

TIME LIMIT FOR DISPOSAL OF OLD RECORDS

1.	Mark Sheets	7 years.
2.	Recommendation, statistical, Apptt. requisition register etc.	10 years.
3.	Registration sheets of applications received in response to Employment Notices.	3 years
4.	Applications received after expiry of closing date.	3 months from the date of first stage written examination. One month notice to concerned vigilance is required.
5.	Irregular applications viz., no mention made of posts, etc.	3 months from the date of first stage written examination. One month notice to concerned vigilance is required.
6.	Applications rejected after preliminary scrutiny.	3 months from the date of first stage written/practical test etc. One month notice to concerned vigilance is required.
7.	Applications of absentees at written/ practical tests, interview etc. Applications of candidates other than short listed after conduct of written examination	3 months from the date of declaration of main panel where two stage written examination is done. Vigilance clearance is necessary.
8.	Applications of unsuccessful candidates along with Question booklets & OMR sheets after conduct of first written examination	3 months from the date of declaration of result of first written examination after obtaining vigilance clearance.
9.	Question and OMR Answer sheets, attendance sheets other than those of short-listed candidates.	3 months from the date of publication of the panels after getting vigilance clearance.
10.	Candidates correspondence.	3 months
11.	Unused Question/answer books.	At Chairman's discretion.
12.	Records of seating plan and distribution of packets of Question-cum-Answer booklets etc. to invigilators before the commencement of written examination and also record of collecting back the examination material from the candidates.	Till declaration of result.

13.	OMR Answer sheets, Question booklets, Attendance Sheets, verification records of short-listed candidates and coding of candidates appeared for aptitude test, OMR of stenography speed test.	6 months from the date of main panel after getting Vigilance clearance.
-----	--	---

Items 4, 5 & 6: These may be disposed of within a period of 3 months from the date of written examination after giving due notice to the Vigilance. The RRBs may give one month's notice to the concerned Vigilance Organisation, specifying therein that if they do not hear anything to the contrary, these applications will be weeded out and disposed of according to the procedure already laid down.

Items 7 & 8: These applications will be disposed of after 3 months from the date of publication of the final panel after giving one month's notice to the concerned Vigilance Organisation. It should, however, be ensured that these applications are weeded out and disposed of only in case there are no complaints received or newspaper publicity of unfair means against the concerned written examination/interview and a clearance from the Vigilance Organisation is taken to this effect before weeding out these applications.

(Authority Railway Board's letter Nos. E(NG)II/85/RSC/57 dated 28.5.1985, 98/E(RRB)/30/2 dated 14.10.98, 1.9.99 & 1.11.2000, E(RRB)/2001/12/1 dated 15.3.2002).