheque Register	1992	1
215	756	Receipt Register	1999	1
216	757	Receipt Register	1992-93	1
217	758	BDR	1987-88	1
218	759	Temporary Advance register	1992	1
219	761	OBA	1996-97	1
220	762	Receipt and Despatch Register	1994	1
221	763	Store Receipt Book	2002	1
222	764	Scholarship Register	1996	1
223	765	BDR	1989	1
224	766	Wages Register	1990	1
225	767	Despatch Register	1992	1
226	768	Cash Book	1996	1
227	769	Local Despatch	1995	1
228	770	Distribution Register	1990	1
229	771	Distribution Register	1992	1
230	772	Distribution Register	1992	1
231	773	MR Bill Register	1999	1
232	774	MR Bill Register	1995	1
233	775	Cheque Register	1999-2000	1
234	776	Despatch Register	1989	1
235	778	Draft Annual Plan	1992-93	1
236	779	Local Despatch Register	1990	1
237	780	Postal Despatch Register	1994	1
238	781	MR Register	1999	1
239	782	Student Fee Collection Register	1995	1

240	783	Student Fee Collection Register	1996	1
241	784	Cheque Register	1990	1
242	786	Telephone Charges Register	2000-2001	1
243	787	Expenditure Watch Register	1998-99	1
244	788	Mess Fee Collection Register	1996-97	1
245	790	Student Mess Fee Collection Reg.	1993	1
246	791	Personal Register	1997	1
247	792	Fixed Deposit Register	1992	1
248	794	Receipt Register	1991	1
249	795	BDR (Engineering Cell)	1999	1
250	796	SBI Cash Book	1993	1
251	798	PA Register	1994	1
252	800	Receipt Register	1993	1
253	802	BDR	2000	1
254	803	POL Register	1996-97	1
255	804	OBA Register	1996-97	1
256	805	Receipt Register	1991	1
257	806	Receipt Register	1995	1
258	807	AP Application Scrutinizing	1996	1
259	808	BTR	1995	1
260	809	Miscellaneous Register	1994	1
261	810	Despatch Register	2000	1
262	811	Temporary Issue Register	1996	1
263	812	Wages Register	1997-98	1
264	813	PA Register	1992	1
265	814	PA Register	1993	1
266	815	PA Register	1990-91	1
267	816	Attendance Register	2001-02	1
268	817	Postal Despatch Register	1998	1
269	818	Advance Adjustment Register	1995	1
270	819	Sanction Register	1992	1
271	820	Postal Despatch register	1996-97	1
272	821	Receipt Register	1989	1
273	822	Cheque Register	2001	1
274	823	Library Book Despatch Register	1995	1
275	824	Distribution Register	1992	1

276	825	Student Caution Deposit Register	1988	1
277	826	CD Collection Register	1998	1
278	827	Recovery Register	1993-94	1
279	828	Local Despatch Register	1999	1
280	858	Wages Register	1997	1

This list of Registers mentioned above have been verified and found fit for destruction.

1. Professor and Head, Dept. of Horticulture.

2. Associate Professor, Agri. Engineering, Engineering Cell.

3. Vehicle Co-ordinator.

4. Deputy Warden, Hostel.

5. Associate Professor, Education Section.

6. Farm Superintendent, Dept. of Agronomy.

7. Chairman of Purchase Committee.

8. IPO cum HOD i/c., Dept. of Entomology.

9. Cashier, O/o the Dean.

10. Superintendent (Member Secretary) Destruction Committee.

11. Transparency Officer & Professor & Head, Dept. of PBG cum Chairman of the Committee.

Sl. No.	Item No.	Particulars of Files	Month and Year	Qty.
1	2	Wages file	1997	1
2	8	National Small Saving File	1996-97	1
3	20	Cheque/DD Forwarding	1996	1
4	28	Settlement of bills Section copy	1994	1
5	54	Certificate DRCL(Xerox Waste)	1994	1
6	56	RR Draft copies	1988	1
7	63	Engineering Cell File	1988	1
8	64	Expenditure Particulars	1995-96	1
9	68	Receipt of LPC	1992	1
10	100	Students Communications	1997	1
11	101	Requirement of RE	1993	1
12	103	Ad-hoc Bonus	1995-96	1
13	104	Temporary Status for CLR	1995	1
14	105	Scholarship File	1991-92	1
15	106	Hire Charges - Bore well Madur	1994	1
16	107	Maintenance EC	2002	1
17	108	Store requisition	1998	1
18	110	Post- matric Scholarship	1996	1
19	111	Office Orders (Deputation staff)	1996	1
20	112	Pondy Agri. Tech. Staff Asso.	1995	1
21	113	RE/BF (Supdt. Copy)	1993-94	1
22	114	Replacement of scale of Pay	1998	1
23	115	Budget	1991-92	1
24	161	DP&AR UO Note/Memorandum	1991-92	1
25	163	Pay Certificate Ofile	1998	1
26	168	General Esst.	1996	1
27	172	Scholarship	1995	1
28	174	Statement of A/c 31 st March	1998	1
29	175	Circular File	1987	1
30	189	Pondy. Govt. Circulars	1999	1
31	227	Recovery file Vol VI	1988-89	1
32	229	Remittance of Staff Credit	1999	1
33	234	Duplicate Audit Slip	1995	1
34	235	DD Forwarding	June 1993	1
35	236	Deposit as FDR	1994	1
36	237	Bank Deposit	1995	1
37	239	Collection Educational Statistics	1995-96	1
38	241	Minutes of Purchase powering Committee	1992	1
39	242	Appointment of Auditors	1995-96	1
40	243	Non-Govt. Recovery	1991	1
41	244	UGC Arrear Payments	1991-92	1
42	245	Draft Inspection Report	1993	1
43	274	Flag Day Collection	1998	1
44	249	Materials req. for 1993-94 conciliation with A/c & expenditure	1993-94	1
45	250	Wooden and Steel Furniture	1996-97	1
46	251	ADB CDL Recovery from staff	1997	1

