



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY
SERGARH-756060, BALASORE (ODISHA)
(Approved by AICTE & affiliated to SCTE&VT, Odisha)



Ref.No: 263/NIST/2023

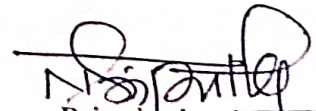
Date: 07/09/23

OFFICE ORDER

It is here by informed to the Accounts Dept. of NIST Polytechnic that they will maintain the following files in ever ready condition and produce it every week as per necessary.

1. Student List File.
2. Student Application File (If any, related to Dues with Higher Authority Permission).
3. Phone calling Report File.
4. Exam Form Fillup Database of each Semester (Regular & Back Paper).
5. Student Dues File.
6. Inter Dept. Correspondence File.
7. Purchase Order file.
8. EPF and ESI File with Monthly maintain Register.
9. Salary Acutance File.
10. CL/EL/ML File.
11. Bills & Boucher File.
12. Daily Account Register.
13. Monthly and Yearly Statement File. (Both Cash & Bank).
14. Balance sheet of Audited Statement File (Each Year).
15. Prerana Statement File (Year Wise).
16. Loan Statement File with NOC. (Year Wise).
17. Different Work such as. Admission, Cultural Function & Puja, Construction, