

MANUAL – VI: CATEGORIES OF DOCUMENTS MAINTAINED

A. Director's Secretariat

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

B. Technical Departments

- **Electrical Lab-** Audit & Testing Reports
- **Mechanical Lab-** Audit & Testing Reports

C. Laboratories

Laboratories maintain records of various tests and studies conducted 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. Dispatch & 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