

## **MANUAL – V: RULES / REGULATIONS / INSTRUCTIONS / MANUALS & RECORDS HELD IT OR UNDER ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

Following rules have been approved by the Board of Governors of NISST and are available with the Personnel & Administration department:

01. MANPOWER PLANNING - HUMAN RESOURCE PLANNING-GUIDELINES
02. RECRUITMENT POLICY
03. (i) EXECUTIVE PERFORMANCE APPRAISAL SYSTEM ( POLICY )  
(ii) EXECUTIVE PERFORMANCE APPRAISAL SYSTEM (GUIDELINES)
04. PROMOTION POLICY FOR EXECUTIVES
05. RULES FOR PROMOTION FRAMED UNDER THE PROMOTION POLICY FOR EXECUTIVES
06. POLICY FOR PROMOTION FROM NON-EXECUTIVE TO EXECUTIVE CADRE
07. SYSTEM OF PROBATION & CONFIRMATION OF EXECUTIVES
08. POLICY ON TENURE POSTING WITHIN NISST
09. STANDARD TERMS OF DEPUTATION
10. TRANSFER BENEFITS ON MOVEMENT FROM NISST TO OTHER PSUS
11. EXECUTIVE SALARY STRUCTURE
12. NON – EXECUTIVE WAGE STRUCTURE
13. PAY FIXATION RULES
14. NISST ANNUAL INCREMENT RULES
15. REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES AND GUIDELINES FOR REGULATING REIMBURSEMENT OF TRANSPORT EXPENSES
16. ADVANCE FOR MEDICAL TREATMENT
17. FESTIVAL ADVANCE
18. LEAVE RULES FOR EXECUTIVES AND THOSE NOT GOVERNED BY STANDING ORDERS AND / OTHER RULES
19. CASUAL LEAVE RULES
20. ENCASHMENT OF LEAVE
21. LEAVE TRAVEL CONCESSION
22. SCHEME FOR FAREWELL TO RETIRING EMPLOYEES
23. ASSISTANCE FOR FUNERAL EXPENSES
24. NISST CONDUCT, DISCIPLINE & APPEAL RULES
25. CHANGE OF SURNAME
26. DETERMINATION OF DATE OF BIRTH
27. TRAVELLING ALLOWANCE RULES
28. LONG SERVICE AWARD SCHEME

Apart from the above in order to discharge all functions relating to personnel & administrative matters NISST follows those rules of JPC as considered applicable in case of NISST by the competent authority. Besides NISST Secretariat maintains the following documents that serves as guidelines.

1. Rules & Regulations([ANNEXURE –C](#))
2. Memorandum of Association([ANNEXURE –D](#))
3. Aims & Objectives([ANNEXURE –E](#))
4. Agenda & Minutes of the meeting of the board of Governors of NISST

5. Specific instructions in the form of letters, if any  
**Transfer Policy and Transfer Orders**

In NISST transfer of officers/employees is affected on and as – and – where basis depending upon organizational requirements. Transfer orders are issue in all such cases. **(ANNEXURE-F)**