

No-28014/2/2014-Estt.I  
Government of India  
Department of Personnel & Training  
Staff Selection Commission  
Block No.12,CGO Complex, Lodhi Road,New Delhi

Dated: 8th Dec., 2014

Sub: Revised Retention Schedule- instructions regarding.

The Commission in its 15<sup>th</sup> meeting held on 29.08.2014 had decided to constitute a committee for review of existing retention schedule and examination of the feasibility of digitization of records pertaining to different sections of the Commission.

2. A Copy of the revised retention schedule, as recommended by the Committee constituted for the purpose and duly approved by the Commission, is sent herewith for compliance by the user sections i.e. C-1/1, C-1/2, C-II and EDP Section.

  
(P.H. Pillai)  
Under Secretary(Estt.I)

To

- i) Deputy Director(C-II)
- ii) US(C-1/1)
- iii) US(C-1/2)
- iv) US(EDP)

Copy for information to:

- i) PS to Chairman
- ii) PPS to Member(S)
- iii) PS to Member(J)
- iv) PA to Director(Conf.) w.r.t. Dy. No.1071/Dir(C)/2014 dated 28.10.2014



<p>2</p>	<p>Used Answer Sheets/ scripts</p>	<p>(i)Candidates who do not qualify in the written part of the examination.</p> <p>(ii)Candidates who qualified in the written examination and declared eligible for next tier of the examination.</p> <p>(iii)Answer sheets of candidates who are finally selected.</p> <p>(iv)Answer sheets pertaining to Court cases.</p> <p>(v)Answer sheets pertaining to suspected / malpractices/impersonation etc.</p> <p>(vi)Scanned images of used OMR answer sheets (soft copy)</p>	<p>(i)Three months from the date of announcement of result of concerned tier.</p> <p>(ii)Six months from the date of announcement of the final results of the examination.</p> <p>(iii)Six months from the date of announcement of the final results.</p> <p>(iv)Till one year after the matter is finally disposed of.</p> <p>(v)Till pendency of investigation/ prosecution in the matter.</p> <p>-----</p>	<p>Confide nial-1</p>	<p>(i)Three months from the date of announcement of result of concerned tier.</p> <p>(ii)Three months from the date of announcement of the final results of the examination.</p> <p>(iii)Three months from the date of announcement of the final results.</p> <p>(iv)Till one year after the matter is finally disposed of.</p> <p>(v)Till pendency of investigation/ prosecution in the matter.</p> <p>3 years from the date of declaration of result.</p>	<p>C.1/1 &amp; C.1/2</p>	
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3.	Answer Keys used /correction in Answer Key	Three months after declaration of results of concerned tier.	Confidential/Q B	Three months after declaration of results of concerned tier.	C.1/1 C.1/2 QB	
4	(i)Type scripts and transcripts of candidates who appeared in type/ shorthand tests.  (ii) Type Scripts pertaining to Court cases.  (iii)Type scripts pertaining to suspected malpractices/ impersonation etc.	(i)(a)Three months from the date of declaration of the final results in respect of candidates not qualified.  (b)Six months from the date of announcement of final results.  (ii)One year after the matter is finally disposed of.  (iii)Till pendency of investigation/ prosecution in the matter.	Confidential-1	(i)(a)Three months from the date of declaration of the final results in respect of candidates not qualified.  (b)Three months from the date of announcement of final results of candidates who qualified  (ii)One year after the matter is finally disposed of.  (iii)Till pendency of investigation/ prosecution in the matter.	C.1/1 C.1/2	
5.	(i) Photo bearing attendance sheets/seating plan.  (ii) Photo bearing attendance sheets/seating plan pertaining to Court cases  (iii) Photo bearing attendance sheets/seating plan pertaining to suspected malpractices/ impersonation etc.	(i)Three months from the date of announcement of final results of particular examination.  (ii)Till one year after the matter is finally disposed.  (iii)Till pendency of investigation/ prosecution in the matter.	Confidential-1	(i)Three months from the date of announcement of final results of the particular examination.  (ii)Till one year after the matter is finally disposed.  (iii)Till pendency of investigation/ prosecution in the matter.	C.1/1 C.1/2	

6.	Interview proceedings	One year from the date of announcement of final results.	Confidential-1/ Regional Offices	One year from the date of announcement of final results.	RHQ	Interview proceedings in selection posts are kept by RHO. Those pertaining to open examination may also be retained by RHO.
7	PET/Medical/ Review medical Result sheets	One year from the date of announcement of final results.	Regional Offices/ C1	One year from the date of announcement of final results	Regional Offices	Such documents are not in the custody of C.1 Sections.
8.	Original marks lists/marks data of all examinations/CD	Three years from the date of announcement of the final results. (in the form of CDs in the case of OMR based examinations).	EDP/C.1	Three years from the date of announcement of the final results. (in the form of CDs in the case of OMR based examinations).	C.1/1 C.1/2 EDP	
9	(i) All allocation Lists/Final Results (Hard Copy). (ii) Files related to declaration of results.	(i). 10 years from declaration of final results. (ii) As per schedule in Manual of Office Procedure.	EDP/ Confidential-1	(i). 7 years from declaration of final results. (ii) 10 years.	C.1/1 C.1/2 EDP	
10	Data files pertaining to result processing of intermediate and final result processing stage(soft copy).	Ten years from declaration of final results in the form of non-rewritable CD backups.	C-1/ EDP	7 years from declaration of final results in the form of non-rewritable CD backups.	C.1/1 C.1/2 EDP	
11	Representations/ complaints about written/final results.	Six months from the date of declaration of final results or till the final disposal of the Representations/complaints, whichever is later.	Confidential-1/ Regional Offices	Six months from the date of declaration of final results or till the final disposal of the Representations/complaints, whichever is later.	C.1/1 C.1/2	