

RECORD RETENTION SCHEDULE

| Sr. No. | Category of record | Period for retention of record of HPPSC | The authorities to whom the item(s) relates. |
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| 1. | 2. | 3 | 4. |
| 1 | Files containing general orders of H.P. Government | Permanent | All Branches |
| 2 | Files containing notes on discussions of important principles, Questions of policy, important orders and decisions of the Commission. | Permanent | All Branches |
| 3 | Service Rules/Other Rules & Regulations and amendments thereto (Government/Commission) | Permanent | Services Section. |
| 4 | Black list Register | Permanent | The concerned officer dealing with Secrecy work/ HK&A Section. |
| 5 | Annual Report of HPPSC | Five copies to be retained in office Library | Research Cell. |
| 6 | (a) HPPSC (Exemption from consultation) Regulation, 1973 and amendment thereto (b) HPPSC (Members) Regulations, 74 and amendments thereto. (c) HPPSC (Staff) Regulations, 1971 and amendments thereto (d) The HPPSC Experts/Advisors (Payment of remuneration) Rules and amendments thereto. (e) Master File (f) Guard File (g) Syllabus Revision Files. | Permanent Permanent Permanent Permanent Permanent Permanent Permanent | Services Section --do-- --do-- --do- All Branches --do-- R-I,R-II,E-I,E-II & SET. |
| 7 | Procedure to be observed by the Administrative Departments of H.P. Government in dealing with the Commission. | Permanent. | All Branches |
| 8 | Files relating to Rules and Regulations (Examinations/ Service/ Recruitment/ Competitive Examinations/ Schemes of Examinations including amendments and interpretations thereto) | Permanent | All Branches |
| 9 | Recognition/Equivalence of Qualifications for purposes of recruitment to services/ posts under the administrative control of the H.P. Government. | Permanent | R-I, R-II, E-I, E-II and SET Sections. |

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| 10 | One set of Question Papers (with key if any) | 3 years. However, a copy of CD may be kept. | Record Room. |
| 11 | Files relating to distribution of work among Members/ Officers/ Staff of the Commission. | Permanent | HK & A Section. |
| 12 | Procedure Book But SOPs for certain works have been prepared may update/ make SOP to consolidated SOPs to regulate the Commission work and kept in Book form | At present no procedure book has been maintained in the Commission. Permanent. | All Branches |
| 13 | (i) Agenda for meeting of the Commission/ Record of decisions. (ii) Minutes of the meetings of the Commission (This includes agreed Business and Report Recording Cases). | Permanent. Permanent | P.A. to Secretary. --do-- |
| 14 | Written Examination/ Screening Tests (a) Answer Books/Sheets (b) Applications received from the candidates (c) Recommendations made to the Government (d) Check lists | a) Answer Books/ Sheets: Part-1. Six months after declaration of the result However, Part-II:- OMR Answer sheets pertaining to the State Eligibility Test Un-evaluated Answers Books(Paper-III) in respect of the candidates who could not qualify in Paper I & II may be weeded out after the period of one year from the conduct of the examination and the evaluated Answer Book(Paper-III) may be retained till the grant of accreditation for next examination. Question Papers may be weeded out after the declaration of final result of the SET (except two sets of question papers in each subjects with key to be retained permanently. Award list may be retained up to two years from the date of declaration of the result. | The concerned officers dealing with the Secrecy work and R-I, R-II, E-I, E-II, SET & HK & A Sections. |

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| | | <p>b) Applications in respect of those candidates who could not qualify in the written examination/screening test may be weeded out after six months after the declaration of the final result. However, applications pertaining to court cases will be converted into files on the pattern of UPSC and will be kept permanently.</p> <p>(C) In view of the fact that a copy of the recommendation letter remains in the main file in which requisition is received for which retention will be 2 years.</p> | |
| 15 | Diary Registers relating to requests for forms and reference reports. | One year | E-II Section. |
| 16 | Reports/Suggestions of examiners regarding conduct of Examinations. | One year. | The concerned officer dealing with the secrecy and P.A. to Secretary. |
| 17 | Requests for blank application forms and correspondence including miscellaneous inquiries made by the candidates. | One year. | E-II Section. |
| 18 | Advertisements and notifications for examination of other PSCs in India. | One year. | E-I Section / R.O. |
| 19 | (i) Advertisements / notifications issued by the Commission. (ii) Annual Reports Register maintained by D.A.s. | Only three sets to be retained in guard file as per the pattern of UPSC for the period of one year. Three years | R-I, E-I, SET and Computer Cell. All Branches |
| 20 | Applications for selections through interviews. | One year | R-I, R-II, E-I, E-II and SET Sections. |
| 21 | Assembly Questions/ Parliament. | Two years | HK & A Section and R.O. |
| 22 | Files relating to recruitment by selection or written qualifying examination/screening test or competitive written examinations/Screening Tests. Or competitive written examination –cum-selections. | Two years. | R-I, R-II, E-I, E-II and SET Sections. |

