

CENTRAL BOARD OF SECONDARY EDUCATION

WEEDING OUT RULES

1998

**(AMENDED IN 2012 AND
IMPLEMENTED W.E.F.
2013 EXAMINATION)**

WEEDING OUT RULES

ACADEMIC BRANCH

I.	NATURE OF RECORD	PERIOD OF PRESERVATION
1.	Curriculum Committee	Permanent
2.	Correspondence with NCERT regarding text books	15 years
3.	Correspondence with Ministry of Education- Ministry of Human Resource Development, Policy matters	15 years
4.	Copy Right Permission	15 years
5.	Scheme of Academic/Vocational Studies	10 years
6.	Correspondence with Organisations on Project Work / Oversees Projects	10 years
7.	Files regarding Orientation programme/Seminars/Teacher Training	One year after the audit
B.1.	Constitution of Committee of courses file-appointment Convener/members of	6 years (current terms & preceding terms)
2.	File (Committee of courses (Subject-wise) Note: Agenda and minutes of the committee of Courses be preserved for 15 years	6 years
C.1.	Registration of Publishers	2 years (Current and preceding year)
2.	Miscellaneous correspondence	2 years (Current and preceding year)
(i)	Queries from schools regarding syllabi and courses/changes in syllabuses	2 years (Current and preceding year)
(ii)	Correspondence/clarification about competitive programme of various agencies of national importance	2 years (Current and preceding year)
(iii)	Correspondence with different Boards/KVS/Directorate Education/other agencies of	Two years
D.1.	Files pertaining to Textual Material	Files to be preserved upto 5 years after the expiry of the validity terms
2.	Printing of Syllabi & Courses	Files to be preserved upto 5 years after the expiry of the validity terms
3.	Inviting Books from Private Publishers	Files to be preserved upto 5 years after the expiry of the validity terms
4.	File-circular/modification	Files to be preserved upto 5 years after the expiry of the validity terms

5.	Diary/dispatch/attendance register etc.	As per norms of R & I Section
E.1.	Casual Leave/Restricted Holiday leave account	One year
2.	Parliament questions	5 years
F.	File pertaining to workshop for preparing sample papers	2 years

AFFILIATION BRANCH

1.	Files concerning minutes of Affiliation committee and any other sub-committees appointed by the Chairman.	01 copy each of the Agenda and Minutes to be maintained permanently. Rest of the papers to be disposed of after a period of 5 years
2.	Files regarding laying down norms of Affiliation and changes made therein from time to time.	5 years
3.	Files regarding laying down of minimum qualifications for the Heads and teachers in the schools.	5 years
4.	Files containing important decisions taken by the Govt. of India/Board in the matters of Affiliation and other allied subjects	5 years
5.	Files containing important correspondence with the State Govts/Govt of India and other such Agencies with regard to matters of Affiliation etc.	5 years
6.	Files in respect of each Institution affiliated with the Board:	to be weeded out after 5 years of first affiliation after getting the following Papers as a permanent record i) All noting portions ii) Application for provisional affiliation/approval of middle class syllabus/upgradation/permanent affiliation iii) No objection Certificate issued by the State/UT Govt. iv) First Inspection Report with following enclosures only:- 1. NOC 2. Land documents/certificate 3. Registration of Society with Members of Association V) The latest inspection report with annexures including certificate of land, land documents, certificate of

		registration of society including Memorandum of Association, staff statement and latest 03 years audit report. VI) All Inspection Reports VII) All sanction letters
7.	Papers concerning Court cases, if any	Two years after final judgement
8.	Miscellaneous correspondence of routine nature	2 years
9	Parliament questions	5 years

Administration Branch I/Recruitment Cell/Vigilance Unit:

1.	Personal File* (file include correspondence & notes & orders)	5 years after the date of retirement or incidence of leaving the organization, whichever is earlier
2.	Service books of officials entitled to retirement/terminal benefits.	20 years after the date of retirement provided there is no litigation/representation. Pension orders in original to be pasted in Service Book.
3.	Commutation of pension(to be read with sl.no.2)	20 years after the date of retirement or 5 years after the death, whichever is earlier.
4.	Service books of staff	20 years after the date of retirement provided there is no litigation/representation. Pension orders in original to be pasted in Service Book.
5.	Creation and classification of posts	Permanent
6.	Continuation/abolition/revival of posts	Permanent
7.	Conversion of temporary posts into permanent	Permanent
8.	Creation of posts	Permanent
9.	Revision of scales of pay	30 years
10.	Upgradation of posts	Permanent
11.	Quarterly return to employment exchange and other monthly returns, statements, progress reports etc.	2 years
12.	Arbitration & litigation cases	2 years after final judgement
13.	Cases of suspension/termination & other	Death-2 years.

	disciplinary action cases	<p>Retirement/resignation- 5 years.</p> <p>After completion of penalty period-3 years.</p> <p>Vigilance clearance records/register - 1 year</p> <p>Samples of paper received from Admn.III - 2 years</p> <p>Books received from Admn.III - to be sent to Library after 2 years.</p> <p>Other files-As per record retention schedule of Administration.</p>
14.	GPF nomination(Form part of service book)	20 years after the date of retirement provided there is no litigation/representation. Pension orders in original to be pasted in Service Book
15.	Gratuity	5 years after retirement/death.
16.	Office order/original file/register	30 years in a scrap register
17.	Minutes of DPC/Selection Committee	Permanent
18.	Files/papers/documents relating to contracts, agreements etc.	Files, Papers and documents relating to contracts, agreements etc. 05 years after contract/agreement is fulfilled or terminated. In case where audit objection raised, the relevant files and documents shall not, under any circumstances be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit
19.	Register for maintaining particulars of records destroyed	Permanent
20.	Group Insurance Scheme/papers/Register	Only agreement in a guard file be kept on permanent basis and connecting files be destroyed after 5 years
21.	Pay Bill register	35 years provided there is no court case.
22.	Recruitment-condonation of break in service	It will form a part of personal file
23.	Scholarship cases	2 years after final payment
24.	Medical reimbursement, tuition fee reimbursement, insurance of stores & other general files/documents which have been closed and not required for further correspondence.	2 years after the audit.
25.	Subsidiary files for Departmental Promotion Committee	5 years
26.	Test papers/scripts etc.	5 years
27.	All miscellaneous files	2 years(after it is closed)

28.	Attendance Register	5 years
29.	Nomination relating to family pension & DCR Gratuity	Original nomination to be pasted in the service book.
30.	Surety Bonds executed in favour of a temporary or a retiring employee.	2 years after the amount is recovered
31.	Interest bearing advances - Motorcar/Motorcycle/Bicycle/Table Fan/Computer	2 years after the advance is fully recovered/cleared and the accounts have been audited.
32.	Festival advance	
33.	G.P.F. advance	
34.	House Building Advance	
35.	Advance for tours	
36.	Pay advance	
37.	T.A. advance	
38.	L.T.C. advance	
39.	Advance for tour	
40.	Advance with transfers & retirement	
41.	Advance in lieu of leave salary	
42.	Advance in connection with natural calamities	
43.	Advances incidental to the conduct of examinations	
44.	Any other advances	
45.	Income Tax records (Copies of Income Tax Returns submitted to I.T.O. etc.)	6 years
46.	Income Tax and C.D.S. calculations on various accounts	3 years after audit
47.	Withdrawal from G.P.F. for House Building, Higher technical education, medical etc.	To form part of the Personal File
48.	Applications for recruitment	5 years (after the meeting of the selection committee/Departmental Promotion Committee)
49.	Files regarding constitution of the Board and its various committees, meetings of the Board and follow up action on the directives of the Board.	Permanent
50.	Files regarding amendment to the regulations of the Board including approval received from the Controlling	Permanent

