

**INSTRUCTIONS FOR THE WEEDING OF RECORDS  
OF  
HARYANA PUBLIC SERVICE COMMISSION**

**I. KEEP PERMANENTLY**

1. Files containing general orders of the Haryana Government.
2. (i) Rules and orders of the Haryana Government and amendments thereto.  
(ii) Service Rules and amendments thereto.
3. (i) Files of candidates who have been black listed by the Union Public Service Commissions / State Public Service Commission and Staff Selection Commissions.  
(ii) Black list Registers.
4. Annual Reports of the Haryana Public Service Commission.
5. Limitation of functions Regulations and amendments thereto.
6. Procedure to be observed by the Haryana Public Service Commission in the conduct of their business.
7. Procedure to be observed by the Administrative Departments of Haryana Govt. in their dealings with the Haryana Public Service Commission.
8. Files relating to Rules and Regulations for the examination.
9. Recognition of certain qualifications for purposes of recruitment to services/ posts under the administrative control of Haryana Government
10. Record of File Registers.
11. Results card of the competitive examination.
12. Files containing recommendations of the Commission for direct recruitment made through competitive examinations cum interview, interview or interview cum screening test.

**II. KEEP FOR FIFTEEN YEARS**

1. Pension (Extra ordinary cases-wound, gratuity, family and injury)
2. Diary Registers other than those relating to requests for forms and reference reports.

**III. KEEP FOR TEN YEARS**

1. Collection of Advertisements as at present maintained by the Assistant dealing with the advertisement.
2. Files relating to Promotion / Confirmation / Transfer cases / Disciplinary cases / Appeals and Memorials.

3. Files relating to determination of Joint / Combined Merit List.
4. Distribution of work amongst Chairman / Members and staff of the Commission.
5. Despatch Registers.

**IV. KEEP FOR FIVE YEARS**

1. Files relating to reimbursement of Legal Expenses after final decision of the case.
2. Temporary appointments made by Governments/ Departments including regularisation of appointments as a stop gap measure made without consultation with the Haryana Public Service Commission

**V. KEEP FOR THREE YEARS**

1. Arrangements for the examinations conducted by the Commission.
2. Assembly/ Council questions.
3. Refund of fee to candidates.

**VI. KEEP FOR TWO YEARS**

1. Appointment of Examiners and payment of remuneration to them
2. Diary Registers relating to requests for forms and reference reports.
3. Payment of Advertisement bills.

**VII. KEEP FOR ONE YEARS**

1. Application Forms containing the particulars of the candidates for a competitive Examination cum interview, interview or screening test cum interview except those application forms where court case or any enquiry is pending.
2. Requests for the supply of forms for the posts advertised by the Commission and miscellaneous injuries from candidates connected therewith.
3. The envelopes of all result sheets, D-sheets of interviews will be retained for a period of one year after the declaration of the result, in case of direct recruitment (interview based only), Screening Test/Examination-cum-Interview and recruitment through competitive examination cum interview. Before weeding out the record, it should be ensured that Joint Merit List of the recommendations have been prepared and sent to the Govt. / concerned department and no writ case / enquiry is pending.
4. The question papers will be retained for one year after declaration of final result/completion of selection process. It should be ensured that no court case / enquiry is pending in the matter.
5. Advertisement and the notifications for the examinations of U.P.S.C.

**VIII. KEEP FOR SIX MONTHS**

1. OMR Sheets of screening test, Answer Key of screening test, Answer Books of competitive examinations of candidates, award list of examinations, clippings

removed from the scripts, original papers set for the examinations, details of key for conversation of Roll number from original to fictitious roll number and other concerned documents / selection record / material be weeded out after the completion of six month from the date of declaration of result or till the decision of court case/ enquiry, if any, which ever is later.

2. Any other miscellaneous papers associate with examiner.

### **IX. DAILY**

1. Disposal of daily waste papers- to be burnt by the sweeper under personal supervisions of the Superintendent Incharge.

**Note-I: No documents can be weeded out, if there is any court case/ enquiry pending against the selection/ examination and same shall be weeded out after the final decision of court case/ completion of enquiry or aforesaid prescribed period which ever is later.**

**Note-II: The earlier instruction for weeding of records of HPSC issued vide No. P&G 12/82 (now P&G 77/2003) shall stand superseded.**

Dated: 09.06.2014

Secretary  
Haryana Public Service Commission,  
Panchkula