

The Orissa Subordinate Staff Selection Commission (Preservation and Destruction of Records) Rules, 1997

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Rule

THE-ORISSA-SUBORDINATE-STAFF-SELECTION-COMMISSION-PRES of 1997

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The Orissa Subordinate Staff Selection Commission (Preservation and Destruction of Records) Rules, 1997 Published vide Notification No. 25371-OSSSC-4/96.-Gen., dated 20th September 1997, Orissa Gazette No. 46 dated 14.11.1997 General Administration Department 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 Record 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 -

1. Short title and commencement.

(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.

2. Definition.

(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.

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

5. Destruction of documents.

- 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.

6. Interpretation.

- 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 papermill for recycling or in any other manner decided by the Commission.
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 papermill for recycling or in any other manner decided by the Commission.
3	Answer papers of candidates called for viva voce but not selected finally.	One year of the publication of select list.	To be destroyed either by burning or by selling to a papermill for recycling or in any other manner decided by the Commission.
4	Answer papers of candidates called for viva voce 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 centers for different examination.	One year from the publication of the selectlist.	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 of 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.
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	Ditto
26	All miscellaneous files and paper, relating to establishment	Three years	Ditto
27		Twenty-five years	Ditto

	Disciplinary cases, memorials appeals and representations		
28	Departmental manuals and Codes amendments	Permanent	...
29	Notification issued by Government regarding appointments	Do	...
30	Important decisions of the Commission	Permanent.	...
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 candidate for promotion	Twelve years from the date of selection	Ditto
35	Papers relating to reimbursement of legal expenses and recoveries	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