	Authority.	
51.	Files/regarding formation of the Board as a registered society.	Permanent
(a)		
(b)	Files containing annual returns filed with the Registrar of Societies & correspondence therewith.	5 years
52.	Minutes of the Governing Body of the Board along with the Agenda papers and Minutes and Agenda papers for the Statutory Committees as defined in the Manual (To be kept in hard-bound volumes).	Permanent
53.	Records of mini store, leave applications, concerned registers and any other file concerning administrative matters	Retention period as indicated against respective matters under Administration Units.
54.	Answer Sheets, un-used Question papers, application forms along with the relevant material of recruitment test of different category of posts in CBSE of all groups	6 months from the date of final selection/declaration of results/issuance of appointment letters
55.	Application forms/folders along with relevant material of National and CBSE awardee teachers as well as particulars of all other teachers/principals who are not selected for these awards.	01 years from the date of distribution of National and CBSE awards to teachers
56.	Minutes of Regional Selection Committees and Central award Committees for National/CBSE award to teachers and related files	10 years
57.	Files relating to DPCs/Selection Committees of all categories	20 years

Administration II & III

1.	Files regarding purchase of paper, ledger paper, pulp board, art paper, drawing sheets, ivory card, safety bages, binding material.	2 years provided there is no audit object/dispute pending
2.	Correspondence with Electricity Deptt.	
3.	Correspondence with Regional Offices.	
4.	Printing of answer-books, continuous stationery, forms, text-books, syllabi, L.O. & S.Q.P & Other Misc. printing & price fixation.	
5.	Files regarding purchase of Office furniture, furnishing etc.	

6.	Payment of bills pertaining to water & electricity, telephone, telex, Fax telegraphic addresses etc.	2 years provided there is no audit objection / dispute pending
7.	Misc. files such as purchase of stationery, liveries, sale of used answer-books, rubber stamps, name plates etc., hire of furniture, tempo, trucks etc., preparation of medals and maintenance of furniture & equipment etc.	Original bills to be attached with payment vouchers. Other papers be weeded out after 2 years provided there is no audit objection/dispute
8.	Files regarding installation of telephones, telexes, fax, electric meters, water meters, lease deeds of properties, agreements of properties etc.	Permanent
9.	Building construction files with all other relevant files.	Permanent
10.	Purchase of Motor Vehicle, Three Wheeler, Motor Cycle, Cycle, Air conditioners, Fans, Water Coolers, Type Writers, duplicators, photocopying machines and any equipment of this type or any other article having a long life span.	One year after condemnation & audit
11.	Computer & allied equipment	One year after condemnation & audit
12.	File regarding repair of office equipment	2 years after completion of audit provided there is no audit objection
13.	Files regarding Maintenance of buildings	2 years after audit
14.	Disposal of unusable items	2 years after audit
15.	Purchase of electrical items	2 years after audit
16.	Purchase of cycles	2 years after audit
17.	Purchase of office books	2 years after audit
18.	Hiring of accommodation	2 years after the vacation of the building provided there is no audit objection or legal dispute pending.
19.	Files, papers and documents relating to contracts, agreement etc.	05 years after contract/agreement is fulfilled or terminated, In case where audit objections have been raised, relevant files and documents be retained till such time the objections are cleared to the satisfaction of the audit

Note: All other files/ documents of Administration II are of permanent nature.

Cash/Stores/Accounts Branch

1.	General Balance Sheet and Minutes of Finance Committee with agenda	Permanent records in a Master file, subsidiary files may be disposed off after 5 years.
2.	Cash Book	10 years
3.	Income Register(detail books)	10 years
4.	Bank book	10 years
5.	Expenditure Register	10 years
6.	Dead stock register	Permanent
7.	Counter-foils/cheque books	1 year after the audit
8.	Vouchers(contingent)	10 years
9.	Cheque A/C register & receipt account registers	10 years
10.	Outstanding cheque lists & bank statements	5 years
11.	Subsidiary registers, C.C.examination, head-wise register	5 years or one year after audit, whichever is later
12.	TA/DA register	5 years or one year after audit, whichever is later
13.	Acquittance Roll	35 years or one year after the completion of audit, whichever is later
14.	Money Order Register	2 years or audit whichever is later
15.	Receipt Books	2 years
16.	Deposit Slips(Bank)	2 years
17.	Advance Register (temporary advance)	2 years
18.	Correspondence files	2 years
19.	Files concerning budget estimate and revised Budget Estimate	2 years
20.	Subsidiary payment register	5 years after audit
21.	Stationery/consumable register	2 years
22.	Indent Forms	In case of any objection from audit these be kept till the settlement of objection
23.	Answer-books A/C regarding(answer-books)	
24.	Forms Register	
25.	Audit & Inspection	2 years after the next inspection provided all items have been settled.

