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GENERAL ADMINISTRATION & GRIEVANCE DEPARTMENT

NOTIFICATION

The 22nd August, 2023

No.24725—GAD-FE-OSSSC-0009/2017/Gen.— In exercise of the powers conferred by sub-clause (i) of clause (c) of sub-section (2) of Section 3 of the Destruction of Records Act, 1917 (5 of 1917) and in supersession of any order, rules, regulations and instructions, except as things done or omitted to be done before such supersession, the State Government do hereby make the following rules for the disposal by destruction of various records relating to the recruitment examinations conducted by the Odisha Sub-Ordinate Staff Selection Commission, as are in the opinion of the State Government, not of sufficient public value to justify their preservation, namely:—

1. Short title and commencement. — (1) These rules may be called the Odisha Sub-ordinate Staff Selection Commission (Preservation and Destruction of Records) Rules, 2023.

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

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

- (a) “**Admission Letter**” means the letter issued under the Authority of the Commission provisionally permitting a candidate to appear in the recruitment examination;
- (b) “**Answer Paper**” means the answer scripts and the question-*cum*-answer scripts or Optical Mark Recognition Answer scripts used by the candidates in various stages of recruitment examination;
- (c) “**Application Form**” means the Form in which the application submitted offline or online by the candidate in response to

the advertisement for various recruitments published by the Commission;

- (d) **“Broad sheet”** means statement containing bio data, marks secured in recruitment tests, career mark, marks awarded for contractual work experience, marks secured in Physical Fitness or Efficiency or Computer Skill Tests etc. in any recruitment examinations conducted by the Commission;
- (e) **“Commission”** means the Odisha Sub-Ordinate Staff Selection Commission;
- (f) **“Committee”** means a Committee constituted under rule 4 of these rules;
- (g) **“Computerized Data preservation device”** means any Hard Disk or CD or DVD or Pen drive or Cassette etc. used for preserving the data of any recruitment examination conducted by the Commission;
- (h) **“Government”** means the Government of Odisha;
- (i) **“Index Register”** means the register of applications containing the Bio-data, other related data and marks secured by the candidates;
- (j) **“Mark Folios”** means the folios containing the marks secured by candidates in various stages of recruitment examinations;
- (k) **“Other examination related papers”** means papers i.e., reports or returns interim reports or any other papers relating any particular examination or test;
- (l) **“Schedule”** means Schedule appended to these rules;
- (m) **“Secretary”** means the Secretary of the Commission;
- (n) **“Unused OMR sheet”** means blank OMR sheets left unused after completion of any recruitment examination;
- (o) **“Unused question-cum-answer sheet”** means the unused question-cum-answer sheets left unused after completion of any recruitment examination;
- (p) **“Unused question paper”** means question papers left unused after completion of any recruitment examination;

(q) **“Viva Voce test”** means the oral interview or test conducted by the Commission, if any, in any particular recruitment examination; and

(r) **“Year”** means the calendar year.

(2) All other words and expressions used in these rules, but not specifically defined shall, unless the context otherwise requires, have the same meaning as respectively assigned to them in the Odisha Records Manual, 1964.

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

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

- (i) Secretary;
- (ii) Joint or Deputy Secretary; and
- (iii) Section Officer (Examination section), or any other officer associated with or in charge of examination papers.

5. Destruction.—After expiry of the period of preservation in respect of any paper 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.

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

SCHEDULE

[See rule 3 and 5]

DURATION OF PRESERVATION OF VARIOUS RECORDS AND FILES RELATING TO RECRUITMENT EXAMINATION

Sl. No.	Details of Records and Files	Duration of Preservation
(1)	(2)	(3)
1	Unused Blank Answer Sheet	One month from the date of publication of results
2	Unused Answer Sheet (OMR)	One month from the date of publication of results
3	Cancelled OMR	One month from the date of publication of results.
4	Unused Questions or Booklets	One month from the date of publication of results.
5	Used Answer Sheet (OMR)	One year from the date of publication of Results
6	Used Answer Sheet (Descriptive)	One year from the date of publication of results
7	Attendance Sheet (Written Test)	One year from the date of publication of results
8	Attendance and Broadsheet (Physical Test)	One year from the date of publication of results
9	Manuscript Question paper	One year from the date of publication of results
10	Centre wise allocation of candidates to different centers for different examinations	One year from the date of publication of results
11	Storage media like CD or DVD or Pen drives etc. containing the application data received online	Six months from the date of publication of results subject to functioning of the media
12	Storage media like CD or DVD or Pen drives etc. containing biodata, marks of the candidates and other examination related information	Two years from the date of publication of results subject to functioning of the media

(1)	(2)	(3)
13	Confidential correspondence with examiners and printers	Three years from the date of issue
14	Press Notes and advertisement by the Commission.	Three years from the date of publication
15	Verification Reports and Bio-data	Five years from the date of publication of results
16	Appendices received from district authorities (appendix-I to V)	Five years from the date of publication of results
17	Mark Folios	Five years from the date of publication of results
18	Result Sheets	Twenty years from the date of publication of results
19	Merit List (including Qualified or Disqualified List)	Twenty years from the date of publication of results
20	Screening List	Twenty years from the date of publication of Results
21	Select List	Twenty years from the date of publication of results
22	Cut-off abstract register	Twenty years from the date of publication of results
23	Application forms, answer books and other connected papers of cases locked up in litigation or vigilance enquiry and other enquiries	Till the finalization of the case and appeal is over
24	Any other records or documents relating to recruitment examination	One year from the date of publication of Results or as to be decided by the Commission in each case.
25	All other records or files relating to day to day business of the Commission regarding establishment and account matters shall be guided by Odisha Records Manual, 1964 and Odisha General Financial Rules etc.	

By Order of the Governor

SURENDRA KUMAR

Additional Chief Secretary to Government