47	252	Acquittance	1996	1
48	252	Outside Audit Recovery from Staff mem.	1993	1
49	254	Collection of Govt. Orders. DRCLR	1995	1
50	255	Purchase Committee	1996	1
51	258	Cheque/DD despatch letter party copy	1997	1
52	259	Academic Communications	1988-89	1
53	262	Grant of TA 5 th CPC	1998	1
54	263	Farmers Day Account	1995	1
55	265	Settlement of demand raised by AD, Kkl.	1994	1
56	267	Miscellaneous receipts/Acknowledgement	1995	1
57	268	Advice Slip for Collection of EMD	1996	1
58	269	Hostel CD refund receipt	1995	1
59	270	RR for Research Associates	2002	6
60	272	All bills A3 Section	1995	1
61	273	Miscellaneous Acknowledgement	1995	1
62	274	Central Purchase Unit	1994	1
63	275	Part time Contingent paid worker	1994	1
64	276	Advance Recovery	1988-90	1
65	277	Daily Rated Bonus Particulars	1993	1
66	278	Miscellaneous A2 Section	1996	1
67	280	Stock File (Finance Dept.)	1991-92	1
68	285	Staff List	1995	1
69	287	Temp. Advance Receipt	1996	1
70	288	Correspondence of the Students	1995	1
71	290	National Small Savings	1995	1
72	291	Agmemoir Collection file	1998	1
73	292	Flag Day	1994	1
74	293	Over time allowance rules	1995	1
75	295	Grant of Flood Advance	1997-98	1
76	296	Refund of Caution Deposit	1997	1
77	297	Clarification requested from Hostel	1996	1
78	298	Draft Annual Plan	1994-95	1
79	299	Fish culture in the rice field	1997	1
80	301	Purchase of fluorescent Lamp	1994	1
81	302	Indian Bank FD/RD Particulars	1992	1
82	303	Quotation file	1998	1
83	304	Sports Articles	1995	1
84	306	Draft Annual Plan	1996-97	1
85	307	DD Forwarding duplicate copy	1996-97	1
86	308	Miscellaneous file	1992	1
87	310	Budget Expenditure	1995-96	1
88	311	Settlement of bills (Library Books)	1995	1
89	312	Honorarium for non-teaching staff	1995	1
90	313	Scholarship	1995	1
91	314	DD Forwarding letter	Oct. 1993	1
92	315	DD Forwarding letter	Dec. 1993	1
93	317	Public Holidays file	1996	1
94	320	ICAR Scheme Evaluation report	1997	1

95	321	Deduction and Remittance	Jan 1991	1
96	322	DD/Cheque despatch slips	Sept. 1999	1
97	323	16 th GB Minutes	1996	1
98	324	CLR Requisition for Wages	1994	1
99	326	MR Bills (Common)	1994	1
100	327	Utilization Certificate	1992	1
101	328	Deduction	May 1993	1
102	333	Purchase of Hardson heat tester	1994	1
103	334	Purchase of Magnifier	1994	1
104	335	Remittance and Recovery	Jan. 1993	1
105	336	Supply order/Quotation/Dean's Approvals	1993	1
106	338	Expenditure statement	1993	1
107	341	POL O/c Bills	1994	1
108	342	DD forwarding letter	1995-96	1
109	343	2 nd Regional Council Meeting	1995	1
110	344	Scholarship	1997	1
111	345	Budget Estimate	1996-97	1
112	390	SRE Applications	1998	1
113	391	Honorarium	1998	1
114	392	Non-Building Budget	1993-94	1
115	393	Allotment of Substitute	1994	1
116	394	Plan review Meeting	1992-93	1
117	398	Sanction of Leave	1996	1
118	399	Census of employees in autonomous body	1994	1
119	400	DD Forwarding letter o/c	1995-96	1
120	461	UPF/FBE Deduction	1991-92	1
121	462	Govt. Orders and Circulars	1987	1
122	463	Circular	1989	1
123	464	Recovery and forwarding of DD	1992	1
124	467	Purchase of processing Committee	1993-94	1
125	558	Challans	4/2000 - 3/2001	1
126	559	Recovery	Feb. 1995	1
127	560	Recovery	Jan. 1995	1
128	561	Acknowledgement	1995	1
129	562	Bank Recovery Details	1996	1
130	567	Refund of EMD	1995-96	1
131	568	Filling up of D-man	1994-95	1
132	569	Physical verification	1992-93	1
133	570	Budget Expenditure	1994-95	1
134	571	Recovery (DD Forwarding)	Sep. 1993	1
135	572	Refresher training for Cashier	1996	1
136	573	Scholarship from other institutions	1996	1
137	574	Conversion of Contract Labour to DRL	1993	1
138	576	Physical Verification	1989-90	1
139	578	SC/ST Scholarship	1996-97	1
140	579	Comm. Of physical/financial target	1989	1
141	583	POL Bills	1992	1
142	584	DD Forwarding	1995-96	1