26.	Reconciliation Statement with files, FDRs files, Budget files and Monthly Statement with files may be preserved. (suggestion received from RO Ajmer)	5 years
Receipt & Issue Section		2 years or upto completion of audit provided there is no objection of audit.
1.	Despatch Register	
2.	Diary Register	
3.	Journals	
4.	File of Franking Machine	
5.	IPO/BD Register	2 years.
6.	Peon Books	

Examinations :

1.	Files & Minutes of Examination Committee, guard files, court cases and their decisions	Permanent
2.	Statistics(records) for all examination sections	5 years
3.	Parliament question correspondence with the Ministry of Human Resource Development	5 years
4.	Admission Cases files	01 year after dispatch of Pass Certificates of the exam.year
5.	Cases of refund/holding over	2 years or audit whichever is later
6.	Statement of examination fee for the reimbursement for SC/ST candidates	
7.	Printing of forms orders etc.	
8.	Exemption from third language to foreign nationals	
9.	Proforma for showing internal subjects results	
10.	Change of subjects/code	01 year after dispatch of Pass Certificate of the exam.
11.	Change of Centre file	
12.	Correspondence regarding appointment of Centre Supdt.	
13.	Correspondence regarding fixation of centres	

14.	Correspondence regarding late declaration of results/Result Late cases	01 year after dispatch of pass certificate of the exam
15.	Correspondence regarding corrections in candidates name/date of birth, father's name in Marks-Statement/Certificates	2 years
16.	Proforma for probable No. of candidates	1 year
17.	Appointment of Inspectors	1 year
18.	Computerised list of candidates & proformae	1 year
19.	Miscellaneous correspondence by each group	1 year
20.	Attendance Sheet/Centre Memo	1 year. For RL/RW cases 1 year after declaration of result
21.	List of candidates	10 years from the year of Examination.
22.	Forms for Private/Improvement candidates	10 years from the year of Examination.
23.	Fee Statement	2 years after audit
24.	Attendance Register	5 years
25.	Correspondence with Private candidate	1 year after the audit
26.	Correspondence with affiliated School	1 year after the audit
27.	Period for preservation of IX and XI Registration Records	Alongwith the answer books of the relevant examination
28.	Period of preservation of hard copies of the marks sent by the schools for classes IX & X to the Board	Alongwith the answer books of the relevant examination

COORDINATION UNIT/SECRET UNIT/COMPUTER UNIT

1.	Important Notes & Orders file	10 years
2.	File of correspondence with the moderators/paper setters regarding text book	2 years
3.	Files of notes & orders regarding marking scheme & books	2 years
4.	Books	To be retained in the Secret Unit till these are prescribed thereafter retained in the Library
5.	Press release of result	2 years

6.	File for setting of question papers for Class X/XII examination	3 years provided there is no litigation
7.	File for moderation of question papers	3 years provided there is no litigation
8.	Statistics of results file	20 years. To be maintained by Computer Unit.
9.	Office copies of letters sent to the paper setters regarding marking scheme.	3 years
10.	File of complaints of question papers.	2 years provided there is no litigation.
11.	Misc. Inter departmental	1 year
12.	Correspondence file	1 year
13.	Set of Question papers administered	03 years including the year of examination
14.	Blue-print copies of the modified marking scheme of all the examinations	1 year
15.	Empty question papers envelopes	1 Month after the examination is over
16.	The extra question papers which are left unused after preparing sets for office use/sale	2 months
17.	Files pertaining to policy decisions for Physically handicapped children, printing of LOC/Registration forms-cards/datesheets/ UFM cases/Marking Schemes	Noting Portion – permanent record Correspondence portion – 05 years including the year of examination
18.	File regarding correspondence with the Publishers regarding obtaining of text books	Deleted

