



جامعہ ہمدرد

JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi-110062

Phone : 011-26059688 (12 Lines)

Website: www.jamiahamdard.edu

D. No. Estab./LD/2025/ 89

Date: 22/01/2025

CIRCULAR

Sub.: Proper Documentation & its Retention for upcoming CAG Audit- Reg.


During inter/intra-departmental official file movements, it has been found that upon receiving file at source section/department, some key documents/ original note sheets found missing or sometimes file papers were found in a disorganized state or improperly tagged.

To address these observations & in view of upcoming CAG Audit, the following instructions are hereby issued to all Deans/HODs/Section In-charges particularly to Finance Section to follow strictly:

- (i) Do not remove original documents from the files.
- (ii) Retain only the original copy of the invoices/bills and its supporting documents for financial processing and ensure copies of the invoice and supporting documents are placed in the file before it is returned.
- (iii) Upon returning files to the User Section, ensure that all documents are placed in the correct sequence and properly tagged to maintain order and facilitate easy reference.
- (iv) All original records, including note sheets, tender documents, signed comparative statements, and work orders, must remain intact in the files. These documents are critical for CAG audits and must not be removed or misplaced.
- (v) Ensure that all files are handled carefully and with due diligence to maintain their completeness and accuracy.
- (vi) Any discrepancies noticed in the files must be reported immediately to the competent authority.

Adherence to these instructions are essential to ensure a smooth and efficient audit process. Non-compliance will be viewed seriously.

Authority: Approval of the Vice-Chancellor dated: 18-12-2024.


22/01/25
(Dr. Sarfaraz Ahsan)
Deputy Registrar

Copy to:

1. Finance Officer
2. All Deans/HODs/Section In-charges
3. Dean (Academics)/ Director IQAC
4. Chief Proctor/Provost (Boys/ Girls)/ COE
5. In-charge HAH CIT – to upload it on JH website.
6. AR/Sectt. to Vice-Chancellor
7. Sr. PA to Registrar
8. Guard File