



सत्यमेव जयते

**RECORD RETENTION SCHEDULE**  
**OF**  
**JAMMU AND KASHMIR**  
**PUBLIC SERVICE COMMISSION**  
**(2020)**

**JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION**

**Reshamghar Colony, Bakshi Nagar, Jammu – 180001 (November-April)**

**Solina, Srinagar – 190001 (May-October)**

**JAMMU AND KASHMIR  
PUBLIC SERVICE COMMISSION  
RECORD RETENTION SCHEDULE (RRS) 2020**

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**RECORD RETENTION SCHEDULE**  
**Description of records common to all Sections**

**I. KEEP PERMANENTLY**

1. Files containing discussions of questions of policy and important decisions of Commission/ Government having a bearing on activities of the Commission
2. Files containing discussions of Commission on important principles, orders and the procedures adopted in the Commission
3. Policy decisions on RTI matters
4. Important court matters and decisions of CIC
5. Files containing Supreme Court's/High Court's Judgment
6. Important judgments having a bearing on the functioning of Commission
7. Guard File
8. Standing Guard File (The earlier version of these records will normally be weeded out as soon as the revised version becomes available)
9. File Register
10. Consolidated Departmental Index
11. Court Case Register (Alpha)
12. List of files weeded out
13. Files relating to Monitoring of Court/ CAT cases pertaining to respective Sections.
14. Files relating to Accounts Section.
15. Files relating to Administrative matters.

**II. KEEP FOR 10 YEARS**

1. Court case files where the Commission is directly involved and the case is defended/ reply has been filed by the Commission, the files are to be kept for 10 years and the period will commence from the date of final judgment. This is further subject to retention till the relevant recruitment/ examination/ deputation/ DPC/ disciplinary etc. file is retained. Such file will be reviewed after 10 years for further retention or not. The retention schedule will be modified to the extent court/ statutory direction is applicable. However, the files of High Courts/CATs/CIC/Lower Courts may be reviewed for further retention keeping in view the filing of appeals before higher courts and/or implementation of the judgment by the respondents.

**III. KEEP FOR 5 YEARS**

1. Court cases files where the Commission is not directly involved and the case is defended by the Indenting Departments/ UT Government, the files are to be kept for 5 years and the

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period will commence from the date of final judgment. This is further subject to retention till the relevant recruitment/ examination/ deputation/ DPC/ disciplinary etc. file is retained. Such file will be reviewed after 5 years for further retention or not. The retention schedule will be modified to the extent court/ statutory direction is applicable. Writ petitions where Commission did not contest, Writ petitions dismissed/withdrawn.

2. Dispatch Register
3. Section Dispatch Register
4. Postal Registration Books
5. A Register of daily abstract of stamps used
6. File containing O.M./ Circulars and office orders
7. Legislative Assembly/Parliament questions files (depending on the importance of the Parliament Questions); the files may be retained for longer periods, if necessary
8. Stamp Accounts Register
9. Annual return to CIC on RTI matters
10. Statistical data

#### **IV. KEEP FOR 2 YEARS**

1. RTI related applications, replies and appeals (Cases which are pending in CIC or any court/Tribunal for Adjudication must be preserved for period coterminous with the entire appellate mechanism)
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**SECRETARY'S OFFICE**

**I. KEEP PERMANENTLY**

1. Minutes of the meetings of the Commission
2. Lists pertaining to Agreed Business/Report/Recording/Mention Cases approved by the Commission by Circulation.

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## NODAL LEGAL SECTION

### I. KEEP FOR 10 YEARS

1. Minutes of the Screening Committee Meeting relating to appointment of Nodal/Panel Counsels
2. Appointment of Counsels/extension of tenure of Counsels
3. Fixation of rates of payment to Counsels
4. Issue of General circulars

### II. KEEP FOR 5 YEARS

1. Performance Reports of Counsels
2. Budgetary requirement of funds for payment of professional fee.
3. Complaints against Counsels

### III. KEEP FOR THREE YEARS

1. Monitoring of Court Cases statement (indicating pending position in various branches)
2. Monitoring of the implementation of the judgment/orders of the CAT cases for sending a report to General Administration Department of UT of J&K.

