

F-3-4/2012/NIOS/Eval

11<sup>th</sup> July 2012


**OFFICE ORDER – 276/12**

On the recommendation of 18<sup>th</sup> Evaluation Committee Meeting held on 6<sup>th</sup> March 2012 and also recommendation by the 12<sup>th</sup> Meeting of Academic Advisory council held on 20<sup>th</sup> April 2012, the Executive Board of NIOS in its 62<sup>nd</sup> Meeting held on 18<sup>th</sup> June 2012 approved the retention of disposal of records i.e., application for Duplicate documents, for correction in documents, Original documents submitted for correction, requests received from various Authorities for verification of documents.

In view of the above it is notified that the information concerned i.e. the time limit for retention of old records are as under:

1	Papers received in connection with issue duplicate documents.	Six months from date of issue of duplicate documents.
2	Papers received in connection with verification.	a) One year from date of supply of report in case of positive report. b) One year from date of supply of report in case of negative report and case under investigation by Police or pending in Court till the case is disposed off.
3	Documents received in connection with correction of Name/DOB/Result etc.	One year from the date of issue of corrected documents.

This will be implemented with effect from 18<sup>th</sup> June 2012.

  
(C.DHARAMAN)  
Director (Evaluation)

Copy to:-

1. All HODs, NIOS.
2. All Regional Directors, Regional Centres, NIOS
3. PS to Chairman, NIOS for kind information of CM.
4. Joint Director (Admn.), NIOS.
5. Deputy Director (Accounts), NIOS.
6. All Officers of the level of Section Officer and above.
7. SAP, NIOS with the instruction to upload in NIOS website.