

No. 1/14/2016-MPSC (Estt)
MANIPUR PUBLIC SERVICE COMMISSION
RECORD RETENTION SCHEDULE

Sr. No.	Category of record	Period for retention of record of MPSC
1	2	3
1	Files containing general orders of Manipur Government	Permanent
2	Files containing notes on discussions of important principles, Questions of policy,	Permanent
3	Service Rules/Other Rules & Regulations and amendments thereto (Government/Commission)	Permanent
4	Debarred List	Permanent
5	Annual Report of MPSC	Five copies to be retained in office Library
6	(a) MPSC rules	Permanent
	(b) Master File	Permanent
	(c) Guard File	Permanent
	(d) Syllabus Revision Files.	Permanent
7	Procedure to be observed by the Administrative Departments of Manipur Government in dealing with the commission.	Permanent
8	Files relating to the Rules and Regulations (Examinations/Service/Recruitment/Competitive Examinations/Schemes of Examinations including amendments and interpretations thereto)	Permanent
9	Recognition/Equivalence of Qualifications for purposes of recruitment to services/ Posts under the administrative control of the Manipur Government.	Permanent
10	One set of Question Papers (with key if any)	3 years. However, a copy of CD may be kept
11	Files relating to distribution of work among Members/Officers/Staff of the Commission	Permanent
12	(i) Agenda for meeting of the Commission/Record of decisions.	Permanent
	(ii) Minutes of the meeting of the commission (This includes agreed Business and Report Recording Cases).	Permanent

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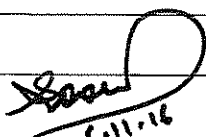
13	Written Examination/Screening Test (a) Answer Books/Sheets	Answer Books/Sheets: Part 1. Six months after declaration of the result. However, Part-II:- Question Papers may be weeded out after the declaration of final result of the SET (except two sets of question papers in each subjects with key to be retained permanently. Award list may be retained up to two years from the date of declaration of the result.
	(b) Applications received from the candidates	(b) Applications in respect of those candidates who could not qualify in the written examination/Screening test may be weeded out after six months after the declaration of the final result. However, applications pertaining to court cases will be converted into files on the pattern of UPSC and will be kept permanently.
	(c) Recommendations made to the Government	(c) In view of the fact that a copy of the recommendation letter remains in the main file in which requisition is received for which retention will be 2 years
	(d) Checklist	
14	Reports/Suggestions of examiners regarding conduct of Examinations.	One year
15	Requests for blank application forms and correspondence including miscellaneous inquires made by the candidates.	One year
16	Advertisements and notifications for examination of other PSCs in India	One year
17	i) Advertisements/Notifications issued by the Commission.	Only Three Sets to be retained in guard file as per the pattern of MPSC for the period of one year.
	(ii) Annual Reports Register maintained by D.A.s.	Three Years
18	Applications for selections through interviews	One year
19	Assembly Questions/ Parliament.	Two years
20	Files relating to recruitment by selection or written qualifying examination/screening test or competitive written examinations/ Screening Or competitive written examination -cum- selections.	Two years
21	Interview sheets of the viva-voce tests	Permanent
22	Identity Slips/Cards	One year

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23	Press Clippings	Three months
24	Contingent Bills.	According to office manual.
25	Contingent Register	According to office manual.
26	Tour Programme	According to office manual.
27	Appointment and correspondence with paper setters Moderators. Any correspondence on policy matters.	Five years
28	Correspondence with examiners regarding evaluation of scripts (Policy Matters)	Five years.
29	Manuscripts question papers & solution to question papers.	One year, but one set to be retained permanently
30	i) Fictitious Code Book/ Number slips.	One year
31	Correspondence with supervisors regarding despatch of question papers to examination centre	One year
32	i) Marks List/Award List	Five years
	ii) Detail Marks Cards	
33	D.P.C files of all categories of posts Services under the Manipur Government.	20 years/ 2 years beyond the age of retirement
34	Files relating to debarment of or infliction of penalties on candidates.	Five years
35	Files relating to payment of advertisement Bills (After audit/settlement of Audit Objections/ paras if pending)	As per Office Manual
36	Refund of fee to candidates (After Audit/ settlement of Audit Objections/ Paras, if pending)	Five years
37	Files relating to appointments made by the Departments as stop gap arrangements without consulting the commission.	Five years
38	(a) Files/record relating to court cases	This provision was not existing earlier in the Commission. The provision has been proposed on the analogy of UPSC as under: Six months from the date of final disposal of case. Also guard file of all judgements / order may be maintained by each section at least for the period of 10 years.
	(b) Legal cases involving fundamental issues relating to Commission examination	Copy of judgements shall be kept by Research cell on yearly basis
39	Files relating to UPSC/SSC examinations/settlement of Accounts etc. of particular examination	This provision may be added on the pattern of UPSC
40	a) Despatch register /Lists relating thereto	This Provision may be included on the basis of

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	b) Register of Speed post Registered letters.	the provisions of Office Manual
	c) Lists of Dockets.	
	d) File relating to Bank Drafts/IPOs received from the candidates	
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	a) FAQ	2 Years
	b) Overview of Exam	2 Years
	c) Notifications	Before the next Notification / advertisement for the post is made after that the same will be placed in archive and the same will be deleted after two years.
	d) Registration Data	Two years from the date of advertisement (for Examination not before the marks sheet issued to the candidates)
	e) Venue Information	Up to conduct of Test/ Exam
	f) Result	For at least one year after that the same will be placed in archive and the same will be deleted after two years.
	g) Interview Programme	One month from the last date of interview.
	h) Alpha Query:	
	i) Soft copies of roll number allotted to the provisionally admitted candidates.	Up to conduct of Exam
	POST EXAMINATION	
	i) Soft Copy of scanned OMR Sheets	As per record retention schedule of secrecy for the conduct of exam test
	ii) Representations/ Objections regarding Answer Key.	
	iii) Printout of updates and mismatch cases.	
	iv) Soft Copy of complied data of results of all examinations/ screening test	
	MPSC WEBSITE CONTENTS.	May be displayed for at least one year after that the same will be placed in archive and the same will be deleted after three years.
42	a) Creation of posts/ Section	Permanent
	b) Stock register of application form	10 Years
	c) Invoices of application form received from vendor/ Post Office	05 Years
	d) Monthly schedule of application form received and sold	05 Years
43	1) Files relating to Procurement of ACRs	03 years
	2) Maintenance and follow up of record of ACRs	Permanent


 (Shyam Lal Poonia)
 5.11.16

Secretary
Manipur Public Service Commission