

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**Office Order No. 179, dated 28.04.2021**

Sub.: Commission's Office – Data Retention Policy  
- Regarding.

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The period of retention of both hardcopy and softcopy of data in the Commission's office shall be as prescribed in the Annexure to this office order.

- (1) The hardcopy of data shall be recorded as disposals, as provided for in the Annexure and processed in accordance with the stipulations in the Government Office Manual.
- (2) Softcopy of data shall be stored in the manner and for the period as specified in the Annexure.
- (3) Data / papers in respect of any matter that is the subject of litigation / disciplinary / vigilance / audit proceedings or the subject of proceedings initiated by statutory bodies, shall be retained until the resolution of the dispute / proceedings or the period specified above, whichever is later, in read only storage media.
- (4) Records / data of a confidential nature, whether hardcopy or softcopy, shall be retained for the periods specified, in the sections concerned and shall not be handed over to the Records and Forms Department (RFD). These shall be in the personal custody of the Section Officer and the Assistant / Assistant Section Officer / Assistant Section Officer-cum-Programmer concerned. A year-wise index of such confidential material shall also be maintained to facilitate retrieval whenever required.

... Annexure

**K. NANTHAKUMAR, I.A.S.**  
**Secretary**



## ANNEXURE

Sl. No.	HARDCOPY		SOFTCOPY								Remarks
	Files / Papers Subject-wise	Period of Retention	Soft Copy Subject-wise	Retention in Sections	Method of Storage	Retention in Server/ Website	Method of Storage	Dept Concerned	Certifying Officers	Date of Reckoning	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
<b>I. REGULATIONS, RULES, INSTRUCTIONS, OFFICE ORDERS, ETC.</b>											
(a)	Tamil Nadu Public Service Commission Regulations, 1954*	Permanent	Tamil Nadu Public Service Commission Regulations, 1954*	Permanent	Local Server Section folder	Permanent	Commission's Webserver	PD-ARO	NA	NA	
(b)	Other Regulations framed under Articles 318 and 320 of the Constitution*	Permanent	Other Regulations framed under Articles 318 and 320 of the Constitution*	Permanent	Local Server Section folder	Permanent	Commission's Webserver	PD-ARO	NA	NA	
(c)	Tamil Nadu Public Service Commission Rules of Procedure*	Permanent	Tamil Nadu Public Service Commission Rules of Procedure*	Permanent	Local Server Section folder	Permanent	Commission's Webserver	PD-ARO	NA	NA	
(d)	Commission's Instructions to Applicants*	Permanent	Commission's Instructions to Applicants*	Permanent	Local Server Section folder	Permanent	Commission's Webserver	PD-ARO	NA	NA	
(e)	Office Orders*	Permanent	Office Orders*	Permanent	Local Server Section folder	Permanent	Commission's Webserver	PD-ARO	NA	NA	
(f)	Central / State Government Acts*	Permanent	Central / State Government Acts*	Permanent	Local Server Section folder	Permanent	Commission's Webserver	PD-ARO	NA	NA	
(g)	All files / papers related to (a) to (f) above	Permanent	All files / papers related to (a) to (f) above	Permanent	eOffice Server	NA	NA	PD-ARO	NA	NA	
(h)	All Registers related to (a) to (f) above	Permanent	eRegisters	Permanent	Local Server Section folder	NA	NA	PD-ARO	NA	NA	
(i)	All Special Rules / Other Rules / Manuals / Codes*	Permanent	All Special Rules / Other Rules / Manuals / Codes*	Permanent	Local Server Section folder	Permanent	Commission's Webserver	RND & PD-ARO	NA	NA	
(j)	Public Services – Temporary additions to permanent cadre – Statutory Rules*	Permanent	Public Services – Temporary additions to permanent cadre – Statutory Rules*	Permanent	Local Server Section folder	NA	NA	RND	NA	NA	
(k)	Rules relating to Public Services; Tamil Nadu Civil Services (Discipline and Appeal) Rules	Permanent	Rules relating to Public Services, Tamil Nadu Civil Services (Discipline and Appeal) Rules	Permanent	Local Server Section folder	Permanent	Commission's Webserver	PD & DCD	NA	NA	
* <b>inclusive of amendments</b>											

