

THE GAUHATI HIGH COURT AT GUWAHATI

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION NO. 36

Dated Guwahati, the 6th June, 2026

Guidelines for Retention and Destruction of Examination Materials

1. These guidelines are applicable for recruitment processes initiated and conducted by various establishments under District Judiciary, Assam.
2. For the purpose of retention and destruction, examination materials mean and include the following:
 - (a) Application forms,
 - (b) Documents submitted along with application form or at the time of interview,
 - (c) Question papers (used/extra),
 - (d) Answer scripts (used and unused/extra),
 - (e) OMR sheets,
 - (f) Evaluation sheets,
 - (g) Attendance sheets,
 - (h) Any other documents submitted in connection with any recruitment process.
3. Examination materials of every completed recruitment process are to be stored in a secured place with restricted access. The materials are to be arranged systematically for easy traceability and are to be preserved without damage till disposal.
4. Appropriate staff shall be assigned the responsibility of safe keeping of examination materials till disposal.
5. Before sending examination materials for storage, the particulars thereof are to be entered in a register which is to be maintained in the following form:

Sl. No.	Name and Year of the Recruitment Process	Date of advertisement	Date of completion of the process	Date of Expiry of Retention Period	Date of destruction	Remarks , if any

6. Destruction of examination materials is to be carried out at an interval of 3 (three) years from the date of completion of every recruitment process. The date of completion is to be reckoned from the date of publication of final result.
7. The Head of the Establishment/Appointing Authority shall constitute an "Examination Materials Disposal Committee" to oversee the process of secure disposal of examination materials in accordance with these guidelines.
8. Examination materials due for destruction are to be identified every year in the month of March and a detailed inventory thereof should be prepared in the following form:

Sl. No.	Name and Year of the Recruitment Process	Date of advertisement	Date of completion of the process	Brief description of the materials to be destroyed	Remarks, if any

9. After identification, the Head of the Establishment/the Appointing Authority shall forward to the High Court the list of the recruitment processes corresponding to the identified examination materials for seeking confirmation if any litigation is pending in respect of any such process.
10. In the event of receipt confirmation from the High Court regarding absence of any pending litigation, notice shall be published in official Notice Boards, official website of District Judiciary as well as in two newspapers having wide circulation in the state of Assam, providing 15

days time from the date of such publication for any query/response/objection.

11. On the expiry of 15 days from the date of publication of such notice, the examination materials are to be physically destroyed by shredding. Destruction must be handled in a secure and confidential manner. In any case, destruction is to be carried out in such a manner that the materials cannot be retrieved or reconstructed.
12. Each batch of destroyed materials should be accompanied by a certificate (Annexure-A) signed by members of the Examination Materials Disposal Committee. A copy of the inventory mentioned at point no. 8 must be enclosed with the certificate.
13. A copy of the Destruction Certificate and Inventory should be retained in the official records.
14. The date of destruction must be entered in the register mentioned at point no. 5.
15. Examination materials of recruitment processes involving matters which are *sub-judice* or involving litigation in any forum shall be retained till conclusion of the litigation proceedings.
16. In the event of dispute regarding final result or administrative requirements, examination materials shall be retained till the matter is finalized. After such finalization, the standard requirement to retain the examination materials for a period of 3 (three) years applies.
17. After every process of destruction, the Head of the Establishment/Appointing Authority shall submit a compliance report to the High Court.

By Order,

Digitally signed by

REGISTRAR GENERAL

Date: 06-06-2026

17:33:54 June, 2026.

Memo No. HC. III - 07/ 2015/2390-2428/ G, Dated Guwahati, the

Copy to:-

1. The L.R. -cum- Commissioner & Secretary to the Government of Assam, Judicial Department, Dispur, Guwahati-781 006.
2. The Registrar (Vigilance/ Judicial/ Administration/ Establishment), Gauhati High Court, Guwahati.

3. The Registrar, Gauhati High Court, Kohima Bench, Kohima / Aizawl Bench, Aizawl/ Itanagar Permanent Bench, Naharlagun.
4. The Secretary, Gauhati High Court Legal Services Committee, Gauhati High Court, Guwahati.
5. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
6. The District & Sessions Judge/Chief Judicial Magistrates, _____, Assam. They are requested to forward this Notification to all the Judicial Officers under their jurisdiction.
7. The Principal Judge, Family Court; _____, Assam.
8. The Member, MACT, _____, Assam.
9. The Special Judge-cum-Judge Designated Court, Assam.
10. The Special Judge, Assam.
11. The Special Judge, NDPS Court, Guwahati, Assam.
12. The Special Judge, CBI & NIA, Assam.
13. The Special Judge, CBI, Assam, Addl. CBI Court No. 1, 2 & 3, Guwahati.
14. The Presiding Officer, Labour Court/Industrial Tribunal, Kamrup (M), Guwahati/Dibrugarh, Assam.
15. The Presiding Officer, Industrial Tribunal, Cachar, Assam.
16. The Joint Registrar (_____), Gauhati High Court, Guwahati.
17. The Joint Registrar-cum-Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
18. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
19. The Asstt. Registrar (_____), Gauhati High Court, Guwahati.
20. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
21. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
22. The Private Secretary to Hon'ble Mr. Justice Michael Zothankhuma, Judge, Gauhati High Court, Guwahati.
23. The Private Secretary to Hon'ble Mr. Justice Kalyan Rai Surana, Judge, Gauhati High Court, Guwahati.
24. The Private Secretary to Hon'ble Mr. Justice Nelson Sailo, Judge, Gauhati High Court, Guwahati.
25. The Private Secretary to Hon'ble Mr. Justice Parthivjyoti Saikia, Judge, Gauhati High Court, Guwahati.
26. The Private Secretary to Hon'ble Mr. Justice Budi Habung, Judge, Gauhati High Court, Guwahati.
27. The Private Secretary to Hon'ble Mrs. Justice Yarenjungla Longkumer, Judge, Gauhati High Court, Guwahati.
28. The Private Secretary to Hon'ble Mr. /Mrs. Justice _____, Judge, Gauhati High Court, Guwahati.
29. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this Notification in the website of the Gauhati High Court under the caption "Guidelines for Retention and Destruction of Examination Materials".*

- 30.The Court Manager, Gauhati High Court, Guwahati.
- 31.The Sr. Systems Officer, Gauhati High Court, Guwahati.
- 32.The Administrative Officer (Judicial), _____ Section, Gauhati High Court, Guwahati.
- 33.The Court Master, Court No. _____, Gauhati High Court, Guwahati.
- 34.The Court Officer I, Gauhati High Court, Guwahati.
- 35.The C.A. to the Registrar General, Gauhati High Court, Guwahati.
- 36.The C.A. to the Registrar (Judicial), Gauhati High Court, Guwahati.
- 37.The C.A. to the Registrar (Admn.), Gauhati High Court, Guwahati.
- 38.The C.A. to the Registrar (Estt.), Gauhati High Court, Guwahati.
- 39.The Gauhati High Court notice boards.

(e-signed)
Raktim Duarah
REGISTRAR GENERAL

ANNEXURE – A

CERTIFICATE OF DESTRUCTION OF EXAMINATION MATERIALS

The undersigned hereby certify that the examination materials of the recruitment process(s) mentioned in the enclosed inventory have been destroyed in compliance with Hon'ble Gauhati High Courts's Notification No. 36 dated 06.06.2026.

Method of Destruction:

Date of Destruction:

Names and Signatures of Members of the Examination Materials Disposal Committee.