CONFIDENTIAL BRANCH

1.	Index Registers of examiners	2 years
2.	File of printing of forms	2 years
3.	Files regarding appointment of Chief Secrecy Officers/Secrecy Officers	2 years after audit.
4.	File containing important circulars received from the Academic Branch with regard to changes in the syllabus.	3 years provided there is no litigation.
5.	The examiners applications and merit lists along with acceptance forms and assessment reports.	2 years
6.	Files containing bills of secrecy teams and Class IV staff thereto.	One year after audit.
7.	Casual leave Account	1 year
8.	(i) Cases for unfair means	1 year provided no court case/dispute is pending

	(ii) Order of the Committee	Permanent.
9.	Form of receipt of the delivery of answer books bags which are received from the examiners	1 year
10.	Form of Certificate from Head/Additional Head Examiners	
11.	Form of attendance sheets of examiners	
12.	Relation appearing/refusal & general correspondence with the examiners	
13.	Form of script mark-sheet proforma from Head-Examiner/Additional Head-Examiner.	
14.	Proforma of the relation appearing of the official	
15.	Letter received in the office underlivered in Unfair Means Cases.	
16.	Stationery receipts which are received from the secrecy officer	
17.	Forms for the use of Head Examiners	3 Months from the date of declaration of the results
18.	Forms of report on students performance by Head-Examiner/Additional Head-Examiner/Sub-Examiner	To be forwarded to Academic Branch and weeded after one year

Answer Book Cell

1.	Duplicate copies of the award lists of all the Examinations	1 year
2.	Extra copies of computerized tabulation registers and gazette may be kept for one year/burnt after one year and one copy of the above may be kept for the permanent record in the Regd./Regional Office	50 years
3.	Memo regarding acknowledgement of answer books	1 year
4.	a) Answer books of candidates(both for main and comptt./IOP examination)	02 months after declaration of result in respect of such candidates who have not applied for verification of marks/grades or sought photocopy of the answer book
	b) answer books in cases where mistake has been detected on account of verification of marks/grades and those cases seeking photocopy of answer book(s).	Mistake detected on account of Verification of marks/grades - 01 year from the date of declaration of result In case of providing photocopy of answer book(s) - 01 year if no RTI case received and 03 years if RTI case received
	c) answer books of sub-judice cases	01 year after the final judgement
5.	Evidence of Assessments a) Class IX b) Class X	Alongwith the answer books of class X of the relevant examination
6.	Award Lists	1 year

	Rechecking cases	1 year
	Correspondence files	1 year
	Gazettes	50 years
0.	Tabulation Result sheets	50 years
	Note: Provided those are no court cases pending (Sr. No.1-9)	
1.	Practical Award List	3 years
2.	Slips of Theory Answer Books (containing real & fictitious Roll Nos.	may be sold after tearing the same in two pieces in place of burning in order to avoid pollution and safety of environment.

Marks & Migration Branch

S.N.	NATURE OF RECORD	PERIOD OF PRESERVATION
1.	Counter-files original certificates issued by the Board to the candidates for passing the Board's examinations	50 years
2.	Counter foils of Mark Statement(X/XII)	15 years
3.	Tabulation registers and the gazettes of all the examinations conducted by the Board	50 years
4.	Papers relating to Central Board of High/Higher Education	35 years
5.	Maintenance of register for accounts of blank documents	50 years
6.	Consumption registers for various documents for use of blank documents	50 years
7.	List of candidates and application forms of Private candidates	10 years
8.	Papers relating to verification of educational certificates	1 year provided there is no court-case.
9.	Court cases	2 years after the date of decision
10.	Papers/orders relating to correction in names/surname/father's name/date of birth/change in name/surname/father's name	50 years
11.	Miscellaneous papers	1 year
12.	Application forms filled by the candidates for issue of various	1 year after audit

	duplicate documents	
13.	Registers for registration of requests for the issue of various duplicate document.	2 years after audit
14.	Counter-foils of provisional/Migration/Date of Birth/Mark Statement, issued to the candidates as per requests submitted by them	1 year

