

Weeding of Records

Instruction of the weeding of records of Haryana Public Service Commission

1. Keep Permanently

1. Files containing general orders of the Haryana Government.
2. Files containing discussion of important principles, questions of policy and important orders and discussions of the commission.
- 3(i) Rules and orders of the Haryana Government and amendments thereto.
- (ii) Service rules and amendments thereto
- 4.(i) Files of candidates who have been black listed.
- (ii) Black list registers
5. Annual reports of the Haryana Public Service Commission.
6. Proceedings of the meetings of the Commission.
7. Limitation of functions regulations and amendments thereto.
8. Procedure to be observed by the Haryana Public Service Commission in the conduct of their business
9. Procedure to be observed by the Administrative Departments of Haryana Government in their dealings with the Haryana Public Service Commission.
10. Officer orders and other instructions relating to the working of office.
11. Files relating to Rules and regulations for the Examinations.
12. Purchase of punching machine etc.
13. Recognition of certain qualifications for purposes of recruitment to services/ posts under the administrative control of Haryana Government.
14. Files Registers.
15. Diary Registers other than those relating to requests for forms and reference reports.
16. Specimen copy of question papers set for any examinations

17. Files containing recommendations of the Commission in competitive examinations.

18. Results cards.

II KEEP FOR 15 YEARS

1. Pension (Extra ordinary cases wound, gratuity, family and injury)

III KEEP FOR 10 YEARS

1. Collection of Advertisements as at present maintained by the Superintendent.

2. Promotion/ confirmation/ Transfer cases.

3. Disciplinary cases, Appeals and Memorials.

4. Cases relating to determination of seniority.

5. Dispatch registers.

IV KEEP FOR 5 YEARS

1. Files containing results if there is no writ cases pending.

2. Spare copies of questions papers (one specimen copy to be kept permanently as per item (I) (16).

3. Reimbursement of Legal expenses.

4. Assessment reports on candidates appointed on Commission's recommendations.

5. Temporary appointments made by Government/ Departments including regularization of appointments as stop gap measure made without consultation with the Haryana Public Service Commission.

V KEEP FOR 3 YEARS

1. Application/ rolls for competitive examination except those applications where court case is pending.

2. Particulars of candidates admitted to a competitive examination.

3. Appointment of examiners and payment of remuneration to them.

4. Arrangements for the examinations conducted by the commission.
5. Assembly/ Council questions.
6. Payment of advertisement bills.
7. Files relating to publication of pamphlets.
8. Refund of fee to candidates.
9. Annual reports registers.
10. Quarterly returns, unless concerned by any of the items dealt with under II & V.
11. Agenda of the meetings of the Commission.

VI KEEP FOR 2 YEARS

1. Files regarding recruitment by selection or selection cum-qualifying examination.
2. Application for selection posts.
3. Reports of examiners and review thereof.
4. Distribution of work among members of the Commission.
5. Distribution of work in office.
6. Diary register relating to requests for forms and reference reports.

VII KEEP FOR 1 YEAR

1. Requested for the supply of forms for the posts advertised by the Commission and miscellaneous injuries from candidates connected therewith.
2. Answer books of candidates, clippings removed from the scripts, original papers set at the examinations etc. list of secret roll number (one year after the result have been announced)-Except cases under litigation.
3. Any other unimportant or miscellaneous papers of ephemeral nature.

4. Advertisement and the notifications for the examinations of UPSC.

VIII Daily

1. Disposal of daily waste papers to be burnt by the sweeper under personal supervision of the superintendent incharge.

XI Others

1. Panel of Examiners till the new panel\ is received.