

**Manual - 6**  
**[Section 4(1) (b) (VI)]**

**Statement of categories of documents that are held by it or under its control**

#	Nature of Record	Details of Information available	Unkit/Section Where available	Retention period Where available
1	File	Public Grievances & rightof citizen to time -bound delivery of public to time -bound delivery Services & public relation.of public	Office of Institute of Nursing Education	As per Government norms
2		Request for nursing for nursing faculty to take Class/speak		
3		Daily wages		
4		Staff Position & Census data		
5		Circuit house, goa niwas & goa sadan		
6		Circular-general including leave		
7		Assembly Question (LAQ)		
8		Miscellaneous		
9		General Training Programme		
10		Pension cases		
11		Continuation of Post - Order		
12		Power of Head of Office (INE)		
13		State & National awadrs		
14		Creation of posts /vacant/redesignation		
15		Time bound pay scale, acps/macp order		
16		Biodata of Staff		
17		Leave Order		
18		Transfer & promotion		
19		Vacational holidat/diccretionary holidays		
20		Confidential Staff		
21		Movement Order		
22		Identity cards (Staff)		
23		Monthly effectivity		
24		Voluntary Retirement Schmes (VRS)		
25		Sangath		
26		Service verification		
27		Child Care Leave		
28		RTI Acts, SIC appearance, Circular, Replies (II)		
29		Seniority List		
30		State quality assurance committee for sterilization		
31		6th pay commssion statement		
32		Pension Scheme (NEW)		
33		Retirement age of Teaching staff/redisiganation		
34		Citizen Charter/printed book		
35		Security & House keeping appoinments orders		
36		Zonal Task Force		
37		7 th pay commssion statements		
38		House keeping (Mahalsa services)		
39		Election		
40		GST challan & bills		
41		GST INE Accounts		
42		Copies of documents/enclosures (GU,UGC)		
43		7 PC		
44		Job Description		
45		Recruitments Rules		
46		COVID- 19		
47		Annual administartive report/plan		

48	Annual day permission & Budget
49	Budget
50	FVC Bill
51	Circular Finance
52	Audit
53	Examinars acquitance ( Goa University)
54	Monthly Expenditure
55	Lunch & refreshment during exam & Inspection.
56	Salary Statement
57	Festival Advance
58	GPF withdrawal/GPF Final payment
59	GPF Change in deduction
60	Central assitance (Work shop/strengthening)
61	Goa Government group Insurance
62	Loans & advances
63	Tution fees
64	Inspec tion cell
65	Delegation of financial Power
66	Permanent advance
67	bank Correspondance
68	House Building Advance
69	sanction order (request)
70	Circular -allowances, bonus, arrears
71	OBC & Income certificate
72	Govt printing press/transfer entry
73	Salary Certificate
74	6 th pay commssissio circular
75	affiliation fees
76	nursing, washing & uniform allowance
77	Opening bank accounts
78	AC/Dc bills
79	Central Funds
80	SBI
81	LIC
82	Loan Repayment
83	Third party cheque
84	Key of safe
85	Receipt book
86	DHS Credit Society
87	Challan
88	GFR-8
89	Acquitance
90	Postal Saving
91	Form -16
92	Special pay/personal security bound
93	NRHM
94	Last Pay Certificate
95	Budget (2211)
96	TDS 24Q (INE staff)
97	TDS 26Q (INE staff)
98	Refund of fees
99	MSc budget & Budget head
100	Fee Structure
101	Personal Ledger account