PERIOD OF PRESERVATION OF ANSWERBOOKS/EVIDENCE OF ASSESSMENTS/HARD COPIES OF MARKS BY SCHOOLS IN RESPECT OF CLASSES IX & X

1.	Answer books of candidates (both for main and Improvement of Performance examination)	upto 02 months after declaration of result in respect of such candidates who have not applied for verification of grades or sought photocopy of the answer book.
2.	answer books in cases where mistake has been detected on account of verification of grades and those cases seeking photocopy of answer book(s) as under – - Mistake detected on account of Verification of grades - In case of providing photocopy of answer book(s)	01 year from the date of declaration of result 01 year if no RTI case received and 03 years if RTI case received
3.	answer books of sub-judice cases	01 year after the final judgement
4.	evidence of assessments of classes IX & X	along with the answer books of class X of the relevant examination viz. for 2013 Class X examination the evidence of assessments of class IX session 2011-2012 and Class X session 2012-2013 be weeded out 02 months after declaration of result of class X. However, Mistake, RTI and sub-judice cases will be dealt as per paras (2) & (3) above
5.	hard copies of the marks data for classes IX and X	along with the answer books of the Class X examination of the relevant year viz. for 2013 Class X examination the evidence of assessments of class IX session 2011-2012 and Class X session 2012-2013 be weeded out 02 months after declaration of result of class X.

JEE BRANCH

S.N.	NAME OF THE ARTICLE/DOCUMENT TO BE WEEDED OUT	PERIOD OF PRESERVATION
1.	Unsold Information Bulletin and Application Form	To be Preserved upto the declaration of result of the JEE
2.	Filled in application forms	To be Preserved upto 30 th September every year. Record of the legal case is to be preserved till the final decision of the Hon'ble Court.
3.	Various Computer Reports of JEE	To be Preserved upto 30 th September every year.

	Unused Text Booklets/Question Papers	upto 30 th September every year.
	Answer Sheets	upto 30 th September every year. Record of the legal cases is to be preserved till the final decision of the Hon'ble Court
6.	Correspondence related to preparation of JEE e.g. files of custodians, observers, evaluators, centres, Coordinators, law & order enforcement agencies, different tenders etc. except noting portion containing orders of the competent authority.	upto two years
7.	Reports about the conduct of examination received from Observers, Co-ordinators, City Co-ordinators and Board's Representatives.	upto two years.
8.	Miscellaneous Correspondence by each group	upto 30 th September every year.
9.	Empty Question Paper/Test-Booklet Envelopes received from centres for JEE	upto 30 th September every year.
10.	Tabulation of candidates :	
	a) Placed in Merit	To be preserved upto five years
	b) Not placed in Merit	To be preserved upto three years
	c) All candidates appeared in JEE	To be preserved upto three years.
11.	Different filled in proforma received from the centre in the form of Appendices.	To be Preserved
	a) Seating Plan	upto 30 th September every year.
	b) Undertaking from the candidate	upto 30 th September every year.
	c) Attendance sheet	Upto 30 th September every year. Record of the Legal Case is to be preserved till the decision of the Hon'ble Court.
	d) Absentee Proforma	upto 30 th September every year
	e) Receipt of QP by Cent. Supt.	--do--
	f) Certificate for opening of sealed test booklet parcels	--do--
	g) Certificate of packing of unused test booklet	--do--
	h) Roomwise receipt of answer sheets	To be preserved upto 30 th September every year

