

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 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