102	Contract staff (Teachinh,Library & Adm)
103	Scholarship scheme for J & K
104	Strengthening PSE
105	Pay bills
106	Central Sector scheme
107	Sodexo
108	Personal file of staff ( Teaching /Non Teaching)
109	Statistics-ed dept, UGC. GU
110	Indian Nursing Council & Goa Nursing Council
110	Pulse Polio Programme, Filaria
111	Annual Report Goa University
112	Annual day Function & Lamp Lightining
113	Tarined /student nurse association (TNA/SNA)
114	Inspection (Indian Nursing council & GNC)
115	Academic Term
116	Prizes
117	Biodata of Examiners
118	Permission INC/MNC/GMC/IPHB/DHS & Gas
119	Parent Teacher association
120	Important documents
121	Prevention of sexual harrassment
122	Passed out students
123	Board of studies in Nursing/Disciplines
124	Circular Goa University
125	Starting of BSc
126	Advisor Committee
127	Approval of faculty (GU)
128	Confidential of Students
129	Eligibility, Migration, transfer
130	Examination Goa University
131	Information Technology
132	Admission BSc Nursing.
133	Printing Press
134	Arrangements of classes BSc, MSc & PB Diploma
135	Practical Experience/obsrvation visit-BSc
136	Railway concession & KTC
137	Authentication of degree certificate
138	Knowledge commssion
139	Starting MSc-n- programme
140	Scholarship-postmatric SC/OBC/tribal welfare Gagan Bharari , NSP)
141	Scholarship (private organisation other than Govt.
142	Sport - GU
143	Continuing nursing education (CNE)
144	IGNOU
145	Advisory committee
146	Monthly Attandance (GU)
147	MSC Prospectus & admission
148	Golden Jubilee celebration
149	Quality improvement & Academic screening
150	Practical experience/obsrvtion visit MSc & PB Diploma
151	Discontinuation of students
152	Post basic diploma programme& Prospectus
153	Ethical clearance & permission for resaerch

154	PMSSS (J&K)
155	MLHP
156	Bio-data examiners
157	Bio-data teaching staff
158	bond forms/affidivate
159	Committees
160	Court case BSc Nursing.
161	Court case PBSc Nursing.
162	GU Result BSc (B 1 2006 onwards)
163	GU Result MSc (B 1 2014 onwards)
164	INC Circular/Resolution
165	PB diploma prospectus & admission
166	Policies INE (hostel, applicatio, code of conduct health, needle, stick, injury, antiragging, PoSH, waste management)
167	Transcript PBBSc (N) (B VIII, IX,X-XII)
168	Stipend
169	Scholarship ANM
170	ANM prospectus & admission
171	Anti-ragging
172	External Lecturer approval
173	Health care assistant equivalance
174	Auxiliary nurse Midwifery
175	Multipurpose Health worker (male)
176	Armed force s flag day
177	Payment external lecturers
178	MR/LTC/TA/DA-fly welfare
179	MR/LTC/TA/DA-Plain
180	MR/LTC/TA/DA-NON Plain
181	TA-fly welfare
182	TA-plan
183	TA-non plain
184	housekeeping bills
185	MR (plan-4 yr bsc)
186	TD/DA (plan -4 yr BSc)
187	ANM (practical experience/observation visit)
188	LTC Bill
189	Sanctioned order (contract staff)
190	Result
191	Enrollment
192	Internal Assessment mark.
193	Antiragginig affidivat parents
194	Antiragginig affidivat students
195	Antiragging forms contract staff
196	Bills security
197	Bonds forms ANM affidivat
198	Inspection ANM
199	Prospectus file
200	Student applications
201	Transcript ANM from 1982
202	Postage stamp record
203	Supply (MSD, DHS)
204	Supply (Goa Co-op marketing, Goa handicraft
205	Supply (private)
206	Vehicle