<b>II. GOVERNMENT ORDERS &amp; LETTERS</b>											
(a)	Government Orders - Relevant to Commission's activities	Permanent	Government Orders - Relevant to Commission's activities	Permanent	Local Server Section folder	Permanent	Commission's Webserver	All Depts	NA	NA	
(b)	Government Orders relating to relaxation of rules in favour of persons	Permanent	Government Orders relating to relaxation of rules in favour of persons	Permanent	Local Server Section folder	NA	NA	All Depts	NA	NA	
(c)	Government Letters - Relevant to Commission's activities	Permanent	Government Letters - Relevant to Commission's activities	Permanent	Local Server Section folder	Permanent	Commission's Webserver	All Depts	NA	NA	
(d)	Register / Index of Government orders related to relaxation of rules / amendments made to / Special Rules / Other Rules / Manuals / Codes	Permanent	eRegister / eIndex of Government orders related to relaxation of rules / amendments made to / Special Rules / Other Rules / Manuals / Codes	Permanent	Local Server Section folder	NA	NA	RND & PD-ARO	NA	NA	
<b>III. COMMISSION'S NOTIFICATIONS</b>											
(a)	Copies of Commission's Notifications for selection for appointment by direct recruitment	L DIS	Commission's Notifications	Permanent	Local Server Section folder	Permanent	Commission's Webserver	RND	US - RND	Date of completion of the entire selection process	
(b)	Post-wise Rosters, Distribution of Vacancies, Scheme of Examinations, Syllabus, etc.	Permanent	Post-wise Rosters, Distribution of Vacancies, Scheme of Examinations, Syllabus, etc.	Permanent	Local Server Section folder	Permanent	Commission's Webserver	RND	NA	NA	
(c)	Register of Commission's Notifications	Permanent	eRegister of Commission's Notifications	Permanent	Local Server Section folder	NA	NA	RND	NA	NA	
(d)	File - Estimate of Vacancies	D DIS	File - Estimate of Vacancies	Permanent	eOffice Server	NA	NA	RND	US - RND	Date of completion of the entire selection process	
(e)	File - Framing of Syllabus	Permanent	File - Framing of Syllabus	Permanent	eOffice Server	NA	NA	RND	US - RND	NA	
(f)	File - Special Rules / Commission's Regulations - Framing & Amendments	Permanent	File - Special Rules / Commission's Regulations - Framing & Amendments	Permanent	eOffice Server	NA	NA	RND	US - RND	NA	

**IV. APPLICATIONS & ATTENDANCE SHEETS - COMPETITIVE EXAMINATIONS**

(a)	NA	NA	One Time Registration Data	NA	NA	Permanent	Cloud Server by the Vendor	APD-Tech	NA	NA	
(b)	Applications in respect of 'Selected' candidates	D DIS	Application Data in respect of 'Selected' candidates	Permanent	Local Server Section folder  PSD Tech or OTD Tech	NA	NA	PSD PSD-Tech or OTD OTD-Tech	US PSD PSD-Tech or OTD OTD-Tech	Date of completion of the entire selection process	
(c)	Applications in respect of 'Reserve List' candidates, if any (applications relating to Reserve List shall be kept with the concerned selection files)	10 years or up to the date of validity of the Reserve List, whichever is later	Application Data in respect of 'Reserve List' candidates, if any	10 years or the up to the date of validity of the Reserve List, whichever is later	Local Server Section folder  PSD Tech or OTD Tech	NA	NA	PSD PSD-Tech or OTD OTD-Tech	US PSD PSD-Tech or OTD OTD-Tech	Date of completion of the entire selection process	
(d)	Applications in respect of 'Not Selected' candidates among the shortlisted candidates	K DIS	Application Data in respect of 'Not Selected' candidates among the shortlisted candidates	3 years	Local Server Section folder  PSD Tech or OTD Tech	NA	NA	PSD PSD-Tech or OTD OTD-Tech	US PSD PSD-Tech or OTD OTD-Tech	Date of completion of the entire selection process	
(e)	Applications in respect of 'Not Selected' candidates other than shortlisted candidates	L DIS	Application Data in respect of 'Not Selected' candidates other than shortlisted candidates	3 years	Local Server Section folder  APD-Tech	NA	NA	APD-Tech	US - OTD or US - PSD & US - APD / APD Tech	Date of completion of the entire selection process	
(f)	NA	NA	White labelled Application Data, viz., complete application data dump without contact details and personal details of candidates such as application number and registration number. Data in the form of data and not as PDF. ®	Permanent	Local Server Section folder	Permanent	Commission's Webserver Under the banner of Open Data Policy	PD-ARO	NA	NA	® Only after completion of the entire selection process.
(g)	Attendance sheet for Competitive Examinations	L DIS	Attendance sheet for Competitive Examinations	1 year	ED Server Objective type examinations  APD Tech Server Descriptive type examinations	NA	NA	ED or APD	US ED or APD	Date of completion of the entire selection process	

(h)	Files relating to Conduct of Examination and Onscreen Certificate Verification-cum-Rejection	K DIS	NA	NA	NA	NA	NA	APD	US - APD	Date of completion of the entire selection process	
<b>V. APPLICATIONS &amp; ATTENDANCE SHEETS - DEPARTMENTAL / HALF-YEARLY EXAMINATIONS &amp; LANGUAGE TESTS</b>											
(a)	NA	NA	One Time Registration Data	NA	NA	Permanent	Cloud Server by the Vendor	APD-Tech	NA	NA	
(b)	Departmental Examination Attendance Sheet, Nominal List / Check List, OMR Answer Sheet, Answer Sheet, Marks including IML, CML and all DTP work	L DIS Nominal List 10 years	Departmental Examination Attendance Sheet, OMR Answer Sheet scanned data, OSM Answer Sheet data, Marks including IML, CML and all DTP work	1 year	Local Server Section folder  APD-Tech	NA	NA	DTD	US - DTD	Date of completion of the entire examination process	
(c)	NA	NA	Departmental Examination Application Data	Permanent	Local Server Section folder  APD-Tech	NA	NA	DTD	NA	NA	
(d)	NA	NA	Application Data relating to Half Yearly Examinations and Language Tests	3 Years	Local Server Section folder  APD-Tech	NA	NA	QD / DTD	US QD / QD-Tech or DTD / APD Tech	Date of completion of the entire examination process	
(e)	NA	NA	White labelled Application Data, viz., complete application data dump without contact details and personal details of candidates such as application number and registration number. Data in the form of data and not as PDF. ®	Permanent	Local Server Section folder	Permanent	Commission's Webserver Under the banner of Open Data Policy	PD-ARO	NA	NA	® Only after completion of the entire selection process.
<b>VI. QUESTION PAPERS - COMPETITIVE EXAMINATIONS &amp; DEPARTMENTAL / HALF-YEARLY EXAMINATIONS</b>											
(a)	Question Papers and Wrappers for Objective Type Competitive Examinations  [ in respect of the Question-cum-Answer Booklet for Descriptive Type Competitive Examinations please refer Sl. No. VIII ]	2 weeks	In the case of Objective Type Competitive Examinations, a scanned copy of each version of the question paper including the first page, shall be displayed in the Commission's website under the heading ' <i>Past Question Papers</i> ' and categorized year-wise, examination-wise, etc.	Permanent	Local Server Section folder	Permanent	Commission's Webserver	QD - A/B	US QD - A/B	Date of Examination	

