

(vi) STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY CBSE OR UNDER ITS CONTROL:

The documents held by CBSE include relevant files on subjects dealt with in the CBSE and service documents of its officials. The documents are retained as per the retention schedule.

The Branch wise records held by them are indicated below:

- 1) Administration:** (a) Personal files (b) Service Records of all Employees (c) Printing & Publications – Purchase of paper for various certificates, answer sheets etc.
- 2) Vigilance:** All complaints and departmental proceedings, cases.
- 3) Scholarship:** Scholarship application details and award details.
- 4) Legal:** All the documents filed in the Court of Law where CBSE is a party, legal notices served upon CBSE, Delhi.
- 5) Maintenance Unit:** All relevant files relating to incurring of expenditure for maintenance and purchase etc.
- 6) Public Relations Unit:**
 - > Mass Media Communications and Publicity
 - > Press Notes, Public Notices with regard to Class X/XII Examinations, JEE (Main), NEET (UG), CTET and UGC-NET Examinations.
 - > Publications of Annual Reports and Publicity Material
 - > Publicity and Expenditure accounts
 - > Monitoring of Online Public Grievances Redressal
 - > Monitoring of Right to Information Act 2005
 - > Monthly reports to CIC
 - > Quarterly to CIC
 - > Annual Report to CIC
 - > Annual CBSE Counselling Programme

7) NEET (UG)

1. The NEET (UG) is being conducted as per the directives of the Hon'ble Supreme Court of India and as per IMC Act-1956 and the Dentist Act-1948 for which the rules are provided by the Ministry of Health and Family Welfare and MCI. Counselling for 15% all India quota seats is conducted by DGHS and for 85% seats by respective State Counselling Authorities. The role of CBSE is limited to the conduct of examination and preparation of merit list thereafter.

2. The Unit is having certain documents under its possession for a limited period of time according to the weeding out rules. The documents under the possession of NEET Unit are as follows:

S. No.	Document	Period of Retention
1	Answer Sheets	Upto 60 days after the declaration of result
2	Correspondence on the preparation of the examination in form of files	Upto two years
3	Various Reports	Upto two years
4	Record from the Centres of Examination	Upto 60 days after the declaration of result
5	Various records of Candidates	

8) Examinations:

Statement of the categories of documents related to Senior School Certificate (Class XII) and Secondary School (Class X) Examinations preserved in the Headquarters/Regional Offices concerned:

S. No.	Item	Period of retention in the office	Information that could be made available
1.	Registration forms for Class IX	to be weeded alongwith the answer books of Class X examination concerned i.e. after two months of the declaration of result of Class X examination	Statistics related to the number of candidates registered for the particular examination can only be made available. Particulars of students cannot be made available under Sections 8(1)(d), (e),(g) & (j) of RTI Act, 2005
2.	List of candidates (Regular candidates)	10 years	Statistics related to the number of candidates appeared for a particular examination can only be made available. Particulars of students cannot be made available under Sections 8(1)(d), (e),(g) & (j) of RTI Act, 2005.

3.	Forms for private/improvement candidates	10 years	Information relating to the appearance of a particular candidate can only be made available. Particulars of students cannot be made available under Sections 8(1)(d), (e),(g) & (j) of RTI Act, 2005
4.	Cases of unfairmeans	1 year provided no court case/dispute is pending	Information relating to the category of unfairmeans resorted to by a particular candidate and the decision taken therefore can be made available. Particulars of candidate/school etc. and Members of the Unfair means Committee cannot be made available under Sections 8(1) (d), (e) & (g) of RTI Act, 2005
5.	Attendance sheets of Examiners	1 year	Information related to whether a particular examiner had been appointed/had attended the evaluation centre can only be made available after the declaration of the result of the Compartment examination of the year concerned. Particulars of Examiners cannot be made available under Sections 8(1) (e) & (g) of RTI Act, 2005
6.	Forms for use of Head Examiners	3 months (from the date of declaration of results)	Blank specimen forms can only be made available. Filled in forms shall reveal the particulars of the person(s) who have filled in the forms hence cannot be made available under Sections 8(1) (e) & (g) of RTI Act, 2005
7.	Tabulation Registers and the gazettes of all the examinations conducted by the Board	50 years (provided no court case pending)	Only Verification of marks on the request given by the organization/agency giving employment/admission for higher education shall be done. Particulars of candidates cannot be made available to others under Sections 8(1) (e),(g) & (j) of RTI Act, 2005

8.	Answer books of candidates	2 months after declaration of result(provided no court case pending)	<p>Photocopy of the answer sheets cannot be provided due to the following rules of the Board and decisions of the Central Information Commission:</p> <p>a) revaluation, disclosure, inspection or supply of copies of answer book is not permitted under Rule 61(iv) of the Examination Bye-laws of the Board.</p> <p>b) The disclosure, inspection or supply of copies of answer books is exempted under the RTI Act – 2005. A full bench of Central Information Commission vide its judgement and order dated 23rd April, 2007 in Appeal Nos. CIC/WB/A/2006/00469 & 00394 and AppealNos.CIC/OK/A/2006/0 0266/0058/00066/00315 has held that a citizen cannot seek disclosure of the evaluated answer sheet under the RTI Act, 2005 from UPSC, Staff Selection Commission, Universities, CBSE etc.</p>
9.	Orders relating to correction in candidate's/mother' father's name, surname	50 years	Application for correction in name/surname shall be considered only within ten years from the date of declaration of result supported with the documents as given in Rule 69.1(ii) Examination Byelaws
10.	Orders relating to correction in date of birth	50 years	Application for correction in date of birth will be considered only within two years of the date of declaration of result of Class X/XII, as the case may be, as given in Rule 69.2(iv) of the Examination Byelaws
11.	Court cases	2 years after the date of decision	Judgement

9) Joint Entrance Exam (Main) UNIT: All files relating to eligibility, appearance, declaration or results and examination related materials.

10) JNVST: All files relating to eligibility, appearance, declaration or results and examination related materials.

11) Academics: Files relating to all aspects of curriculum concerning the Board.

12) I.T. Department: Data relating to Examination etc.

The documents available in the electronic form are made available on the website for public access and can be downloaded free of cost.

Other documents related to various activities of the CBSE can be had from the concerned PIOs who is custodian of such information.

13) Affiliation Unit: Affiliation files of the schools with documents such as online applications, Inspection Reports, sanction letters.
