

# **HIGH COURT OF CHHATTISGARH, BILASPUR**

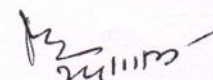
## **ENDORSEMENT**

Endt No. 22276 /Rules/2025

Bilaspur, dated 24/11/25

Copy of the **Guidelines for Preservation/ Elimination of Records/ Documents of Selection & Appointment** Cell be forwarded to :-

1. Joint Registrar-cum-P.P.S. to Hon'ble the Chief Justice, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
2. Private Secretary to Hon'ble Mr. Justice Sanjay K. Agrawal, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
3. Private Secretary to Hon'ble Mr. Justice Sanjay S. Agrawal, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
4. Private Secretary to Hon'ble Mr. Justice Parth Prateem Sahu, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
5. Private Secretary to Hon'ble Mrs. Justice Rajani Dubey, High Court of Chhattisgarh, Bilaspur for information of her Ladyship.
6. Private Secretary to Hon'ble Mr. Justice Narendra Kumar Vyas, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
7. Private Secretary to Hon'ble Mr. Justice Naresh Kumar Chandravanshi, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
8. Private Secretary to Hon'ble Mr. Justice Deepak Kumar Tiwari, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
9. Private Secretary to Hon'ble Mr. Justice Sachin Singh Rajput, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
10. Private Secretary to Hon'ble Mr. Justice Rakesh Mohan Pandey, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
11. Private Secretary to Hon'ble Mr. Justice Radhakishan Agrawal, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
12. Private Secretary to Hon'ble Mr. Justice Sanjay Kumar Jaiswal, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
13. Private Secretary to Hon'ble Mr. Justice Ravindra Kumar Agrawal, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
14. Private Secretary to Hon'ble Mr. Justice Arvind Kumar Verma, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
15. Private Secretary to Hon'ble Mr. Justice Bibhu Datta Guru, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
16. Private Secretary to Hon'ble Mr. Justice Amitendra Kishore Prasad, High Court of Chhattisgarh, Bilaspur for information of his Lordship.
17. Private Secretary to the Registrar General, High Court of Chhattisgarh, Bilaspur for information.
18. Steno to Registrar (Vigilance/ I&E/ Judicial/ S&A Cell/ Computerization/ Establishment) High Court of Chhattisgarh, Bilaspur for information.
19. Director, Chhattisgarh State Judicial Academy, High Court of Chhattisgarh, Bilaspur for information.
20. Principal Secretary, Law & Legislative Affairs Department, Government of Chhattisgarh, Mantralaya, Mahanadi Bhawan, Atal Nagar, Nava Raipur (Chhattisgarh).
21. The Principal District & Sessions Judge, Bastar at Jagdalpur/ Bilaspur/ Durg/ Raigarh/ Raipur/ Rajnandgaon/ Dakshin Bastar at Dantewara/ Janjgir-Champa/ Dhamtari/ Korba/ Mahasamund/ Kabirdham(Kawardha)/ Uttar Bastar (Kanker) /Koriya (Baikunthpur)/ Jashpur/ Balod/ Bemetara/ Kondagaon/ Surajpur/ Sarguja at Ambikapur/ Baloda-Bazar/ Mungeli/ Balrampur at Ramanujanjan for information.
22. The Principal Judge/Judge, Family Court, Bastar at Jagdalpur/ Bilaspur/ Durg/ Raigarh/ Raipur/ Rajnandgaon/ Janjgir-Champa/ Dhamtari/ Korba/ Mahasamund/ Kabirdham (Kawardha)/ Uttar Bastar (Kanker)/ Koriya (Baikunthpur)/ Jashpur/ Balod/ Bemetara/ Kondagaon/ Surajpur/ Sarguja at Ambikapur/ Baloda-Bazar/ Mungeli/ Dantewada for information.
23. Commercial Court, Sector-19, Kotara Bhantha, Naya Raipur, C.G. 492101 for information.
24. The President, Chhattisgarh State Industrial Court, Near Ghadi Chowk, Raipur with a request to circulate all the Presiding Officers of the Labour Courts for information.
25. Registrar Ministerial (C.S.J.A./Vigilance and I&E), High Court of Chhattisgarh, Bilaspur for information.
26. Additional Registrar (Judicial/ HCLSC/ Adm.), High Court of Chhattisgarh, Bilaspur for information.
27. All Joint Registrar, High Court of Chhattisgarh, Bilaspur for information.
28. Officer on Special Duty-cum-Central Project Coordinator, E-Courts Mission Mode Project, High Court of Chhattisgarh for information.
29. All Additional Registrar (M), High Court of Chhattisgarh, Bilaspur for information.
30. Member Secretary, Chhattisgarh State Legal Services Authority, Old High Court Building, Bilaspur for information.
31. All Deputy Registrar, High Court of Chhattisgarh, Bilaspur for information.
32. Library, High Court of Chhattisgarh, Bilaspur for information.
33. Court Manager, High Court of Chhattisgarh, Bilaspur for information.
34. In-Charge, NIC High Court Computer Cell, High Court of Chhattisgarh, Bilaspur with a direction to upload in the official web-site of this High Court.