(b)	Question Papers for Half Yearly / Departmental Examinations	1 week excluding 10 copies - Half-Yearly Examinations / 50 copies - Departmental Examinations	Question Papers for Half Yearly / Departmental Examinations	Permanent	Local Server Section folder	Permanent Uploaded in website within 3 days from Date of Examination	Commission's Webserver	QD	US - QD	Date of uploading in Commission's website	
(c)	Panel of Examiners Files Competitive Examinations	D DIS	NA	NA	NA	NA	NA	QD	US QD - A/B	Date of approval of file for closing	
(d)	Competitive Examinations Files	D DIS	NA	NA	NA	NA	NA	QD	US QD - A/B		
(e)	Half-Yearly Examination Files	D DIS	NA	NA	NA	NA	NA	QD-C	US QD-C		
(f)	Rashtriya Indian Military College Examination Files	K DIS	NA	NA	NA	NA	NA	QD-A	US QD-A		
(g)	Departmental Examinations Files	K DIS	NA	NA	NA	NA	NA	DTD	US - DTD		
(h)	Panel of Examiners Files - Departmental Examinations	K DIS	NA	NA	NA	NA	NA	QD-C/D	US QD-C/D		
(i)	Attendance and Remuneration Register	Permanent	NA	NA	NA	NA	NA	QD / DTD	NA	NA	
(j)	Black Register	Permanent	NA	NA	NA	NA	NA	QD / DTD	NA	NA	
(k)	Question Paper Register- Departmental Examinations	Permanent	NA	NA	NA	NA	NA	QD-C	NA	NA	
(l)	Moderation Register- Departmental Examinations	Permanent	NA	NA	NA	NA	NA	QD-C	NA	NA	
<b>VII. ANSWER KEYS – COMPETITIVE EXAMINATIONS and DEPARTMENTAL EXAMINATIONS</b>											
(a)	File relating to Tentative Answer Keys for Competitive Examinations	L DIS	Tentative Answer Keys for Competitive Examinations	1 year	Local Server Section folder	Permanent	Commission's Webserver	QD - A/B	US QD - A/B	Date of completion of the entire selection process	

(b)	File relating to Tentative Answer Keys for Departmental Examinations	L DIS	Tentative Answer Keys for Departmental Examinations	1 year	Local Server Section folder	Permanent	Commission's Webserver	QD-C	US QD - C	Date of completion of the entire examination process	
(c)	File relating to Final Answer Keys for Competitive Examinations	L DIS	Final Answer Keys for Competitive Examinations	1 year	Local Server Section folder	Permanent	Commission's Webserver	QD EFG / QD-Tech	US QD - EFG QD-Tech	Date of completion of the entire selection process	
(d)	File relating to Final Answer Keys for Departmental Examinations	L DIS	Final Answer Keys for Departmental Examinations	1 year	Local Server Section folder	Six months	Commission's Webserver	QD-C	US QD - C	Date of completion of the entire examination process	
<b>VIII. ANSWER SHEETS / QUESTION-CUM-ANSWER BOOKLETS – COMPETITIVE EXAMINATIONS</b>											
(a)	<b><u>Objective Type Examinations</u></b> Used OMR Answer Sheets	L DIS	Used OMR Answer Sheet scanned images	1 year	Backup Server	1 year	Commission's Webserver & Cloud Server by Vendor	ED	US – ED	Date of completion of entire selection process	Data shall be deleted within 3 days after the retention period
(b)	Unused Personalized OMR Answer Sheets (Absentee and Defective) and Unused Non-Personalized OMR Answer Sheets (Additional) and Wrappers	L DIS	NA	NA	NA	NA	NA	VSD	US – VSD		
(c)	<b><u>Descriptive Type</u></b> Used Question-cum-Answer Booklets	L DIS	Descriptive Type OSM Answer Book Images, IML, Code Sheets and all connected softcopies (cropping images)	1 year	Hard Disc Drive & Server	1 year	Commission's Webserver & Cloud Server by Vendor	ED / ED (OSM)	US ED / ED (OSM)	Date of completion of entire selection process	Data shall be deleted within 3 days after the retention period
(d)	Cut Slips and Outer Cover of Used Question-cum-Answer Booklets	L DIS	NA	NA	NA	NA	NA	QD - EFG	US QD - EFG		
(e)	Unused Question-cum-Answer Booklets (Additional, Absentee and Defective) and Covers	L DIS	Unused Question-cum-Answer Booklet	NA	NA	Permanent	Commission's Webserver	QD – A/B	US QD – A/B		



