

## MANUAL – VI

### CATEGORIES OF DOCUMENTS MAINTAINED

#### **A. NISST Secretariat and Director**

1. Agenda and minutes of the Board of governors of NISST
2. Various policy matters
3. Confidential matters
4. Reports
5. Misc.

#### **B. JOCC Department**

All the records related to admission, examination, result and other student affairs are maintained in the JOCC department.

#### **C. Laboratories**

Laboratories maintain records of various tests and studies conduct by them.

#### **D. Personnel & Administration Department**

1. Personal files of the employees
2. Rules & regulations
3. Parliament and MOS queries
4. Contracts entered by P&A department
5. Despatch & receipt register
6. Confidential matters
7. Legal matters
8. Minutes of Group Gratuity Trust
9. Provident fund related matters and correspondence
10. Personnel and Administration records
11. Miscellaneous

#### **E. Finance & Accounts Department**

1. Books of accounts
2. Finance & Budget related matters
3. Investments
4. Provident Fund related matters and correspondence
5. Pay
6. Taxation
7. Reports & returns
8. Financial Records
9. Miscellaneous