

A statement of the categories of documents that are held by the commission or under its control

The NISE, Gurugram holds the following documents: -

- ❖ Copies of Reports released by NISE, Gurugram
- ❖ Correspondence with Ministries / Other Organizations, Departments. State Governments and letters/E-mails from individuals seeking information etc.
- ❖ Reports relating with research on Solar Energy / Thermal Energy / Hydrogen Energy
- ❖ Complaints and investigation including on line registration of complaints.
- ❖ Details of Technical awareness and other programmes sponsored by the NISE.
- ❖ The administrative Division of NISE maintains files relating to the following
 - Appointments
 - Personal files and service book (including leave account) of its employees
 - Court related litigation files
 - Salaries and allowances payable
 - Trainings
 - Conferences / Seminars
 - Staff Cars
 - Purchase and maintenance of air-conditioners, room coolers, heaters, photo copiers, vacuum cleaners, computers, printers, UPS etc
 - Electricity and Water bills
 - CPWD complaints
 - Engagement of casual labour
 - Circulars
 - Library matters
 - Purchase and distribution of stationery items
 - Maintenance of Annual Confidence Reports
 - Other Miscellaneous matters