

MANUAL VI - A STATEMENT OF THE CATEGORIES OF DOCUMENTS MAINTAINED

The department-wise list of documents maintained in Joint Plant Committee (JPC) is shown below:

A) DB&AS Department :

1. Production Returns
2. Bills of Entry
3. Shipping Bills
4. Price Data
5. Various Reports & Returns
6. Blank data collection formats
7. Subscription Manual
8. List of subscription/ complimentary copy holders of JPC Bulletin & other publications
9. National Steel Consumer Council Meeting documents
10. Seminars & Conferences
11. JPC Apex Committee Meeting documents
12. JPC Reports & Publications
13. Materials for Parliament Questions
14. Ministry of Steel Queries
15. Studies & Surveys
16. Monthly Data Reports
17. Monthly Analytical Reports
18. Notifications on JPC
19. Documents related to Social Media and other Agencies of Ministry of Steel
20. Miscellaneous

B) HR&A Department:

1. Personal Files of the Employees
2. Rules & Regulations of the Workings of JPC
3. Details of the Fixed Assets of the Company
4. Various Contracts /tender related documents
5. Despatch Registers (In & Out)

6. Confidential matters
7. Attendance Register
8. Miscellaneous

C) F&A Department:

1. Books of Accounts
2. Matter relating to various financial statements
3. Parliament & Ministry of Steel Queries
4. Research & Development Grants
5. Budget Related matters
6. Provident Fund related matters and correspondences
7. SSIC Rebates
8. Pay Master
 - Taxation / Legal matters
 - Reports & Returns
 - Miscellaneous