

The Orissa Gazette



PUBLISHED BY AUTHORITY

No. 46 CUTTACK, FRIDAY, NOVEMBER 14, 1997/KARTIKA 23, 1919

SEPARATE PAGING IS GIVEN TO THIS PART IN ORDER THAT IT MAY BE FILED AS A SEPARATE COMPILATION

PART III-A

Regulations, Orders, Notifications, Rules, etc., issued by the
Governor, Heads of Departments and High Court

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 20th September 1997

No. 25371—OSSSC-4/96-Gen.—In exercise of the powers conferred by sub-clause (1) of clause (c) of sub-section (2) of Section 3 of the Destruction of Records Act, 1917 (5 of 1917), the State Government do hereby make the following rules for the disposal by destruction of various records relating to the recruitment examination conducted by the Orissa Subordinate Staff Selection Commission as are, in the opinion of the State Government, not of sufficient public value to justify their preservation, namely:—

Short title
and com-
me-
ment.

1. (1) These rules may be called the Orissa Subordinate Staff Selection Commission (preservation and Destruction of Records) Rules, 1997.

(2) They shall come into force on the date of their publication in the *Orissa Gazette*.

Definition

2. (1) In these rules unless the context otherwise requires—

(a) "Application Form" means the application submitted by the candidate in response to the advertisement published by the Commission;

(b) "Answer Paper" means the answer scripts and the question-cum-answer scripts used by the candidates in the examination;

(c) "Admission Letter" means the letter issued under the authority of the Commission permitting a candidate to appear in the recruitment examination;

(d) "Broad sheet" means the statement containing the Bio data and the marks secured in the written examination of any recruitment examination conducted by the Commission;

(e) "Commission" means the Orissa Subordinate Staff Selection Commission.

- (f) "Committee" means a committee constituted under rule 4;
- (g) "Government" mean the Government of Orissa;
- (h) "Index Register" means the register of applications containing the bio data, other related data and marks secured by the candidates;
- (i) "Mark Folios" means the folios containing the marks of the candidates in any particular recruitment examination;
- (j) "Secretary" means the Secretary-cum-Controller of Examinations of the Commission;
- (k) "Schedule" means schedule to these rules;
- (l) "Unused question-cum-answer sheet" means the unused question-cum-answer sheets provided by the Commission for any particular examination;
- (m) "viva voce test" means the oral interview test conducted by the Commission in any particular recruitment examination;
- (n) "Year" means the calendar year.

(2) Words and expressions used but not defined in this rules; unless the context otherwise requires shall have the same meaning as respectively assigned to them in the Orissa Records Manual, 1964.

Period of preservation. 3. The period of preservation of different types of papers relating to different recruitment examinations shall be as provided in the Schedule.

Committee 4. There shall be constituted a committee for recommendation of the destruction of papers consisting of the following members, namely:—

- (i) Secretary
- (ii) Deputy Secretary; and
- (iii) Section Officer (Examination section).

Destruction of documents 5. After due expiry of the period of preservation in respect of the papers as mentioned in the Schedule, such papers will be destroyed in the manner as may be decided by the Commission on the recommendation of the Committee.

Interpretation, 6. If any question arises relating to the interpretation of these rules, it shall be referred to the Government in General Administration Department for decision.

SCHEDULE

STATEMENT SHOWING DURATION OF PRESERVATION OF VARIOUS RECORDS AND FILES

Sl. No.	List of Records and Files	Duration of preservation	Remarks
(1)	(2)	(3)	(4)
1	Application forms of candidates	Six months of publication of select list.	To be destroyed either by burning or by selling to a paper mill for recycling or in any other manner decided by the Commission.

(1)	(2)	(3)	(4)
2	Answer papers of candidates not selected in the written test.	Six months of publication of select list.	To be destroyed either by burning or by selling to a paper mill for recycling or in any other manner decided by the Commission.
3	Answer papers of candidates called for <i>viva voce</i> but not selected finally.	One year of the publication of select list.	Ditto
4	Answer papers of candidates called for <i>viva voce</i> test.	Ditto	Ditto
5	Answer papers of candidates selected finally.	Ditto	Ditto
6	Unused question-Cum-answer sheets	One month after the concerned examination is over.	Ditto
7	Unused Question papers	One month after the examination is over.	Ditto
8	Index Register	Five years from the date of publication of the results.	Ditto
9	Mark Folios	Ditto	Ditto
10	Application forms, answer books and other connected papers of cases locked up in litigation/vigilance enquiry.	Till the finalisation of the case and appeal is over.	Ditto
11	Broad sheet	One year from the date of publication of the results.	Ditto
12	List of candidates Centrewise allotted to different centres for different examinations.	One year from the publication of the select list.	Ditto
13	Fee Register	Three years	Ditto
14	Sanction of posts of officers and staff in the office of the Commission.	Thirty-five years	Ditto
15	Orders and correspondence regarding payment of advance to the officers and staff of the Commission.	Two years from the date of adjustment of the advance.	Ditto
16	Files regarding pay, T. A. and contingent et cetera.	Twelve years	Ditto
17	Budget estimate of the Commission	Five years from the date of submission of Admn. Department.	Ditto
18	Important decisions and orders of Government in general nature.	Permanent	Ditto
19	Unclassified circulars and orders of Government in general nature.	Permanent	..
20	Proceedings of the conferences and meetings of the Staff Selection Commission.	Three years	To be destroyed by burning or selling to a paper mill for recycling or in any other manner decided by the Commission.

(1)	(2)	(3)	(4)
21	Select list and results of competitive examinations for direct recruitment and other tests.	Thirty-five years from the date of publication of such list.	To be destroyed by burning or selling to a paper mill for recycling or in any other manner decided by the Commission.
22	Secret correspondence with examiners and printers et cetera.	Three years from the date of issue.	Ditto
23	Requisitions for forms and other enquiries form.	One year from the date of receipt.	Ditto
24	Refund of fees to candidates ..	Six months from the date of receipt.	Ditto
25	Periodical returns and reports relating to establishment.	Three years from the date of issue.	Date
26	All miscellaneous files and papers relating to establishment.	Three years ..	Ditto
27	Disciplinary cases, memorials appeals and representations.	Twenty-five years ..	Ditto
28	Departmental manuals and Codes amendments.	Permanent
29	Notification issued by Government regarding appointments.	Do.
30	Important decisions of the Commission.	Do.
31	Personal files regarding appointments and sanction of pensions of the Officers and staff of the Commission.	Do.
32	Service Book ..	Do.
33	C. C. R. of the staff of the Commission.	Four years after retirement of the concerned staff.	To be destroyed by burning or selling to a paper mill for recycling or in any other manner decided by the Commission.
34	Selection of candidates for promotion.	Twelve years from the date of selection.	Ditto
35	Papers relating to reimbursement of legal expenses and recoverie.	Twelve years ..	Ditto
36	Press Notes and advertisement by the Commission.	Three years from the date of publication.	Ditto
37	Receipt, issue and file registers ..	Permanent
38	Manuscript question paper ..	One year from the date of publication of the results of the examination.	Ditto
39	Attendance sheet and absentee statement.	One year from the date of publication of the results of the examination.	Ditto
40	Admission letter ..	Six months ..	Ditto

By order of the Governor
H. S. CHAHAR
Special Secretary to Government