

MANUAL 5

Statement of the categories of documents that are held by the Department or under its control

(1) **Vital** - MoAA, Bye-Laws, Land related documents, Budget Approval / release order by MoWR, fund sanction/ release order by MoWR and other Funding agencies.

Decision of the authorities:

- (a) Proceeding of the meeting of the NERIWALM Society and Governing Body.
- (b) Proceeding of the meeting of the Finance Committee
- (c) Proceeding of the meeting of the NERIWALM Corpus Fund.
- (d) Assets Register
- (e) Stock Register
- (f) Building Register
- (g) Annual Accounts with AG (Audit) Report.
- (h) Personal files/ Service records of all employees
- (i) Contract / Agreement / Memorandum of Understandings (MoUs)

(2) Routine :-

- (a) Correspondence with Public
- (b) Other Organizations
- (c) Employees
- (d) Minutes of meetings