



**CENTRAL POLLUTION CONTROL BOARD**  
(Ministry of Environment, Forest & Climate Change, GoI)  
'Parivesh Bhawan', C.B.D.-Cum-Office Complex  
East Arjun Nagar, Delhi-110032

No.C-20032/01/2018-Admn(R)/

1439

Date : 20.11.2019

**OFFICE MEMORANDUM**

The Central Pollution Control Board in its 187<sup>th</sup> meeting held on September 17, 2019 has approved the schedule for retention, maintenance, preservation and weeding out of records in respect of examinations conducted by CPCB. A copy of retention schedule is enclosed at **Annexure-II**.

This issues with the approval of the Competent Authority, Central Pollution Control Board.

(R. D. Pandey)

Senior Administrative Officer

O/c  
Rawat

**Distribution:-**

1. All Dealing Assistants of Admn(R)
2. Divisional Head IT – with a request to upload on CPCB website.
3. Divisional Head Building – for information & to provide manpower for the above mentioned work from time to time.
4. PS to CCB
5. PS to MS
6. AO's Master File
7. Office Order File

केन्द्रीय प्रदूषण नियंत्रण बोर्ड

निर्गत... Radhika

दिनांक... 20/11/19



**ANNEXURE-II**

**SCHEDULE FOR RETENTION, MAINTENANCE, PRESERVATION AND WEEDING OUT OF RECORDS IN RESPECT OF EXAMINATIONS CONDUCTED BY CPCB**

S. No.	Types of Record	Retention / Preservation Period
1.	Applications of candidates who qualified the written part of the examination but did not qualify finally.	Keep for 3 years from the date of issue of result.
2.	Applications of the candidates called for interview for selection posts.	Keep for 3 years from the date of issue of result.
3.	Applications of candidates who were not called for interview for selection posts.	Keep for 06 months from the date of issue of result.
4.	Applications of those who did not qualify in the written test.	Keep for 06 months from the date of issue of result.
5.	Applications rejected due to any reason.	Keep for 06 months from the date of issue of result.
6.	Applications of those finally selected and in reserve panel.	Applications of selected candidates are kept in personal file and applications of reserve candidates are kept in recruitment file.
7.	Application pertaining to court cases.	Till pendency of the ongoing court case (if intimated during the normal retention period) plus any additional period as directed by a court of law/ tribunal or until 1 year from the conclusion of the examination or 60 days after start of display of marksheets on the website, whichever is later.

*Handwritten signature and date: 20/11/2019*



S. No.	Types of Record	Retention / Preservation Period
8.	Answer Books/ Answer Sheets of candidates / Question Papers and Answer Key (Except those pertaining to pending court cases/ penalty cases / complaint cases/ RTI cases).	Six months from the conclusion of the written examination or 45 days from the start of display of marksheets on the website, whichever is later.
9.	Answer Books/ Answer Sheets and Answer Key pertaining to court cases.	Till pendency of the on-going court case (if intimated during the normal retention period) plus any additional period as directed by a court of law/ tribunal or until 1 year from the conclusion of the examination or 60 days after start of display of marksheets on the website, whichever is later.
10.	Answer Books/ Answer Sheets and Answer Key pertaining to complaint cases.	Three months after the complaint is examined and disposed of or until 1 year from the conclusion of the examination or 60 days after start of display of marksheets on the website, whichever is later.
11.	Answer Books/ Answer Sheets pertaining to complaint cases/ RTI applications under the RTI Act, 2005 (only where these are received within the normal retention period).	Till disposal of RTI application including 2 <sup>nd</sup> appeal stage plus any additional period as directed by the Appellate Authority or until 1 year from the date of conclusion of the exam or 60 days after start of display of marksheets on the website, whichever is later. Provided however, that where 2 <sup>nd</sup> Appeal notice has not been received within 6 months of disposal of 1 <sup>st</sup> appeal; further retention of the relevant answer books will not be mandated.
12.	Answer Books/ Answer Sheets pertaining to penalty cases.	Three months after penalty is imposed or 1 year from the conclusion of the examination or 60 days after start of display of marksheets on the website, whichever is later.

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20/11/2019



S. No.	Types of Record	Retention / Preservation Period
13.	(i) Type scripts and transcripts of candidates who appeared in type /shorthand test.	Six months from the conclusion of the written examination or 45 days from the start of display of marksheets on the website, whichever is later.
	(ii) Type Scripts pertaining to Court cases.	Till pendency of the on-going court case (if intimated during the normal retention period) plus any additional period as directed by a court of law/ tribunal or until 1 year from the conclusion of the examination or 60 days after start of display of marksheets on the website, whichever is later.
	(iii) Type scripts pertaining to suspected malpractices/ impersonation etc.	Three months after the complaint is examined and disposed of or until 1 year from the conclusion of the examination or 60 days after start of display of marksheets on the website, whichever is later.
14.	2 <sup>nd</sup> copy of photo bearing admit card (one copy is already attached with application).	Keep for 06 months from the date of issue of result.
15.	Interview proceedings.	Are kept in recruitment file.
16.	Original marks lists / marks data of all examinations / final result.	Are kept in recruitment file.
17.	Representations / complaints about written / final results.	Are kept in recruitment file.
18.	All applications, admit card, used/unused answer sheets, OMR sheets, questions booklets, etc. for which examination/recruitment process has been cancelled due to administrative reasons.	Six months from the conclusion of the written examination or 45 days from the start of display of marksheets / uploading of recruitment cancellation notice on the website, whichever is later.

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20/11/2019