

**MIZORAM PUBLIC SERVICE COMMISSION  
NEW CAPITAL COMPLEX  
AIZAWL**

**OFFICE MEMORANDUM**

Dated Aizawl, 10<sup>th</sup> April, 2024

**No.D.28011/1/2022-MPSC(R&R):** The following retention schedule for various records and documents is hereby published for use by all concerned under Mizoram Public Service Commission with immediately effect and until further orders. This Office Memorandum supercede the meeting Office Memorandum notified vide Memo No. A-2/9-2001-MPSC dated 1.2.2012.

**A. ESTABLISHMENT SECTION**

**1. For permanent retention:**

- i) All files under Establishment Section including Recruitment of Group B, C, D, Pension, Personal File, MACP Scheme, Land & Building, Meeting of Commission, Meeting of Officers, Promotion etc.
- ii) Service Book of Officers & Staff
- iii) Guard file of Notification, OM, Officer Order, Meeting Minute etc.
- iv) Recruitment Regulation of MPSC
- v) Condition of Service of MPSC
- vi) Limitation of Function of MPSC

**2. For 1 year retention :**

- i) Casual Leave file of Regular Staff under MPSC
- ii) Casual Leave file of Provisional Employees under MPSC

**B. PROMOTION SECTION :**

**1. For permanent retention :**

All files containing:

- i) Important policy decisions.
- ii) Amendments in DPC Guidelines issued by the Government from time to time.
- iii) Courts cases where the Commission is listed as a Respondent.
- iv) Disiplinary matters received from other Departments under the Government.
- v) Agenda papers received from the Government for promotion, regularization, absorption & provincialisation.
- vi) Supreme Court judgement received by the Commission on disciplinary matters.

**2. For 3 years retention :**

Cases of Ad-hoc appointment.

## **C. DIRECT RECRUITMENT SECTION**

### **1. For permanent retention:**

- i) All files
- ii) Advertisements/Notification inviting willingness for Direct Recruitment, Limited Departmental Examination, Departmental Examination and Induction.
- iii) List of candidates for Direct Recruitment, Limited Departmental Examination, Departmental Examination and Induction.
- iv) Valid/Reject list of candidates for Direct Recruitment, Limited Departmental Examination, Departmental Examination and Induction.
- v) Result of Physical Efficiency Test and Medical Test where applicable.
- vi) Biodata of candidates called for personal interview.
- vii) Results of Direct Recruitment Examination, Limited Departmental Examination, Departmental Examination and Induction.
- viii) Minutes and recommendations for Direct Recruitment, Limited Departmental Examination, Departmental Examination and Induction.
- ix) General policy matters for Direct Recruitment, Limited Departmental Examination, Departmental Examination and Induction.
- x) Examination/Recruitment related guidelines formulated by the Commission.
- xi) Agenda and minutes of National Conference of Chairpersons of State Public Service Commissions.
- xii) General correspondences with Union Public Service Commission and other State Public Service Commissions.
- xiii) Cases of Ad-hoc/Contract appointment.

### **2. For 3 years retention:**

- i) Applications and documents of candidates selected/called for personal interview/ viva voce and recommended for appointment.

### **3. For 1 year retention:**

- i) Applications and documents of candidates not recommended for appointment.
- ii) Applications and documents for requisitions received from the Government which was later cancelled by the Government or the Commission.

## **D. RTI & RECORD SECTION:**

### **1. For permanent retention :**

- i) Annual Report

### **2. For 1 year retention :**

- i) RTI Applications seeking information under RTI Act.
- ii) All RTI Application & Answer.
- iii) Appeal & Decision of DAA, matter relating to 2<sup>nd</sup> appeal.
- iv) Evaluated Answer Script (Candidates called for Personal Interview and Recommended for Appointment including those in the reserved panel after Publication of Final Result)

- v) Evaluation of Answer Script (Candidates neither called for Interview nor recommended for appointment after publication of final result)

**E. ACCOUNT SECTION :**

**1. For permanent retention :**

All files relating to Budget, Opening of Bank Account under MPSC, Delegation of Financial Powers (DFP), Pay & Allowances, Wages of Co-Terminus Household Peon, New Pension Scheme, Licence Fee, Reconciliation, Advertisement, Allocation of Fund, Letter of Credit (LOC) etc.

**2. For 3 years retention :**

- i) Disposal of Contingent Register, Bill Register etc.
- ii) Honorarium/Overtime Allowances
- iii) Medical Re-imburement

**3. For 1 year retention :**

- i) Last Pay Certificates
- ii) Miscellenous (Newspaper)

*(Notes : All document listed under sl. no. 2&3 will be subject to conclusion of Audit)*

**F. STORE & VEHICLE SECTION :**

**1. For permanent retention :**

All files relating to the following :-

- i) Purchase of Goods, Furniture, Stationery, Rubber Stamp, Computers, Printers, Machineries and Equipments etc.
- ii) Installation and Maintenance of Cable TV Connection and Energy bill etc.
- iii) Maintenance of Office Building, Construction of Examination Hall, Minor Works etc.
- iv) DPAB
- v) Condemnation of Office Assets & Vehicle
- vi) Repair, Maintenance & OM of Vehicle
- vii) Purchase of Vehicle and POL
- viii) Hiring charge of Vehicle, Garage rent & House rent.

**2. For 1 year retention :**

- i) Sanction Order Guard File (2016-2023)
- ii) Office Order Guard File (2017-2022)

**G. CONFIDENTIAL SECTION :**

**1. For permanent retention :**

- i) All files relating to Confidential Matters in Direct Recruitment, Limited Departmental Examination, Departmental Examination etc.
- ii) Meeting Minutes of Limited Departmental Examination & Departmental Examination.

iii) Results of all Examinations.

**2. For 3 years retention :**

- i) Counter foil of Marksheet (subject to condition of Audit)
- ii) Question manuscript

**3. For 1 year retention :**

- i) Top Sheet

**4. The following paper can be disposed off after publication of the final examination result :**

- i) Unused Questions

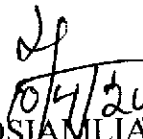
**5. Union Public Service Commission materials :**

As per the instruction of the UPSC from time to time

Sd/-VANLALMAWIA  
Secretary  
Mizoram Public Service Commission  
Aizawl

**Memo.No.D.29011/1/2022-MPSC(R&R) : Dated Aizawl, the 10<sup>th</sup> April, 2024**

- Copy to :
1. Sr.PPS to Chairman, Mizoram Public Service Commission
  2. PPS to Member, Mizoram Public Service Commission
  3. PS to Member, Mizoram Public Service Commission
  4. PA to Secretary, Mizoram Public Service Commission
  5. PA to Joint Secretary, Mizoram Public Service Commission
  6. PA to Controller of Examinations, Mizoram Public Service Commission
  7. PA to Deputy Secretary, Mizoram Public Service Commission
  8. Under Secretary, Mizoram Public Service Commission
  9. Deputy Controller of Examinations, Mizoram Public Service Commission
  10. Assistant Controller of Examinations, Mizoram Public Service Commission
  11. Superintendent, Mizoram Public Service Commission
  12. All Section, Mizoram Public Service Commission
  13. Guard File.

  
(K.ROSIAMLIANA)  
Joint Secretary  
Mizoram Public Service Commission  
Aizawl