(f)	Error Files (both Objective and Descriptive Type Examinations)	L DIS	Error Files (both Objective and Descriptive Type Examinations)	1 year	CD / DVD	NA	NA	ED / ED (OSM)	US ED / ED (OSM)	Date of completion of entire selection process	
(g)	NA	NA	Evaluation – Objective Raw Data	One year	DVD – shall be stored only in Strong Room	NA	NA	ED (in respect of contents) QD-EFG supported by QD Tech (in respect of safe custody, storage and white labelling)	US ED / QD - EFG	Date of completion of entire selection process	
(h)	NA	NA	Evaluation – Objective Final Data	One year	DVD – shall be stored only in Strong Room	NA	NA				
(i)	NA	NA	White Labelled Error List Data. viz., without personal details of candidates such as application number and registration number. Data in the form of data and not as PDF. *	Permanent	Local Server Section folder	Permanent	Commission's Webserver Under the banner of Open Data Policy	PD-ARO	NA	NA	* Only after completion of the entire selection process.
(j)	Evaluation and Destruction Register	Permanent	Evaluation and Destruction eRegister	Permanent	Local Server Section folder	NA	NA	ED	US - ED	NA	

**IX. QUESTION-CUM-ANSWER BOOKLETS – DEPARTMENTAL & HALF-YEARLY EXAMINATIONS and LANGUAGE TESTS**

(a)	The used / unused – Question-cum-Answer Booklets (Descriptive Type Examinations)	Until the publication of the result of the next succeeding Half-Yearly / Departmental Examination / Language Tests.	Question-cum-Answer Booklets (Descriptive Type Examinations) images	Until the publication of the result of the next succeeding Half-Yearly / Departmental Examination / Language Tests.	Hard Disc Drive & Server	Answer Books of Failed Candidates  Until the publication of the result of the next succeeding Half-Yearly / Departmental Examination / Language Tests.	Commission's Webserver & Cloud Server by Vendor	DTD / APD Tech	US DTD / APD Tech.	Date of publication of the result of the next succeeding Half-Yearly / Departmental Examination / Language Tests.	
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<b>X. FILES and REGISTERS RELATED TO WRITTEN EXAMINATION RESULTS</b>											
(a)	Written Examination Tabulation Files in respect of Non-OT Posts	K DIS	Written Examination Result Complete Data Backup	1 year	DVD (2 Sets) shall be kept in Strong Room	NA	NA	QD / QD Tech	US QD / QD Tech	Date of completion of the entire selection process	
(b)	NA	NA	Written Examination Result Data given to PSD / OTD	1 year	DVD	NA	NA	PSD / PSD Tech OTD / OTD Tech	US PSD / PSD Tech OTD / OTD Tech	Date of completion of the entire selection process	
(c)	NA	NA	White-labelled Written Examination Result Data viz., without contact details and personal details of candidates such as application number and registration number. Data in the form of data and not as PDF. *	Permanent	Local Server Section folder	Permanent	Commission's Webservice Under the banner of Open Data Policy	PD-ARO	NA	NA	* Only after completion of the entire selection process.
<b>XI. FILES &amp; BULLETIN RELATED TO DEPARTMENTAL &amp; HALF-YEARLY EXAMINATIONS and LANGUAGE TESTS RESULTS</b>											
(a)	Result Files relating to Half Yearly Examinations, Language Tests and Departmental Examinations	D DIS	Results relating to Half Yearly Examinations, Language Tests and Departmental Examinations	10 years	Local Server Section folder	Until the publication of results of the next succeeding examination	Commission's Webservice	QD / QD Tech DTD / APD Tech	US QD / QD Tech DTD / APD Tech	Date of publication of results of the next succeeding examination	
(b)	Tamil Nadu Public Service Commission Bulletin (Departmental Examination)	Existing hardcopies to be destroyed after scanning and uploading in the Commission's website	Scanned images of hardcopies of the Bulletin (Departmental Examination) & Tamil Nadu Public Service Commission eBulletin (Departmental Examination)  To be maintained in database format also	Permanent	APD Tech Server	Permanent	Commission's Webservice	DTD / APD Tech	US DTD / APD Tech	NA	Candidates seeking copies of hall tickets, shall be instructed to download the Bulletin from the website
(c)	NA	NA	White-labelled Result Data relating to Half Yearly Examinations, Language Tests and Departmental Examinations viz., without contact details and personal details of candidates such as application number and registration number. Data in the form of data and not as PDF. *	Permanent	Local Server Section folder	Permanent	Commission's Webservice Under the banner of Open Data Policy	PD-ARO	NA	NA	* Only after completion of the entire selection process.

