

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

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

<b>#</b>	<b>Nature of Record</b>	<b>Details of Information available</b>	<b>Unit/Section where available</b>	<b>Retention period Where available</b>
1	File	Public Grievances & right of citizen to time - bound delivery of public to time -bound delivery Services & public relation of public	Office of Institute of Nursing Education, Bambolim	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 awards		
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 holiday/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		
29		Seniority List		
30		State quality assurance committee for steriliza		
31		6th pay commssion statement		
32		Pension Scheme (NEW)		
33		Retirement age of Teaching		
34		Citizen Charter/printed book		
35		Security & House keeping appointments		
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 &
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	affilation 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	Accquittance
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
109	Statistics-ed dept, UGC. GU
110	Indian Nursing Council & Goa Nursing
110	Pulse Polio Programme, Filaria
111	Annual Report Goa University
112	Annual day Function & Lamp Lightining
113	Tarined /student nurse association
114	Inspection (Indian Nursing council & GNC)
115	Academic Term
116	Prizes
117	Biodata of Examiners
118	Permission INC/MNC/GMC/IPHB/DHS &
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 Dip
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
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/observtion 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 PSc 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 PBBS (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 equivalence
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
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	Cafetaria

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,	
253		NHM, IGNOU book list.	
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	
6		Library stock register	
7		Complimentary accession 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</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 cardiothoracis & neonatal
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
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 alloted & expenditure register
75	Fee Register

**of Nursing  
Education**

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