

HQ-RAO13/14/2023-R&A
Government of India
Department of Personnel & Training
Staff Selection Commission
Block No.12, CGO Complex, Lodhi Road, New Delhi

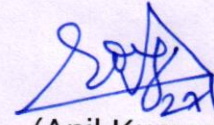
Dated : 24th March, 2023

ORDER

Subject : Revised Record Retention Schedule – Instructions – regarding

The Commission in its meeting held on 6th March and 7th March, 2023 deliberated on Record Retention Schedule formulated by the Committee constituted to review and revise the Handbook of Procedures.

2. A copy of the revised Record Retention Schedule duly approved by the Commission is annexed herewith for information and compliance by all concerned.
3. This modifies all earlier Orders / Instructions on the subject to the extent that they are in contravention with this Order.
4. This issues with the approval of the Commission.


(Anil Kumar
Roy)

Under Secretary (R&A)

To

1. Under Secretary (C-1/1), (C-1/2), (C-II), (P&P-I), (P&P-II), (QB), (Hall) (RHQ) (EDP) and (IT)
2. All Regional Offices

Copy for information to:-

- i. Office of the Chairman
- ii. Office of Member (AK)

- iii. Office of Member (S)
- iv. Office of Joint Secretary
- v. Office of Director (EDP)
- vi. All Deputy Secretaries of the Commission.

ANNEXURE

Record Retention Schedule

Policy Sections (P&P-1, P&P-II & RHQ):

S. No.	Subject/ Records	Section/Division	Retention period
1.	Policy Decisions/ Orders	P&P, RHQ	Permanent.
2.	Files related to Examination Notices	P&P, RHQ	<ul style="list-style-type: none"> • Permanent in the case of electronic files. • 3 years after declaration of results in the case of Physical files.
3.	Folders containing Notices issued year-wise	P&P, RHQ	<ul style="list-style-type: none"> • Electronic - Permanent • Physical - 3 years from the date of opening of files.
4.	Files related to vacancies	P&P, RHQ	<ul style="list-style-type: none"> • Electronic - Permanent. • Physical - 10 years after declaration of result, except where court case is pending.
5.	Representations on various issues	P&P, RHQ	3 years after disposal of the issue.
6.	Court Cases	P&P, RHQ	2 years after final order, when there is no appeal.
7.	VIP References	P&P, RHQ	1 year after reply
8.	Files relating to RTI Applications	P&P, RHQ	1 year after reply
9.	Files relating to opening of new examination centre	P&P-I	3 years
10.	Files relating to Examination Calendar/	P&P-I	3 years

Note: The concerned Section, after expiry of the specified retention period, will review Class 'C' files and if required, may grant a further lease of life not exceeding a period of 10 years.

Confidential Sections of SSC-HQ (C-II, C-1/1, C-1/2, EDP, Confidential Hall, Question Bank Sections)

S. No.	Type of Record	Section/Division	Retention period
1	Sample copy of Question cum Answer Book	QB	<ul style="list-style-type: none"> • Electronic - 25 years • Physical - 10 years
2	Unused Question cum Answer Books	CH	To be destroyed at the examination centre itself. In case sent to the Headquarters by mistake, to be weeded out immediately.
3	Used Question-cum-Answer Books/ Scripts: <ul style="list-style-type: none"> i. Candidates who do not qualify in written part of the examination. ii. Candidates who qualified in written part of the examination and declared eligible for next Tier / Stage of the examination. iii. Candidates who are finally selected. iv. Pertaining to Court Cases. v. Pertaining to suspected/ malpractice/ impersonation cases, etc. 	CH	1 year from the declaration of result of Tier/ Stage concerned. 1 year from the declaration of result of Tier/ Stage concerned. 1 year from the declaration of final result. 5 years after final judgment of the court 5 years or till pendency of investigation/ prosecution in the matter, whichever is later.
4	Answer Keys used/ Correction in Answer Key	QB	<ul style="list-style-type: none"> • Electronic - 25 years from the date of declaration of result of the Tier/ Stage concerned • Physical - 10 years from the date of declaration

			of result of the Tier/ Stage concerned
5	i. Typed scripts and transcripts of candidates who appeared in type test/ shorthand test (including departmental examinations/ Skill Tests). ii. Typed Scripts pertaining to court cases. iii. Typed Scripts pertaining to suspected malpractices/ impersonation cases, etc.	CH	1 year from the declaration of final result. 5 years after final judgment of the court. 5 years or till pendency of investigation/ prosecution in the matter, whichever is later.
6	i. Photo bearing Attendance Sheets/ Seating Plan. ii. Photo bearing Attendance Sheets/ Seating Plan pertaining to court cases. iii. Photo bearing Attendance Sheet/ Seating Plan pertaining to suspected malpractices/ impersonation, cases etc.	CH	1 year from the declaration of final result. 5 years after final judgment of the court. 5 years or till pendency of investigation/ prosecution in the matter, whichever is later.
7	Interview proceedings, if any		3 years after the declaration of final result.
8	PET/ Medical/ Review Medical result sheets	Confidential Section concerned	<ul style="list-style-type: none"> • Electronic - 10 years from the date of declaration of final result. • Physical - 3 years from the date of declaration of final result.
9	i. Original mark list/ marks data of all examinations (Hard	EDP	40 years in all cases (for both electronic and physical records) from the