	i) Certificate of packing Answer Sheets.	--do--
	j) Challan Summary	--do--
	k) Guidelines for Centre Supdt., Invigilators and Observers	--do--
	l) List of candidates selected for JEE	To be Preserved upto one year
	m) Centre Notification	--do--
	n) List of Observers and City Obs.	--do--
	o) List of Board's Representatives	--do--
	p) List of City Co-ordinators	--do--
	q) List of Custodians	--do--
	r) Receipt of Confidential Parcels by Cent.Supdt.	upto 30 th September every year
	s) Attendance Sheet of Paper-I/II	upto 30 th September every year. Record of the Legal case is to be preserved till the final decision of the Hon'ble Court.
	t) Master copy of list of candidates	To be preserved upto one year
	u) Merit List Roll No.wise and Rankwise	To be preserved upto one year
12.	EVALUATION OF JEE	
	a) Record of Evaluation of Answer books of(Architecture).	To be preserved upto one year
	b) Proforma for handing/taking over of answer books	--do--
	c) Near relation certificate	--do--
	d) Guidelines for Spot Evaluation	--do--
	e) Report of AHE	--do--
	f) List of Evaluators	--do--
13.	Despatch Register	Preserved for Two years or upto the completion of Audit provided there is no audit objection.
14.	a) Diary Register	--do--
	b) Journals	--do--

	c) File of Franking Machine	--do--
	d) IPO/BD Register	--do--
	e) Peon Book	--do--
15.	Records of Admn. & Accounts.	For all records, the preservation period would be similar to the existing weeding out rules .

JNVST

S.N.	NAME OF THE ARTICLE/DOCUMENT TO BE WEEDED OUT	PERIOD OF PRESERVATION
1.	Used & Unused Textbooklet	To be preserved upto November-December
2.	Attendance Sheet	-do-
3.	Answer Sheet	To be preserved upto November-December every year. Record of the legal cases is to be preserved till the final decision of the Hon'ble Court.

NEET

SLN O.	NAME OF THE ARTICLE/DOCUMENT TO BE WEEDED OUT	PERIOD OF PRESERVATION
1.	Unsold Information Bulletin and Application Form.	To be preserved upto the declaration of NEET Final result.
2.	Filled in application forms including rejected forms.	upto 60 days after declaration of result. Records of the legal cases are to be preserved till the final decision of the Hon'ble Court, CIC, SIC and RTI Act cases.
3.	a) Various Computer Reports NEET (Pre.) Examination.	To be preserved upto 60 days after declaration of result.
	b) Various Computer Reports NEET (Final) Examination.	- do -
4.	Unused text booklets/Question Papers	- do -
	a) NEET (Preliminary)	
	b) NEET (Final)	- do -
5.	a) Answer sheets of NEET (Preliminary Examination.	To be preserved upto 60 days after declaration of result. Record of the legal cases is to be preserved till the final decision of the Hon'ble Court.

	b) Answer sheets of NEET (Final) Examination.	To be preserved 60 days after declaration of result. Record of the legal/CIC/SIC cases & RTI cases is to be preserved till the final decision of the Hon'ble Court.
6.	Correspondence related to preparation of NEET Examination e.g. files of custodians, observers, centres, coordinators, law & orders enforcement agencies, different tenders etc. except noting portion containing orders of the competent authority.	To be preserved upto 2 years
7.	Reports about the conduct of examination received from Observers, Coordinators, City Coordinators and Board's Representative.	do -
8.	Misc. correspondence by each group.	To be preserved up to 60 days after declaration of result.
9.	Empty Question Paper/Test Booklet Envelopes received from centre for NEET (Pre & Final)	To be preserved up to 60 days after declaration of result.
10.	Tabulation of candidates.	To be preserved up to three years.
	a) List of candidates selected for NEET Final examination	
	b) Placed in Merit	To be preserved up to three years.
	c) Not placed in Merit	To be preserved up to two years
	d) All candidates appeared in NEET(Preliminary)	- Do -
11.	Different filled in proformae received from the centre in the form of Appendices.	
	A) NEET Preliminary examination	
	a) Seating Plan	To be preserved upto 60 days after declaration of result.
	b) Undertaking from candidate	To be preserved upto 60 days after declaration of result.
	c) Attendance Sheet	To be preserved upto 60 days after declaration of result. Record of the legal case is to be preserved till the final decision of the Hon'ble Court.
	d) Absentee Proforma	To be preserved upto 60 days after declaration of result.
	e) Receipt of QP by Centre Supdt.	- Do -
	f) Certificate for opening of sealed test booklet parcels	- Do -