**XII. FINAL SELECTION RESULTS, FILES & REGISTERS**

(a)	<p align="center"><b><u>Oral Test Posts</u></b></p> <p>List of candidates admitted to the Oral Test, Statements of Qualification, Consolidated Mark List (CML), Ranking List (RL), Roster, OC/FC copy of list to be forwarded to appointing authorities and Final Selection List, Supplemental Selection List. <i>(inclusive of Selection Roster, RND – Roster, QD – CML &amp; RL)</i></p>	Permanent	<p align="center"><b><u>Oral Test Posts</u></b></p> <p>Data pertaining to candidates admitted to the Oral Test including data uploaded for CV through eSeva Centres / tablets, online applications, top slips, Statement of Qualifications, OMR Image Files, CML, RL, Roster received from QD, QD-CML &amp; RL, OC/FC copy of list to be forwarded to appointing authorities and Final Selection List, Supplemental Selection List, Expert List <i>(inclusive of Selection Roster, if any)</i>. Biodata and uploaded documents of the candidates who are admitted to Oral Test (OT) received from QD and APD and compared on the day of OT.</p>	Permanent	OTD-Tech Server	<p><b>One Year</b> - CML, RL, Final Selection List.</p> <p><b>Permanent</b> - Selected Candidates' Data</p>	Commission's Webserver	OTD / OTD Tech	US OTD / OTD Tech	Date of completion of the entire selection process	
(b)	<p>List of candidates not admitted to the Oral Test</p> <p>Marks obtained by candidates not admitted to the Oral Test</p>	Permanent	Marks obtained by candidates not admitted to the Oral Test	Permanent	DVD (2 Sets) in Strong Room	1 year	Commission's Webserver	QD / QD Tech	US QD QD Tech	Date of completion of the entire selection process	
(c)	<p align="center"><b><u>Non-Oral Test Posts</u></b></p> <p>List of candidates admitted for Certificate Verification (CV) / Counselling, CML, RL, OC/FC copy of list to be forwarded to appointing authorities and Final Selection List <i>(inclusive of Selection Roster, if any)</i></p>	Permanent	<p align="center"><b><u>Non-Oral Test Posts</u></b></p> <p>Data pertaining to candidates admitted for CV / Counselling Including CV data uploaded through eSeva centres / Tablets, online applications, top slips, CML, RL, OC/FC copy of list to be forwarded to appointing authorities and Final Selection List <i>(inclusive of Selection Roster, if any)</i></p>	Permanent	PSD Tech Server	<p><b>One Year</b> - Final Selection list &amp; Entire Rank List as well as individual display with marks, category, etc.</p> <p><b>Permanent</b> - Selected Candidates' Data</p>	Commission's Webserver	PSD / PSD Tech	US PSD/ PSD Tech	Date of completion of the entire selection process	
(d)	NA	NA	List of candidates not admitted to Certificate Verification	Permanent	PSD Tech Server	NA	NA	PSD	NA	NA	

(e)	Files relating to all selections for appointment by direct recruitment	Permanent	Files relating to all selections for appointment by direct recruitment	Permanent	PD-eOffice Server	NA	NA	PSD / OTD	NA	NA	
(f)	NA	NA	Selection eRegister	Permanent	Local Server Section folder	NA	NA	PSD, PSD Tech / OTD, OTD Tech	NA	NA	
(g)	NA	NA	Appointment eRegister	Permanent	Local Server Section folder	NA	NA	PSD, PSD Tech / OTD, OTD Tech	NA	NA	
(h)	NA	NA	Carry Forward eRegister	Permanent	Local Server Section folder	NA	NA	PSD, PSD Tech / OTD, OTD Tech	NA	NA	
(i)	NA	NA	White Labelled Selection Data viz., without contact details and personal details of candidates such as application number and registration number. Data in the form of data and not as PDF. ®	Permanent	Local Server Section folder	Permanent	Commission's Webserver Under the banner of Open Data Policy	PD-ARO	NA	NA	® Only after completion of the entire selection process.
<b>XIII. APPLICATIONS FOR EXAMINERSHIP</b>											
(a)	Applications for Examinership	L DIS	NA	NA	NA	NA	NA	QD – A/B	US QD – A/B	Date of receipt	
<b>XIV. FILES and REGISTERS RELATED TO DEPARTMENTAL PROMOTION</b>											
(a)	Files relating to all selections for appointment by recruitment by transfer / promotion	Permanent	NA	NA	NA	NA	NA	DPD	NA	NA	
(b)	Departmental Promotion Committee Cases Timeline Register	Permanent	NA	NA	NA	NA	NA	DPD	NA	NA	

(c)	Periodical Register	Permanent	NA	NA	NA	NA	NA	DPD	NA	NA	
(d)	Selection Register	Permanent	NA	NA	NA	NA	NA	DPD	NA	NA	
(e)	NA	NA	DPC Schedule	NA	NA	Permanent	Commission's Webserver	DPD	NA	NA	
<b>XV. MATTERS RELATING TO THE CHAIRMAN AND MEMBERS OF THE TAMIL NADU PUBLIC SERVICE COMMISSION AND THE SECRETARY &amp; CONTROLLER OF EXAMINATIONS</b>											
(a)	All service matters relating to the Chairman and Members of the Tamil Nadu Public Service Commission	Permanent	Succession List of Chairman and Members	Permanent	Local Server Section folder	NA	NA	PD	NA	NA	
(b)	Matters relating to the appointment of Secretary and Controller of Examinations	Permanent	Succession List of Secretary and Controller of Examinations	Permanent	Local Server Section folder	NA	NA	PD	NA	NA	
<b>XVI. MATTERS RELATING TO THE OFFICERS AND STAFF OF THE TAMIL NADU PUBLIC SERVICE COMMISSION</b>											
(a)	Appointments – Fixation of Pay – Disciplinary Cases and Vigilance and Anti-Corruption Cases	Permanent	Appointments – Fixation of Pay – Disciplinary Cases and Vigilance and Anti-Corruption Cases	Permanent	eOffice Server	NA	NA	PD	NA	NA	
(b)	Posting Files – Promotion and Reversion	2D DIS	Posting Files – Promotion and Reversion	Permanent	eOffice Server	NA	NA	PD	US - PD	Date of approval of file for closing	
(c)	Panel for Promotion	Permanent	Panel for Promotion	Permanent	eOffice Server	NA	NA	PD	NA	NA	
(d)	Transfer/ Deputation, Attendance, Examination Duty Particulars, etc.	Permanent	All Officers/Staff Transfer/ Deputation, Attendance, Examination Duty Particulars, etc.	Permanent	Local Server	Permanent MM mobile App	Cloud Storage	PD	NA	NA	