  
(Mansoor Ahmed)  
Registrar (I&E)



# **HIGH COURT OF CHHATTISGARH, BILASPUR**

## **NOTIFICATION**

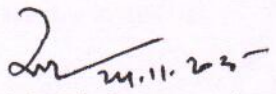
No. 22275 /Rules/2025

Bilaspur, Dated 24/11/25

### **GUIDELINES FOR PRESERVATION / ELIMINATION OF RECORDS / DOCUMENTS OF SELECTION & APPOINTMENT CELL**

<b>S.N.</b>	<b>Description of Records/ Documents</b>	<b>Period of Preservation</b>
1.	Application forms alongwith enclosures of absent candidates and those candidates whose application forms received after last date.	One Year from the date of completion of examination procedure i.e. declaration of final select list of candidates (in case any Court case is filed against the selection process, the particular record/records shall be eliminated after final decision of the Court case).
2.	Application forms alongwith enclosures of unsuccessful candidates/data check list.	One Year from the date of completion of examination procedure i.e. declaration of final select list of candidates (in case any Court case is filed against the selection process, the particular record/records shall be eliminated after final decision of the Court case).
3.	Application forms alongwith enclosures and attestation forms of successful candidates.	Original be sent to Government of C.G. Law Department with the list of selected candidates for further processing and a photocopy thereof be sent to Confidential Section for records and further processing. A photocopy be kept in Selection & Appointment Cell for a period of 3 years (in case any Court case is filed against the selection process, the particular record/records shall be eliminated after final decision of the Court case).
4.	<u>Unused:-</u> (i) Question paper-cum answer booklets. (ii) Question papers. (iii) Answer sheets. (iv) OMR-Sheets.	One Year from the date of declaration of result of concerned examination (5 copies be kept safe for records).
5.	Used OMR-Sheets, Question Paper-cum-Answer-Sheets/ Answer sheets of written examinations pertaining to the candidates.	One Year from the date of declaration of final select list (in case any Court case is filed against the selection process, the particular record/records shall be eliminated after final decision of the Court case).
6.	Used envelopes, File/ Counter file, Identity sheets, other records regarding valuation, Observer's reports, other report formats and documents of Checker's work pertaining to Examinations/ Promotions/ Records of coding/ decoding.	One Year from the date of final declaration of final select list (in case any Court case is filed against the selection process, the particular record/records shall be eliminated after final decision of the Court case).
7.	Copies of ACR's & Vigilance reports etc.	One Year from the date of declaration of final select list (in case any litigation/ Court case is filed against the selection process, the particular record/ records shall be eliminated only after final decision of the Court case).

After lapse of the period of Preservation as mentioned above, the concerned Record/ Files/ Documents shall be eliminated/ disposed of by the Selection & Appointment Cell. These directions/ guidelines shall be applied in respect of all Examinations/ Promotions conducted by the Selection & Appointment Cell of the High Court.

  
(Rajnish Shrivastava)  
Registrar General