	g) Certificate of packing of unused test booklet	- Do -
	h) Room wise receipt of answer sheets	- Do -
	i) Certificate of packing of answer sheets.	- Do -
	j) Challan Summary	- Do -
	k) Guidelines for Centre Supdt., Invigilators and observers	To be preserved upto one year.
	l) Centre Notification	- Do -
	m) List of Observers and City Observers	- Do -
	n) List of Board's Representatives	- Do -
	o) List of City Co-ordinators	- Do -
	p) List of Custodians	- Do -
	B) NEET Final Examination	
	a) Seating Plan	To be preserved upto 60 days after declaration of result.
	b) Receipt of confidential Parcels by Centre Supdt.	To be preserved upto 60 days after declaration of result.
	c) Attendance Sheet	To be preserved upto 30 th September every year. Record of the legal/RTI cases is to be preserved till the final decision of the Hon'ble/CIC/SIC
	d) Absentee Proforma	To be preserved upto 14 th August every year.
	e) Certificate of opening sealed parcels of QP	- Do -
	f) Certificate of packing of unused answer books/question papers	- Do -
	g) Room wise receipt of answer books	- Do -
	h) Certificate of packing answer books	- Do -
	i) Challan Summary	- Do -
	j) Guidelines for Centre Supdt. Invigilator & Observers	- Do -
	k) Master copy of list of candidates	To be preserved upto one year.
	l) Merit list - roll no wise and rank wise	- Do -
	m) Centre Notification	- Do -
	n) List of Observers and City	- Do -

	Observers	
	o) List of Board Representatives	- Do -
	p) List of City Co-ordinators	- Do -
	q) List of Custodians	- Do -
	r) Photocopies of the application form of candidates placed in Merit and Wait	- Do -
12.	Information Sheet filled in by successful candidates during counselling	- Do -
13.	Dispatch Register	Two years or upto the completion of Audit provided there is no audit objection.
14.	BNPL Dispatch records	- Do -
15.	Diary Register	- Do -
	Journals	- Do -
	File of franking machine	- Do -
	IPOO/BD Register	- Do -
	Peon Book	- Do -
16.	Records of Administration & Accounts	For all records, the preservation /period would be similar to the existing weeding out rules.

METHOD OF WEEDING OUT

Approval would be obtained from the Competent Authority of the Board to weed out the records/documents as per weeding out rules. In case, any important records like answer sheet etc. is proposed to be weeded out, disposal should take place under the supervision of a Committee comprising of atleast three officials and constituted/approved by the competent authority.

LEGAL CASES

Before weeding out the records/documents, details of the Hon'ble Court cases and the cases under RTi Act-2005 would be obtained from the Joint Secretary(Legal)/Section Officer(Legal)/other related officials and the records of such cases would be preserved till the final decision of the Hon'ble Court or CIC in the matter.

PROFICIENCY TEST

The weeding out rules as applicable for Class XII/X examinations will be applicable.

STUDENTS GLOBAL APTITUDE TEST

Though all the record remains with the school(s) concerned, however, any record sent to the Board by the School be retained till 30th September of the year of examination and weeded out thereafter.

RTI Cases(uniformly applicable for all the Branches)

Sl. No.	Nature	Period of preservation
1.	First application in case first appeal not received	01 year from the date of receipt of the application
2.	In case First Appeal received	03 years from the date of receipt of the first appeal