



## **The National Small Industries Corporation Limited**

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### MANUAL-V

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**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**

<b>S. No.</b>	<b>Name / Title of Document Type</b>	<b>Type of Document</b>	<b>Brief write-up of The Document</b>	<b>Address , Contact Person</b>
1	NSIC Employees Conduct, Discipline and Appeal (CDA) Rules, 2019	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	Manual on Sub-Delegation of Powers	Working Manual	Delegation of administrative, financial & commercial powers to officers	Company Secretary Section
<b>Customer Service Manuals &amp; Procedures</b>				
4	Financial Services Manual	Working Manual	Raw Material Assistance & Bill Discounting Procedures	F&A
5	SPRS (GP) Manual	Working Manual	Government Purchase Procedure	SPRS
6	RMD Manual	Working Manual	Raw Material Distribution Procedure	RMD
7	Consortia & Tender Marketing Manual	Working Manual	Consortia & Tender Marketing Procedure	CTMS
8	Digital Services Facilitation Manual	Working Manual	Digital Services Facilitation (DSF) Procedure	DSF
9	Event Management Manual	Working Manual	Event Management Procedure	EMC
10	Exhibition Manual	Working Manual	Exhibition Procedure	Exhibition
11	International	Working	International	International

	Cooperation Manual	Manual	Exhibition Procedure	Cooperation Deptt.
12	Space Marketing Manual	Working Manual	Infrastructure Marketing Procedure	SMC Deptt.
13	NTSC Manual	Working Manual	Training & Common Facility Procedure	Technology
<b>Management Services Manuals &amp; Procedures</b>				
14	Management Services Manual	Working Manual	Data & Document Control Procedure	CMR Cell
15			Management Review Procedure	CMR Cell
16			Intranet Procedure	IT Division
17			MIS Procedure	IT Division
18			Administrative Procedure	Admn. Division
19			Purchases & Stores Procedure	Admn. Division
20			Corporate Planning Procedure	Corporate Planning Division
21	Human Resources Management Manual	Working Manual	Personnel Procedure	HR Division
			Personnel Legal Issue Handling Procedure	
22	Maintenance Manual	Working Manual	Civil Maintenance Procedure	Civil Maintenance
			Electrical Maintenance Procedure	Electrical Maintenance
			Housekeeping Procedure	Admin. Division
			ICT + Computers + Software Maintenance Communication Equipment Procedure	IT Division
23	Finance & Accounts Manual	Working Manual	Finance & Accounts Procedure	F&A Division
			Procedures for finalization & audit of accounts at unit level	
			Banking Procedure	
			Internal Audit	

			Procedure	
24	Law & Recovery Manual	Working Manual	Law & Recovery Procedure	Law Division
<b>Records &amp; Instructions</b>				
<b>S. No.</b>	<b>Name / Title of Document Type</b>	<b>Type of Document</b>	<b>Brief write-up of The Document</b>	<b>Address , Contact Person</b>
25	Statutory Books under the Companies Act, 2013	Records	1. Memorandum & Article of Association; 2. Agenda Book; 3. Minutes Book; 4. Other records/registers applicable from time to time	Co. Secretary Section
26	SC/ST/OBC Roster	Records	Status showing vacancies reserved for SC/ST/OBC candidates	HR Division
27	Books of Accounts	Records	1. All mandatory books of accounts required under the Company Act. 2. Subsidiary Books of accounts. 3. MIS	1. Finance & Accounts Department 2. F&A Deptt.  3. IT Division
28	Registers	Records	1. Attendance Record 2. Dispatch Record 3. Postage Register 4. Movement Register etc.	1. HR Department 2. All HoDs 3. Admn. Department 4. All HoDs

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**(Updated – Pertaining to H.R. Division)**

No.	Name / Title of Document Type	Type of Document	Brief write-up of The Document	Address, contact person
2	i. The NSIC Limited (Employees) Recruitment Rules, 2023 ii. The NSIC Limited (Employees) Promotion Rules - 2024 iii. NSIC Transfer Policy, 2009	Rules & Regulations	Guidelines regarding recruitment, promotion and transfer matters	HR Division
21	Human Resource Management Manuel	Working Manual	Personnel procedure	HR Division