### IV. KEEP FOR 1 YEAR

1. Record for acknowledgement of Court papers received from various sections

### V. KEEP FOR SIX MONTHS

1. Information received from various branches every month regarding number/ position of Court cases.

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**CONFIDENTIAL BRANCH**

**I. KEEP FOR 10 YEARS**

1. Disciplinary cases of debarment\*

**II. KEEP FOR 5 YEARS**

1. Copies of Notifications of various examinations
2. Files containing OM circulars and office orders

**III. KEEP FOR 3 YEARS**

1. Grant of T.A. Advance\*\*
2. Counterfoils of cheques\*\*

**IV. KEEP FOR 2 YEARS**

1. Visitors' Register maintained at the entrances of the Confidential Branch

**V. SIX MONTHS FROM THE CONCLUSION OF THE WRITTEN EXAMINATION OR 45 DAYS FROM THE START OF DISPLAY OF MARKSHEETS ON THE COMMISSION'S WEBSITE, WHICHEVER IS LATER**

1. Answer Books / Answer Sheets/OMR Sheets of candidates /Question papers (Except those pertaining to pending\* court cases/ penalty cases/ complaint cases/ RTI cases)

**VI. TILL PENDENCY OF THE ONGOING COURT CASE (IF INTIMATED DURING THE NORMAL RETENTION PERIOD) PLUS ANY ADDITIONAL PERIOD AS DIRECTED BY A COURT OF LAW / TRIBUNAL OR UNTIL 1 YEAR FROM THE CONCLUSION OF THE EXAMINATION OR 60 DAYS AFTER START OF DISPLAY OF MARKSHEETS ON THE COMMISSION'S WEBSITE, WHICHEVER IS LATER**

1. Answer Books / Answer Sheets/OMR Sheets pertaining to court cases

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VII.

a) THREE MONTHS AFTER THE COMPLAINT IS EXAMINED AND DISPOSED OF OR UNTIL 1 YEAR FROM THE CONCLUSION OF THE EXAMINATION OR 60 DAYS AFTER START OF DISPLAY OF MARKSHEETS ON THE COMMISSION'S WEBSITE, WHICHEVER IS LATER

1. Answer Books/ Answer Sheets/OMR Sheets pertaining to complaint cases

b) TILL DISPOSAL OF RTI APPLICATION INCLUDING 2ND APPEAL STAGE PLUS ANY ADDITIONAL PERIOD AS DIRECTED BY THE APPELLATE AUTHORITY OR UNTIL 1 YEAR FROM THE DATE OF CONCLUSION OF THE EXAM OR 60 DAYS AFTER START OF DISPLAY OF MARKSHEETS ON THE COMMISSION'S WEBSITE, WHICHEVER IS LATER. PROVIDED HOWEVER, THAT WHERE 2ND APPEAL NOTICE HAS NOT BEEN RECEIVED WITHIN 6 MONTHS OF DISPOSAL OF 1ST APPEAL; FURTHER RETENTION OF THE RELEVANT ANSWER BOOKS WILL NOT BE MANDATED

1. Answer Books/ Answer Sheets/OMR Sheets pertaining to complaint cases/ RTI applications under the RTI Act, 2005 (only where these are received within the normal retention period)

VIII. THREE MONTHS AFTER PENALTY IS IMPOSED OR 1 YEAR FROM THE CONCLUSION OF THE EXAMINATION OR 60 DAYS AFTER START OF DISPLAY OF MARKSHEETS ON THE COMMISSION'S WEBSITE, WHICHEVER IS LATER

1. Answer Books/ Answer Sheets/OMR Sheets pertaining to penalty cases

IX. 1 YEAR FROM THE DATE OF CONCLUSION OF EXAMINATION.

1. Absentee statement\*

X. KEEP FOR 6 MONTHS

1. Dispatch advice from Supervisors regarding dispatch of answer books/ answer sheets/OMR sheets to the Commission.

\* The retention schedule indicated will be modified to the extent court/statutory direction is applicable

\*\* or until completion of local audit, whichever is later



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## COMPUTER SECTION

### A. Data/Information on Web-site

- |                                     |  |
|-------------------------------------|--|
| 1. Notification of examination      | Till closing date                          |
| 2. Calendar (Time table) of Exam    | 1 year                                     |
| 3. Written & Final Results          | 1 Month                                    |
| 4. Display of marks information     | 1 Month from the date of display of marks  |
| 5. Interview details                | Till last date of Interview board          |
| 6. Press Notes                      | 1 month from display of press note         |
| 7. Recruitment advertisements       | 40 days or closing date whichever is later |
| 8. Recruitment results              | 1 month from posting on the website        |
| 9. Venue information related to RTs | Till the commencement date of RT           |
| 10. Static General Information      | Regular updates                            |
| 11. Previous year question papers   | Last two years                             |
| 12. Tender information              | Till the last date of tenders              |

### B. DP Branch

#### I. KEEP FOR 1 YEAR

1. Result of all examinations
2. Rules and Regulation files
3. Master index, printout of updates & Mismatch cases
4. Data files for all examination or office copies till the marks sheets are issued to candidates
5. Recruitment data files
6. IFC for recruitments advertisements