	copy/ CD, as received). ii. Files related to declaration of result. iii. Final Allocation List/ Detailed Result/ Final result. iv. Data file pertaining to result processing of intermediate and final result stage of examination.	EDP/ Conf. EDP/ Conf. EDP	date of declaration of final result.
10	Reports submitted by any Examination Functionaries/ officers deputed by the Commission.	CH/ Conf.	One year from the date of declaration of final result.
11	Representations/ complaints about any stage of examination, its result/ final result.	P&P/ RHQ/ Conf./QB/ EDP	1 year from the date of disposal or date of declaration of result, whichever is later.
12	Application Data including photo, signature and PDF copies of online applications (if generated)	IT/ Conf.	10 years from the date of declaration of final result.
13	Encrypted data of Computer Based Examination.	IT/ Conf.	3 years from the date of declaration of final result.
14	Candidates' Response data of Computer Based Examination.	IT/ Conf.	3 years from the date of declaration of final result.
15	Commission Copy of Admission Certificate, Photographs, thumb impression of Computer Based Examinations and of any other examination if captured (soft copy).	IT/ Conf.	3 years from the date of declaration of final result.
16	CCTV Footage	Conf-II	One year from the date of declaration of final result except where court cases are pending/the matter is under investigation.

For Selection Post Examinations:

S.	Retention/Preservation
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No	Type of Record	Period
1	Files related to Scrutiny Reports for various isolated Selection Posts	40 years in both types of files (electronic and physical) from the date of nomination of selected candidates to User Department(s).
2	Regional Director's Report of Selection Posts of which Interview/Computer Based Mode Written Examination has been conducted and also the approval of the Commission has been conveyed to the concerned Regional Office(s) for nomination of selected candidates to the User Department.	40 years in both types (electronic and physical) from the date of conveying the approval of the Commission to the concerned Regional Office(s).
3	Files related to Examination Notices	<ul style="list-style-type: none"> • Permanent in the case of electronic files. • 3 years after declaration of results in the case of Physical files.
4	Folders containing Notices issued year-wise	<ul style="list-style-type: none"> • Electronic - Permanent • Physical - 3 years from the date of opening of files.
5	Files related to vacancies	<ul style="list-style-type: none"> • Electronic - Permanent. • Physical - 10 years after declaration of result, except where court case is pending.
6	Files related to Drawing of Interviews scheduled for Open Examinations of which final result has been declared and selected candidates have been nominated/allotted to User Department(s)	Two years from the date of declaration of final result of the concerned examination.
7	Files relating to Requisitions received from User Department for Selection Posts.	Two years after transfer of the requisitions to the concerned RDs/ ROs.
8	Files relating to correspondences received from User Department.	Two years after reply is sent to the User Department.
9	Old files relating to issue Advertisement to Group "B" Selection Posts.	Three years after advertising the vacancies
10	Control Register for Selection Posts.	Permanent

11	Board composition/ performance Appraisal of Interview Boards.	Two years after declaration of result
12	Files related to PET/ Medical Test etc. for which the final result has been declared and selected candidates have been nominated/ allotted to User Department(s).	<ul style="list-style-type: none"> • Electronic - 10 years from the date of declaration of final result. • Physical - 3 years from the date of declaration of final result.
13	Representations received from various applicants/ candidates on various issues, containing queries of different Selection Posts and Interviews of Open Examination etc.	3 years after disposal of the issue.
14	Files related to Right to Information Applications etc. (RTI) for which the complete desired information has been provided to the applicant(s) and no other/additional information is pending with the Section.	Three years after reply/ from the date of issuing the letter providing information except where there is an appeal pending.
15	Files related to Court Cases.	2 years after final order, when there is no appeal.

For Regional Offices:

S. No.	Type of Record	Retention/ Preservation Period
1	Application data including photo, signature and PDF copies of online applications (if generated)	Ten years from the date of declaration of final result.
2	Venue allocation data of candidates for various stages of Examination.	Three years from the date of declaration of final result.
3	Reports submitted by IO/ Venue Supervisors/ Flying Squad/ SSC Observers/ Reports submitted by any other examination functionaries.	One year from the date of declaration of final result except where court cases are pending/the matters are under investigation.
4	Commission copies of Admission Certificates of non-selected candidates (Commission copies of the selected candidates is made	Six months from the date of declaration of the final result.

	part of the dossier and forwarded to the User Departments).	
5	Nomination List and scanned copies of dossiers of nominated candidates.	Ten years from the date of declaration of final result.
6	Dossiers of non-selected candidates in the final result.	<ul style="list-style-type: none"> • Electronic - 5 years from the date of declaration of final result. • Physical - 2 years from the date of declaration of final result.
7	Dossiers of candidates figuring in the select list which are forwarded to the respective departments and are subsequently returned for lack of response to the offer of appointment.	Six months from the receipt of dossier or one year from the date of declaration of result whichever is earlier.
8	Dossiers of candidates figuring in the select list which are forwarded to the respective departments and are subsequently returned for want of vacancy.	As per instructions issued by the Commission separately in this regards or till final decision taken by the Commission in such cases.
9	Dossiers of candidates who figure in the Reserve List of results.	<ul style="list-style-type: none"> • Electronic - 5 years from the date of declaration of final result or till the validity of the Reserve List, whichever is later. • Physical - 2 years from the date of declaration of final result or till the validity of the Reserve List, whichever is later.
10	Dossiers of candidates involved in Court Cases.	One year after the matter is finally disposed of.
11	Master index and alpha register.	Five years from the date of examination.
12	All Allocation Lists/ Final Results/ Files relating to nomination of candidates to respective User Departments and files relating to declaration of results.	40 years
13	Representations/ complaints about any stage of examination, its result/ final result.	1 year from the date of disposal or date of declaration of result, whichever is later.