143	586	Extn. Of Deputation/willingness	1993	1
144	587	DP & AR	1991-92	1
145	588	Scholarship AD Welfare	1996	1
146	589	Recovery and Remittance details	Sep. 1992	1
147	590	Recovery and Remittance details	Oct. 1992	1
148	591	Recovery and Remittance details	Aug. 1992	1
149	592	Recovery and Remittance details	Nov. 1992	1
150	593	Recovery and Remittance details	Dec. 1992	1
151	594	DP & AR Circular and Note file	1997	1
152	595	12 th general election	1997	1
153	597	Personal data	1996	1
154	598	Miscellaneous	1989	1
155	599	Recover/Remittance	April 1996	1
156	600	Pay certificates	1994	1
157	603	Recovery	July 1999	1
158	604	GO/VO Notes	1987	1
159	606	Stock file	1991	1
160	608	Budget	1996-97	1
161	609	Recovery	1993	1
162	610	9 th Five Year Plan	1997-98	1
163	611	Draft Annual Plan	1995-96	1
164	612	Recovery	June 1992	1
165	613	Intend Book	2000-01	1
166	614	Recovery	Sep. 1998	1
167	615	DD Forwarding	1999	1
168	616	DD Forwarding	2001	1
169	617	DD Forwarding	Nov. 1996	1
170	618	Miscellaneous	1990	1
171	619	LDC Particulars	1993	1
172	620	Miscellaneous	1985	1
173	621	Field man data	1990	1
174	622	Typist data	1990	1
175	623	Recovery	Oct. 1991	1
176	625	Recovery	1997	1
177	626	Recovery	Sep. 1997	1
178	627	Recovery	Aug. 1995	1
179	628	Recovery	Aug. 1996	1
180	629	Recovery	Jan. 1996	1
181	630	Recovery	Apr. 1995	1
182	631	Recovery	May 1995	1
183	632	Recovery	March 1995	1
184	633	Plastic Name Board	1999	1
185	634	Recovery	Feb. 1996	1
186	635	Recovery	June 1996	1
187	636	Bank Recovery	1994	1
188	637	Recovery	Jan. 1998	1
189	638	Election	1994	1
190	639	Posting of Asst. Warden	1994	1

191	640	Miscellaneous	1990	1
192	641	Stock Particulars	1997	1
193	642	Stock file DP & AR	1989-91	1
194	643	HODs Monthly Meeting File	2000	1
195	644	Gate pass/ Delivery Note	1999	1
196	645	Purchase of rule book	1999	1
197	646	Postal Indent	1998	1
198	647	Miscellaneous	1998	1
199	648	Miscellaneous	1995	1
200	650	Miscellaneous	1988	1
201	651	Allotment of room in VIP Suit	1996	1
202	655	Recovery	June 1992	1
203	657	Cheques acknowledgement	1996	1
204	658	Black and White Purchase Extension	1999	1
205	659	Identity Card	1997-98	1
206	660	Miscellaneous	1994	1
207	661	Transport Allowance	1994	1
208	662	Filling of AP Posts	1997	1
209	663	RE	1995-96	1
210	664	Bill Settlement correspondence	1993	1
211	665	Avery Balance	1989	1
212	666	Budget	1991-92	1
213	667	Miscellaneous	1995	1
214	668	Monthly review Meeting	1994	1
215	669	Regional Council 1 st Meeting	1993-94	1
216	670	DD Forwarding	2001	1
217	671	Recovery	Feb. 1992	1
218	672	Recovery	June 1990	1
219	673	PSCB Recovery	1990	1
220	674	Bank Recovery	1994	1
221	675	Preparation of 10 Year plan	1992 - 2002	1
222	676	Ad-hoc Bonus	1994-1995	1
223	677	Miscellaneous	1995	1
224	678	Miscellaneous	1998	1
225	679	Miscellaneous	1993	1

226	680	Purchase Committee	1991	1
227	681	Student Co-operative Store Purchase	1997-98	1
228	682	Purchase Committee	1993-94	1
229	684	Miscellaneous	2001	1

This list of files mentioned above have been verified and found fit for destruction.

1. Professor and Head, Dept. of Horticulture.

[Signature]
21/6/13

2. Associate Professor, Agri. Engineering, Engineering Cell.

3. Vehicle Co-ordinator.

[Signature]
21/6/13

4. Deputy Warden, Hostel.

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8. TPO cum HOD i.e., Dept. of Entomology.

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[Signature]
21/6/13