### C. Post Examination related

- |  |   |
|--|---|
| 1. OMR data files for all objective Exams. | 1 year from date of result                  |
| 2. Marks files for all Exams.              | 2 years after completion of results process |
| 3. Final marks for subjective Exams.       | 1 year after completion of results process  |
| 4. Mark-Sheet files for all Exams.         | 1 year after completion of results process  |

**D. Pre Examination related**

**I. KEEP FOR 3 YEARS**

1. Application Bio-data in digital format for all regular examinations

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## EXAMINATION SECTION

### I. KEEP PERMANENTLY

1. Procedural and policy matters regarding exams
2. Examination Rules/Competitive Examination Regulations/ Schemes of Examination  
(including amendments thereto and interpretation thereof)
3. Legal cases involving fundamental issues relating to Commission's Examinations
4. Disciplinary cases involving permanent debarment
5. Results of Examinations

### II. KEEP FOR 05 YEARS

1. Disciplinary cases involving debarment for 05 years
2. Local audit inspections

### III. KEEP FOR 3 YEARS

1. Applications for Examinations:
  - a) Applications of candidates who qualified the written part of the examination but did not qualify finally
2. Preparation of panel of Supervisors/Invigilators
3. Files relating to "settlement of advance towards remuneration etc to supervisors, Coordinating supervisors, Assistant Supervisors and invigilators for conducting the examination", keep for 3 years from the date of settlement of advance.

### IV. KEEP FOR 1 YEAR

1. Applications for Examination
2. Scannable Attendance lists for examinations.
3. Issue of Summon letters
4. Correspondence with candidates

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## PLANNING SECTION

### I. KEEP PERMANENTLY

1. Two copies of Newsletter of Public Service Commissions
2. Two copies of Record Retention Schedule of the Commission
3. Two copies of list of subjects of various Sections in the Commission
4. Instructions issued on policy decision, special practices and procedures in the Commission office
5. Two copies of Citizens Charter of the Commission.
6. Annual Reports.

### II. KEEP FOR 10 YEARS

1. Prevention of harassment of women at work place or till such time the proceedings are over, whichever is later

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## **DIRECT RECRUITMENT SECTION**

### **I. KEEP FOR 20 YEARS (or up to 60 years age of the candidate)**

1. Disciplinary case files where a candidate is debarred permanently

### **II. KEEP FOR 10 YEARS**

1. Files regarding recruitment by direct selection
2. Disciplinary case files, where candidates are debarred for a specific period but not permanently
3. Files disposed of by linking with other requisitions
4. Files relating to Brief/ Detailed advertisements
5. Recruitment files and other documents not forming part of 'Court case file' to be retained by respective scrutiny sections 10 years after finalization of Court cases

### **III. KEEP FOR 5 YEARS**

1. Award Rolls/Assessment Reports of interviewed candidates
2. Disciplinary case files where candidates are warned
3. Files where recruitments prove infructuous.
4. Files relating to Special Interview Boards

### **IV. KEEP FOR 3 YEARS**

1. Files where requisitions are treated as withdrawn/closed
2. Copies of Interview Program (Including Master Copy)

### **V. KEEP FOR SIX MONTHS**

Applications of candidates who were not called for interview for selection posts (from the date of publication of result). It may also be stated that such cases may be retained in the server for six months, thereafter they may be deleted.

#### **Note:**

All the concerned Branches, before destroying files/cases/records will ensure that no court case is pending in the files/cases/records being destroyed/ weeded out. If the records of one Branch/Wing are co-related with the records of another Branch/Wing or confidential Records pertaining to Confidential Branch, an intimation regarding pendency of court case is to be sent to them as soon as the court case is received in the Section.

## SERVICES SECTION

### **I. KEEP PERMANENTLY**

1. Master Index Card for Recruitment Rules
2. Files pertaining to Services Rules
3. Advice letters conveying approval of the Commission for de-notification of Recruitment Rules
4. Minutes of DPC proceedings.

### **II. KEEP FOR 15 YEARS**

1. Files relating to proposals pertaining to "Mode of Recruitment" approved by the Commission

**III.** Files where the proposal for framing/amendment of Recruitment Rules was subsequently withdrawn by the Ministry/Department due to reasons such as abolition of the post in question, may be weeded out immediately after the file is closed.

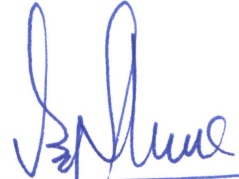
### **IV. KEEP FOR 10 YEARS**

1. DPC Files.
2. Disciplinary matters referred by Government and advice given by the Commission.

### **V. KEEP FOR 5 YEARS**

1. Assessment reports/proposals relating to promotion of Officers.

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**(Rajesh Sharma) KAS**  
Secretary,  
**J&K Public Service Commission.**

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