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| 23 | Interview sheets of the viva-voce tests. | Permanent. | P.A. to Secretary |
| 24 | Identity Slips/ Cards | One year. | R-I, R-II, E-I, E-II and SET Sections. |
| 25 | Press Clippings | Three months | Librarian |
| 26 | Contingent Bills. | According to office manual.. | HK&A Section. |
| 27 | Contingent Register | According to office manual.. | --do-- |
| 28 | Tour Programme | According to office manual.. | --do-- |
| 29 | Appointment and correspondence with paper setters Moderators. Any correspondence on policy matters. | Five years. | The concerned Officer dealing with secrecy work. |
| 30 | Correspondence with examiners regarding evaluation of scripts (Policy Matters) | Five years. | --do-- |
| 31 | Manuscripts question papers & solution to question papers. | One year, but one set to be retained permanently | --do-- |
| 32 | i) Fictitious Code Book/Number slips. | One year. | --do-- |
| 33 | Correspondence with supervisors regarding despatch of question papers to examination centres. | One year. | R-I, R-II, E-I, E-II and SET Sections. |
| 34 | i) Marks List / Award List ii) Detail Marks Cards | Five years. | The concerned Officer dealing with secrecy work. |
| 35 | D.P.C. files of all categories of posts Services under the H.P. Government. | 20 years / 2 years beyond the age of retirement | Services section. |
| 35 | Cases relating to determination of seniority | 20 years | All Branches. |
| 36 | Files relating to debarment of or infliction other penalties on candidates. | Five years | R-I, R-II, E-I, E-II and SET Sections. |
| 37 | Files relating to payment of advertisement Bills (After audit/settlement of Audit Objections/ paras if pending). | As per Office Manual | HK&A Section. |
| 38 | Refund of fee to candidates (After Audit/settlement of Audit Objections/ Paras, if pending. | Five years | HK&A Section. |
| 39 | Files relating to appointments made by the Departments as stop gap arrangements without consulting the Commission. | Five years | Services Section. |

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| 40 | <p>(a) Files / record relating to court cases</p> <p>(b) Legal cases involving fundamental issues relating to Commission examination</p> | <p>This provision was not existing earlier in the Commission. The provision has been proposed on the analogy of UPSC as under: Six months from the date of final disposal of case. Also guard file of all judgements / order may be maintained by each section at least for the period of 10 years.</p> <p>Copy of judgments shall be kept by Research cell on yearly basis.</p> | All branches and R.O. |
| 41 | Files relating to UPSC/SSC examinations/settlement of Accounts etc. of particular examination | This provision may be added on the pattern of UPSC. | E-I Section. |
| 42 | <p>a) Despatch register/Lists relating thereto.</p> <p>b) Register of Speed post Registered letters.</p> <p>c) Lists of Dockets.</p> <p>d) File relating to Bank Drafts/IPOs received from the candidates</p> | This provision may be included on the basis of provisions of Office Manual. | E-II Section. |
| 43. | <u>Software record retention Schedule.</u> | | All Branches dealing with Examinations, Recruitments & Computer Cell |
| a) FAQ | 2 Yrs | | |
| b) Overview of Exam | 2 Yrs | | |
| c) Notifications | Before the next Notification/advertisement for the post is made after that the same will be placed in archive and the same will be deleted after two years. | | |
| d) Registration Data | Two years from the date of advertisement (for Examination not before the marks sheet issued to the candidates) | | |
| e) Venue Information | Up to conduct of Test/Exam | | |
| f) Result | For at least one year after that the same will be placed in archive and the same will be deleted after two years. | | |
| h) Interview Programme | One month from the last date of interview | | |

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| | <i>i) Alpha Query:</i> | Up to conduct of Exam | |
| | <i>j) soft copies of roll number allotted to the provisionally admitted candidates.</i> | | |
| POST EXAMINATION | | | |
| | <i>i) Soft Copy of scanned OMR Sheets</i> <i>ii) Representations/ objections regarding Answer Key.</i> <i>iii) Printout of updates and mismatch cases.</i> <i>iv) Soft Copy of complied data of results of all examinations / screening test</i> | <i>As per record retention schedule of secrecy for the conduct of exam test</i> | <i>The concerned officer dealing with Secrecy work</i> |
| | HPPSC WEBSITE CONTENTS. | <i>May be displayed for at least one year after that the same will be placed in archive and the same will be deleted after three years.</i> | <i>Computer Cell</i> |
| 44. | <i>(a) Creation of posts/ Section</i> <i>(b) Stock registrar of application form.</i> <i>(c) Invoices of application form received from vendor/ Post Office</i> <i>d) Monthly schedule of application form received and sold.</i> | <i>Permanent</i> <i>10 years</i> <i>05 years</i> <i>05 years</i> | <i>HK &A Section</i> <i>HK&A Section</i> <i>HK&A Section</i> <i>HK&A Section</i> |
| 45 | <i>(1) Files relating to Procurement of ACRs</i> <i>(2) Maintenance and follow up of record of ACRs</i> | <i>03 years</i> <i>Permanent</i> | <i>HK& A Section</i> <i>P.A. to Secretary.</i> |