

F.No. D-28013/1/2010-ISTM
GOVERNMENT OF INDIA
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(Department of Personnel & Training)

Dated, New Delhi, the 7th October, 2010

OFFICE MEMORANDUM

Subject: Retention Schedule for evaluated answer sheets & other related papers in case of courses having qualifying examination

1. With the implementation of CSS Cadre Training plan in the year 2007, a large number of courses are being conducted by I S T M which are qualifying in nature. These courses involve conducting written examination, other evaluation methods like presentations etc. and declaration of results. These activities have led to the accumulation of a large quantity of records in the form of question papers, evaluated answer scripts, tour reports, result sheets etc. In order to ensure proper management of records, it has been decided that the various categories of records referred to above will be covered by the following Records Retentions Schedule which indicate the period for which each category of record is to be retained:-

Sl. No.	Category of Records	Period of Retention
(a)	Examination question papers	<ul style="list-style-type: none">• One master copy to be kept for three years from the date of examination.• Additional/spare copies for a period of six months from the date of examination.
(b)	Answer Scripts	<ul style="list-style-type: none">• One year after the date of examination. OR six months after the disposal of any representation/ application whichever is later.
(c)	Consolidated Result Sheet	<ul style="list-style-type: none">• One Master copy signed in ink is to be kept permanently with Coordination.• Additional/spare copies for a period of six months from the date of declaration of the result.
(d)	Internal Assessment Sheets for individual/group presentations, project study reports, study tour reports, syndicate presentation, field visits, peer assessment etc.	<ul style="list-style-type: none">• One year from the date of completion of the course OR six months after the disposal of any representation/ application which ever is later.

(e)	Syndicate papers, concept papers, legislative analysis papers, reports on state – citizen interface/state attachments etc.	<ul style="list-style-type: none"> • One year from the date of completion of the course OR six months after the disposal of any representation/application which ever is later.
(f)	Public Policy Analysis report	<ul style="list-style-type: none"> • One copy of each report to be kept permanently in the ISTM Library. • Additional/spare copies for a period of six months from the date of declaration of the result.
(g)	Project Study Reports in respect of BMS programmes.	<ul style="list-style-type: none"> • One copy of each report to be kept permanently in the ISTM Library. • Additional/spare copies for a period of six months from the date of declaration of the result.

ACTION BY COURSE COORDINATOR ON COMPLETION OF THE COURSE

2. All Coordinators are to adhere to the retention schedule mentioned in Para 1 above. After declaration of the result, the course coordinator will confirm within 7 days to the concerned Joint Director the following actions:-

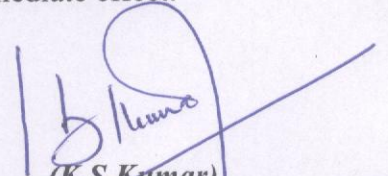
- a) One master copy of question paper is retained.
- b) Answer Sheets have been retained
- c) One copy of Consolidated result sheet (signed in ink) has been forwarded to coordination unit.
- d) Internal Assessment sheets, if applicable, for various course activities have been retained.
- e) Syndicate Papers, Concept papers, legislative analysis papers, report on Citizen – State interface/State attachment, if applicable have been retained.
- f) One copy of Public Policy analysis document where applicable has been forwarded to the Library.
- g) One copy of Project Study Report in BMS course has been forwarded to Library.
- h) A copy of the Question Paper, Consolidated Results and Consolidated Feed back have been retained in the form of a CD in the course file and a CD containing all the above information has been sent to Coord as well as Library.

ACTION BY COORDINATION UNIT

3. The Coordination Unit will be responsible for the following:-

- (a) A copy of the signed exam result is collected from all coordinators without fail.

- (b) The results should be maintained course-wise in hard copy in the form of a register and also a soft copy in the form of a CD.
- (c) The compiled results will be submitted to Addl Director/Director on a quarterly basis.
4. It will be the responsibility of course coordinator to ensure weeding-out of the records as per the retention schedule. For this purpose, upon the completion of stipulated period of retention the concerned course coordinator will move a file, giving details of records to be destroyed, with a copy to coordination.
5. All faculty members/course coordinators will ensure that only course files are transferred to the record room. They will ensure that the category of records referred to in para 1 above are not transferred to record room but weeded out periodically as per the record retention schedule laid down.
6. The retention schedule and instructions are promulgated with immediate effect.


(K.S. Kumar)
Joint Director

To

All Faculty Members
PS to Director
PS to Additional Director
DD(A)/DD(Coord)
ALIO
SO(A)