(e)	NA	NA	Movement within the Controller of Examinations' Wing - Biometric Data	3 months To be reviewed once in a month - whether CE's Wing is accessible by unauthorized individuals - once authorized but since transferred / deputed, examiners, vendors, etc.	Local Server (VMD) Complete Review by PD-eOffice - in addition to specific events requested to be viewed by CE - VMD to ensure necessary hardware / software for quick retrievability of information.	NA	NA	PD-eOffice	Auto-Rewrite	From the date of recording	
(f)	Pension Proposals	2D DIS	Pension Proposals	Permanent	eOffice Server	NA	NA	PD	US - PD	Date of approval of file for closing	
(g)	Sanction of Leave	D DIS	Sanction of Leave	NA	NA	Permanent	Cloud Server By Vendor	PD	US - PD		
(h)	Matters relating to Conduct Rules	D DIS	Matters relating to Conduct Rules	Permanent	eOffice Server	NA	NA	PD	US - PD		
(i)	Making entries in Service Registers in respect of Qualifications acquired	D DIS	Updating Qualification in App	Permanent	Vendor / TNPSC Server	NA	NA	PD	US - PD		
(j)	Increment	D DIS	Increment	Permanent	eOffice Server	NA	NA	PD	US - PD		
(k)	Miscellaneous papers relating to TNPSC Establishment	K DIS	Miscellaneous papers relating to TNPSC Establishment	Permanent	eOffice Server	NA	NA	PD	US - PD	Date of approval of file for closing	

**XVII. FILES AND REGISTERS RELATED TO THE LEGAL CELL DEPARTMENT**

(a)	Court case Files	D DIS	Data maintained in LCD sections	Permanent	Local Server Section folder	Important judgements as decided by Secretary and Controller of Examination may be hosted permanently with a quarterly review.	Commission's Webserver	LCD/ LCD Tech.	US - LCD/ LCD Tech.	Date of approval of file for closing
(b)	Appointment of Counsel - Files	D DIS	Appointment of Counsel - Files	Permanent	eOffice Server	NA	NA	LCD/ LCD Tech.	US - LCD/ LCD Tech.	
(c)	Fee Bill Register	D DIS	NA	NA	NA	NA	NA	LCD/ LCD Tech.	US - LCD/ LCD Tech.	
(d)	NA	NA	Case Distribution Data	Permanent	Local Server Section folder	Permanent Legal Maintenance Software	Cloud Server	LCD/ LCD Tech.	NA	NA

**XVIII. FILES AND REGISTERS RELATED TO THE DISCIPLINARY CASES DEPARTMENT**

(a)	Disciplinary Cases on which Commission's opinion is sent to the Government.	D DIS	Disciplinary Cases on which Commission's opinion is sent to the Government.	Permanent	eOffice Server	NA	NA	DCD	US - DCD	Date of approval of file for closing
(b)	Annual Report Particulars	D DIS	Annual Report Particulars	Permanent	eOffice Server	NA	NA	DCD	US - DCD	
(c)	Case Entry & Distribution Register	Permanent	NA	NA	NA	NA	NA	DCD	NA	NA
(d)	GO Awaited Register - Seat wise	Permanent	NA	NA	NA	NA	NA	DCD	NA	NA



<b>XIX. FILES AND REGISTERS RELATED TO THE MONITORING AND CO-ORDINATION DEPARTMENT</b>											
(a)	Tender Document	D DIS	Tender Documents	Permanent	Local Server Section folder	Permanent	Commission's Webserver	MCD	US of the user section	Date of awarding tender	
(b)	Debarment Register	Permanent	Data relating to Debarment Register	Permanent	Local Server Section folder	NA	NA	MCD	US - MCD	NA	
(c)	ST Community Verification Register (SLSC)	Permanent	Data relating to ST Community Verification Register (SLSC)	Permanent	Local Server Section folder	NA	NA	MCD	US - MCD	NA	
<b>XX. FILES AND REGISTERS RELATED TO THE RIGHT TO INFORMATION DEPARTMENT</b>											
(a)	RTI Petitions	K DIS	Abstract of Monthly Receipt, Disposal and Pendency of Petitions	3 Years	Local Server Section folder	3 Years	Commission's Webserver	RID	US - RID	Date of sending reply to petitioner	
(b)	REGISTERS	Permanent	NA	NA	NA	NA	NA	RID	US - RID	NA	
<b>XXI. PETITIONS RECEIVED VIA ELECTRONIC MODE</b>											
(a)	CM Cell Petitions / Emails / GRCC Petitions or any petitions/information received via electronic mode	L DIS	CM Cell Petitions /Emails/ GRCC Petitions or any petitions/information received via electronic mode	1 year	Email Webservers	NA	NA	RID / GRCC	US - RID / GRCC	Date of sending reply to the petitioner	
(b)	Amma Call Centre	L DIS	NA	NA	NA	NA	NA	ACC	US - ACC	Date of sending reply to the petitioner	
<b>XXII. TAPAL DEPARTMENT</b>											
(a)	Tapals that are fully scanned (not partly scanned, like DCD) and sent through eOffice.	L DIS	Softcopies of Tapals that are fully scanned (not partly scanned, like DCD) and sent through eOffice.	Permanent	eOffice Server	NA	NA	Tapal	US Tapal	Date of transferring to the RFD	



