



राजपत्र, हिमाचल प्रदेश

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शुक्रवार, 05 जुलाई, 2024 / 14 आषाढ़, 1946

हिमाचल प्रदेश सरकार

H.P. STATE CONSUMER DISPUTES REDRESSAL COMMISSION, SHIMLA

NOTIFICATION

Dated, the 05th July, 2024.

No. HP/CPC/1-567/2024.—In exercise of the powers vested in me under Rule 5 of Schedule-II of the salaries and allowances payable to and other terms and conditions of, service of

72—राजपत्र / 2024-05-07-2024

(2159)

officers and other employees of the State/District Consumer Disputes Redressal Commissions Rules, 2024 read with Section 70(3) of the Consumer Protection Act, 2019 and all other enabling provisions in this behalf, I, Justice Inder Singh Mehta, President, Himachal Pradesh State Consumer Disputes Redressal Commission, exercising the powers of Appointing Authority as envisaged under Rule 7 of the *ibid* Rules, hereby make the following Procedure/Modalities in respect of the Maintenance and Weeding out of Records pertaining to the recruitments made by the Himachal Pradesh State Consumer Disputes Redressal Commission, Shimla.

Short title	1.	These Procedure/Modalities shall be called as the “ Himachal Pradesh State Consumer Disputes Redressal Commission, (Maintenance and Weeding out of Recruitment Records), Procedure/Modalities, 2024 ”.
Commencement	2.	These Procedure/Modalities shall come into force from the date of publication in the Rajpatra (e-Gazette), Himachal Pradesh.

RECORD MAINTENANCE AND RETENTION

Advertisement and Notifications issued by the Himachal Pradesh State Consumer Disputes Redressal Commission.	3.	Three sets of advertisements/notifications inviting applications from the desirous candidates, issued by the Himachal Pradesh State Consumer Disputes Redressal Commission, shall be retained in the Guard file for a period of one year from the date of issuance.
Applications received in response to the advertisements/notifications with respect to the posts to be filled on the basis of screening test/written examination.	4.	The applications of candidates, who could not qualify the screening/ written test, may be weeded out after six months from the declaration of final result. The applications of the candidates recommended for appointments shall however, be retained permanently.
Question booklets	5.	Unused as well as cancelled question booklets of the Screening Test may be weeded out after six months from the declaration of the result of Screening Test provided two sets of question papers with key, if any, shall be permanently retained with the Registry.
Question papers and answer books of the written examination.	6.	(i) Unused/cancelled question papers as well as the answer books (written test), of the candidates who could not qualify the test may be weeded out after six months of the declaration of the result of the written test. However, two sets of

		<p>question papers shall be permanently retained with the Registry.</p> <p>(ii) The answer books of the candidates who qualified the written test may be weeded out after expiry of six months from the declaration of the final result.</p>
Correspondence with the paper-setter/evaluator etc.	7.	The record pertaining to the appointment and correspondence if any with the paper-setter/evaluator shall be retained for five years from the date of declaration of final result.
Marks List/Awards List	8.	The marks/awards list shall be retained for five years with the concerned Dealing Assistant of the Registry for a period of five years from declaration of final result and may be weeded out thereafter.
Custodian of the record	9.	After completion of the recruitment process, the entire record shall be kept in sealed cover, with the concerned Dealing Assistant of the Registry till weeded out in accordance with these Rules.
Litigation matters	10.	In Court cases and other matters of similar nature, the application(s) along with record pertaining to those application(s) shall be converted into files and to be retained permanently.
Procedure/Modalities of weeding out of record.	11.	<p>(i) After obtaining prior approval, from Appointing Authority, a Committee headed by an officer not below the rank of Registrar/Assistant Registrar shall be constituted for weeding out of the record.</p> <p>(ii) The Committee so constituted shall certify that the record sought to be weeded out is not required in any proceedings pending before the Court of law or in other similar matter, and also prepare an inventory of such record.</p> <p>(iii) The details of the record so weeded out shall be placed by the Committee so constituted before the Appointing Authority for information.</p>

		(iv) Weeded out record shall be destroyed/disposed of in the presence of Committee.
Power to Relax & issue Administrative Orders.	12.	(i) Hon'ble the President, H.P. State Consumer Commission may in appropriate cases relax the operation of these Procedure/Modalities. (ii) Hon'ble the President in his discretion may also issue administrative orders on matters not specifically covered by these Procedure/ Modalities.

By order,
Sd/-
(JUSTICE INDER SINGH MEHTA),
President-cum-Appointing Authority,
H.P. State Consumer Disputes Redressal Commission, Shimla-9.