

The National Small Industries Corporation Limited

MANUAL-V

The rules, regulations, instructions, manuals and records, held
by it or under its control or used by its employees for
discharging its functions

The National Small Industries Corporation Limited
(A Government of India Enterprise)
NSIC Bhawan, Okhla Industrial Estate,
New Delhi- 110020 (INDIA)
Website: <http://www.nsic.co.in>

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

S. No.	Name / Title of Document Type	Type of Document	Brief write-up of the Document	Reference Department
1	NSIC Conduct Rules, 1966	Rules & Regulations	Guidelines for conduct of employees	Vigilance Division
2	NSIC Recruitment & Promotion Rules, 1997	Rules & Regulations	Guidelines regarding recruitment & promotion matters	HR Division
3	NSIC Control & Appeal Rules, 1968	Rules & Regulations	Guidelines regarding disciplinary actions & appeal	Vigilance Division
4	Manual on Sub-Delegation of Powers	Working Manual	Sub-Delegation of administrative, financial & commercial powers to officers	Co. Secy. Section
5	Customer Services Manual	Working Manual	Cluster Development & Marketing Procedure	Cluster
			Event Management Procedure	Head Exhbn., H.O.
			SSI Training Procedure	Technology Division
			Infomediary Services Procedures	Infomediary Services
			STP Management Procedure	STP

			Public Dealing & Customer Communication Procedure	CMR Cell
6	Management Services Manual	Working Manual	Data & Document Control Procedure	CMR Cell
			Intranet Procedure	TIC Cell
			MIS Procedure	TIC Cell
			Recovery Procedure	Recoery Division
			Administration Procedure	Admn. Division
			Purchase & Stores Procedures	Admn. Division
			Management Review Procedure	CMR Cell
			Corporate Planning Procedure	Corporate Planning Division
7	Human Resource Management Manual	Working Manual	Personnel Procedure	HR Division
			Personnel Legal Issue Handling Procedure	HR Division
			Training Procedure	HR Division
8	Maintenance Manual	Working Manual	Civil Maintenance Procedure	Civil Maintenance
			Electrical Maintenance Procedure	Electrical Maintenance
			Housekeeping Procedure	House keeping

			Computers + Communication Equipment Procedure	Computer Maintenance
9	Finance & Accounts Manual	Working Manual	Finance and Accounts Procedure	F&A Division
			Procedure for Finalization & Audit of Accounts at Unit Level	F&A Division
			Banking Procedure	F&A Division
			Internal Audit Procedure	F&A Division
10	GP Manual	Working Manual	GP Procedure	GP Division
11	Financial Services Manual	Working Manual	Financial Services Procedure	F&A Division
12	Legal Documentation Manual	Working Manual	Legal Documentation	Law Division
13	Legal Function Manual	Working Manual	Legal Functions	Law Division

14	NTSC Manual	Working Manual	Training Procedure	Technology Division
15	Statutory Books under the Companies Act, 1956	Records	1. Memorandum & Articles of Association 2. Agenda Book 3. Minutes Book 4. Detail about authorised share capital of the Co. its paid up capital 5. Other records	Co. Secy. Section
16	SC/ST/OBC Roster	Records	Status showing vacancies reserved for SC/ST/OBC candidates	HR Division
17	Book of Accounts	Records	1. All mandatory books of accounts required under the Companies Act 2. Subsidiary Books of accounts 3. MIS	Finance & Accounts Deptt. For Sr. No. 1 & 2, and TISDC for Sr. No.3
18	Registers	Records	Attendance Register, Despatch Register, Postage Register, Movement Register etc.	Admn. Division