

## **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 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. 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