<b>XXIII. FILES RELATED TO BILLS AND RECEIPTS DEPARTMENT</b>											
(a)	Bills – Contingent	D DIS	NA	NA	NA	NA	NA	BRD	Accounts Officer	Date of approval of file for closing	
<b>XXIV. FILES RELATED TO EXAMINATION FEES</b>											
(a)	Examination fee Collection	D DIS	Examination fee Collection	Permanent	Vendor Server	Permanent	Vendor Server	BRD	AO / AAO	Date of approval of file for closing	
<b>XXV. ANNUAL REPORT, NEWSLETTERS, ETC.</b>											
(a)	Papers relating to Annual Report	Permanent	Data maintained in R&D section	Permanent	Local Server Section folder	Permanent (Annual Report)	Commission's Webserver	PD-ARO	NA	NA	
(b)	Particulars relating to UPSC Newsletter	K DIS	NA	NA	NA	NA	NA	PD-ARO	US – PD-ARO	Date of approval of file for closing	
(c)	UPSC Annual Report and Other Public Service Commission's Annual Report	K DIS	NA	NA	NA	NA	NA	PD-ARO	US – PD-ARO		
(d)	Quarterly Report - Particulars relating to the total no. of candidates selected along with details of male and female during every quarter	K DIS	Quarterly Report - Particulars relating to the total no. of candidates selected along with details of male and female during every quarter	Permanent	Local Server Section folder	NA	NA	PD-ARO	US – PD-ARO		
(e)	Furnishing of Communal wise selected candidates particulars to the Economics and Statistics Department for compiling a Handbook & to the Government	K DIS	Furnishing of Communal wise selected candidates particulars to the Economics and Statistics Department for compiling a Handbook & to the Government	Permanent	Local Server Section folder	NA	NA	PD-ARO	US – PD-ARO		
(f)	Furnishing of particulars relating to Paucity of candidates to Ministry of Labour and Employment, New Delhi for publishing the Bulletin on Job Opportunities in India	K DIS	Furnishing of particulars relating to Paucity of candidates to Ministry of Labour and Employment, New Delhi for publishing the Bulletin on Job Opportunities in India	Permanent	Local Server Section folder	NA	NA	PD-ARO	US – PD-ARO		

(g)	The data containing the statistics of the Commission's work from the Annual Report for sharing of data to Tamil Nadu Open Government Data Portal	K DIS	The data containing the statistics of the Commission's work from the Annual Report for sharing of data to Tamil Nadu Open Government Data Portal	Permanent	Local Server Section folder	NA	NA	PD-ARO	US - PD-ARO	Date of approval of file for closing	
<b>XXVI. FILES RELATED TO VEHICLES &amp; MACHINERIES DEPARTMENT AND BUILDING, STATIONERY &amp; FURNITURE DEPARTMENT</b>											
(a)	Fuel Bills	K DIS	Data maintained in VMD, BSFD	As per disposal of the file.	Local Server Section folder	NA	NA	VMD / BSFD	US, VMD / BSFD	Date of approval of file for closing	
(b)	Others	D DIS	NA	NA	NA	NA	NA	VMD / BSFD	US, VMD / BSFD		
<b>XXVII. FILES RELATED TO RECORDS AND FORMS DEPARTMENT</b>											
(a)	Waste Paper / Disposal	D DIS	NA	NA	NA	NA	NA	RFD	US - RFD	Date of approval of file for closing	
(b)	All Registers maintained in RFD & Files relating to Destruction	Permanent	Data of Registers maintained in RFD & Files relating to Destruction	Permanent	Local Server Section folder	NA	NA	RFD	NA	NA	
(c)	Sealing Duty Register and File	K DIS	NA	NA	NA	NA	NA	RFD	US - RFD	Date of approval of file for closing	
(d)	Registers and Forms (incl calendars & diaries) requested from press	K DIS	NA	NA	NA	NA	NA	RFD	US - RFD		
(e)	Flag day Contribution (Communal harmony / Ex-Servicemen)	K DIS	NA	NA	NA	NA	NA	RFD	US - RFD		
(f)	Registers and Forms - 5 years Indent to Government Press, Chennai, Salem, Trichy	D DIS	NA	NA	NA	NA	NA	RFD	US - RFD		
<b>XXVIII. FILES RELATED TO CONCURRENCE DEPARTMENT</b>											
(a)	All kinds of files where Commission's concurrence is accorded. One-Way Transfer Files 10% / 20% Special Cases Returned Files	D DIS D DIS D DIS K DIS	NA	NA	NA	NA	NA	CD	US - CD	Date of approval of file for closing	

(b)	Tamil Nadu State and Subordinate Services • Temporary appointments and promotions	D DIS	NA	NA	NA	NA	NA	CD	US - CD	Date of approval of file for closing	
(c)	• Monthly statements of appointments and promotions.	K DIS	NA	NA	NA	NA	NA	CD	US - CD		
<b>XXIX. FILES AND REGISTERS RELATED TO THE LIBRARY</b>											
(a)	Purchase of Books	K DIS	Data maintained in Library	Permanent	Local Server Section folder	NA	NA	Library	US - Library	Date of approval of file for closing	
(b)	Purchase Registers	Permanent	Purchase Registers	Permanent	Local Server Section folder	NA	NA	Library	NA	NA	
(c)	Budget Allocation	K DIS	NA	NA	NA	NA	NA	Library	US - Library	Date of approval of file for closing	
<b>XXX. FILES RELATED TO INFRASTRUCTURE DEPARTMENT</b>											
(a)	Venue Securing, Deputation of Inspection Staff, Remuneration to Commission's Staff, Chief Invigilators, Invigilators, District authorities, etc.	K DIS	Venue Securing, Deputation of Inspection Staff, Remuneration to Commission's Staff, Chief Invigilators, Invigilators, District authorities, etc.	3 Years	Local Server Section folder	3 years EMS App	Cloud Server	ID	US - ID	Date of approval of file for closing	
<b>XXXI. CCTV FOOTAGE</b>											
(a)	NA	NA	CCTV Footage relating to day to day surveillance (other than confidential zone).	3 to 6 months	Network Video Recorder	NA	NA	VMD	US-VMD	Date of recording	
(b)	NA	NA	CCTV Footage relating to Confidential Zone	3 to 6 months	Network Video Recorder	NA	NA	QD Tech.	DS - QD Tech.	Date of recording	
(c)	NA	NA	CCTV Footage relating to Board proceedings on the day of Oral Test	One year	DVD (Encrypted)	NA	NA	OTD/OTD Tech	US - OTD/OTD Tech	Date of completion of the entire selection process	

<b>XXXII. EXAMINATION RELATED VIDEOGRAPHY / CCTV FOOTAGE, OTHER MATERIAL</b>											
(a)	NA	NA	Video Recording of the examination venue / hall. Video recording during offloading of answer books.	One Year	Memory card To be sorted and stored recruitment wise, in the strong room	NA	NA	QD-EFG (descriptive type exam) ED-B (objective type)	US QD EFG US ED-B	Date of completion of the entire selection process	
(b)	NA	NA	GPS Tracking Video, CCTV footage inside of Chartered Vehicle	One Year	Vendor's Server	NA	NA	MCD	US MCD		
(c)	Forms received from the Chief Invigilator	L DIS	Forms received from the Chief Invigilator OMR image	3 years 1 year	Vendor's Server CD/DVD	NA	NA	ED / ED(OSM)	US – ED / ED(OSM)		
<b>XXXIII. CORRESPONDENCE WITH THE UNION PUBLIC SERVICE COMMISSION / OTHER STATE PUBLIC SERVICE COMMISSIONS</b>											
(a)	Tamil Nadu Public Service Commission's correspondence with other State Public Service Commission – Furnishing and obtaining particulars, information regarding organisation, structure, working, etc.	D DIS	Tamil Nadu Public Service Commission's correspondence with other State Public Service Commission – Furnishing and obtaining particulars, information regarding organisation, structure, working, etc.	Permanent	eOffice Server	NA	NA	PD	US - PD	Date of approval of file for closing	
<b>XXXIV. RULES / REGULATIONS OF OTHER STATE PUBLIC SERVICE COMMISSIONS</b>											
(a)	Other State Public Service Commissions - Regulations – Amendments.	D DIS	Other State Public Service Commissions - Regulations – Amendments	Permanent	eOffice Server	NA	NA	PD-ARO	US – PD-ARO	From the date of receipt of such materials	
<b>XXXV. ADVERTISEMENTS SENT BY THE UNION PUBLIC SERVICE COMMISSION</b>											
(a)	Advertisements, etc., sent by the Union Public Service Commission.	K DIS	NA	NA	NA	NA	NA	RND – Parent Section	US – RND Parent Section	From the date of receipt of such materials	

**XXXVI. PARTICULARS RELATED TO LEGISLATIVE ASSEMBLY / COUNCIL QUESTIONS**

(a)	Legislative Assembly or Council questions – Information / Particulars – Furnished.	D DIS	Legislative Assembly or Council questions – Information / Particulars – Furnished.	5 Years	Local Server Section folder	NA	NA	PD	US - PD	Date from the date of furnishing particulars	
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**XXXVII. GENERAL FILES and REGISTERS**

(a)	Temporary Advance Files	K DIS	Temporary Advance Files	Permanent	eOffice Server	NA	NA	All Depts	US – All Depts	Date of settlement of accounts	
(b)	Temporary Advance Register RTI Register Court Case Register	Permanent	Court Case Register	Permanent	Local Server Section folder	NA	NA	All Depts	US – All Depts	NA	
(c)	Existing- Personal Register Tapal Register	Permanent	NA	NA	NA	NA	NA	All Depts	US – All Depts	NA	

**NOTE:**

- (i) If the data in the Commission’s website / mobile application is required to be retained beyond the period of retention mentioned above, specific orders shall be intimated to the Nodal Team / Mobile App maintenance section by the sections concerned, for retaining the said data, duly mentioning the period of retention.
- (ii) Data / Papers in respect of any matter that is the subject of litigation / disciplinary / vigilance / audit proceedings or the subject of proceedings initiated by statutory bodies, shall be retained until the resolution of the dispute / proceedings or the period specified above, whichever is later, in read only storage media.
- (iii) All soft copy of data shall be checked periodically and certified.

**CONCLUDED**