207	Vehicle permission		
208	PWD (Forest)		
209	PWD (Water supply)		
210	PWD building maintaince(Civil/electrical)		
211	Condemnation		
212	Riso high speed copier		
213	Telephone		
214	Staff Uniform		
215	Shifting of Building		
216	Photocopier Riso & canon.		
217	GSIDC		
218	Computer/laptop		
219	Fire Extenguisher		
220	Typewriter		
221	Quotations		
222	Permission(purchase)		
223	Goa broad band		
224	Website		
225	campus expansion		
226	diesel generator set		
227	Fax machine		
228	Cooking gas/LPG Cylinder		
229	Goa Energy dev agency (GEDA)		
230	CCTV/cameras		
231	Cafeteria		
232	Wifi		
233	Challan file		
234	GST file.		
235	Renewals of Journal	<b>INE Library</b>	
236	Purchas of Books		
237	Purchase of Models		
238	Automation/Software file		
239	Photocopy and Fine receipts file		
240	Catalouge file		
241	Library file		
242	Bill file		
243	Canon Best service record file		
244	Certificate format		
245	Creation post for Librarians		
246	Email records file		
247	News paper Bills file		
248	News paper record file		
249	Inward file		
250	LCD file		
251	Library card issue file		
252	Title list of spiral bond books by WHO, MHFW,		
253	NHM, IGNOU book list.		
	ECHO India		
	Person with Disabilities (PWD)		
254	No dues file with application of the students		
<b>Register</b>			
1	Register	Accession Book register	<b>INE Library</b>
2		Journal entry register	
3		Models entry register	
4		Spiral binding projects book register	

5	Complimentary accession book register(journal)	
6	Library stock register	
7	Complimentary accession book register(book)	
8	DVD/CD ROM accession register	
9	Student entry register	
10	Computer entry register	
11	Staff entry register	
12	Photocopy /Fine Receipt book	
13	Issue /Returns Register for staff	
14	Belonging books Register for students	
15	Project /Thesis issue & return entry register	
16	(students & staff)	
17	Reference book entry register (stuidents)	
18	Magazine /Journal register	
19	Margao Library Accession register	
20	Charts/DVD/CD's issue/Returns register	
21	Book demamd register (students)	
22	Thesis /Project record register	
23	Document given by staff entry register	
24	Question paper issue/return register	
25	Library Committee meeting book register	
26	BSc. Candidates reporting register	<b>Office of Institute of Nursing Education</b>
27	Admission Register (BSc(N))	
28	Sale of prospectus BSc (N)	
29	Goa University BSc.(N) Exam result register	
30	Admission register (BSc(N)) 2005-2015	
31	Return of original Certificate register	
32	Post Basic diploma (N)admission register	
33	Received documents register	
34	Sale of prospectus post basic diploma in nursing	
35	Sale of prospectus MSc(N) course file	
36	Post Basic Diploma Result register	
37	MSc (N) admission register	
38	Teaching /Nursing staff meeting minutes record file	
39	Discontinuation of programme	
40	Casual Leave register	
41	Expenditure register (contract staff)	
42	ANM admission	
43	Family details of students (ANM)	
44	Sale of Propectus (ANM)	
45	ANM certificate register	
46	Received application form (ANM) register	
47	Minutes register all committees	
48	Attendance for meeting (Anti- ragging)	
49	Public Greivances register	
50	RTI Act 2005 register	
51	Inward Register	
52	Outward register	
53	Pay bill register	
54	Postal service stamp register	
55	Repair of Vehicle	
56	Air conditiones & water cooler repair	
57	Quotation register	

58	Diesel register
59	Key register
60	Repair of Machine
61	Consumable stock register
62	Vehicle Repair register
63	Dead stock register
64	Cheque Register
65	Central fund register
66	GPF advance/withdrawal /final register
67	Receipts book register
68	ECS register
69	Expenditure on salary/LTC/MR/Tution/Other
70	Gazetted & non gazetted
71	Permanent advance
72	AC/DC bill register
73	Fee Structure register
74	Funds allotted & expenditure register
75	Fee Register
76	E-challan Register
77	NHM funds register
78	Cash book
79	G.F.R-9 register
80	Log books
81	Service books of all staff
82	Transcript register BSc from 2005 onwards
83	Transcript register MSc from 2005 onwards
84	Transcript register ANM from 2005 onwards
85	Muster Roll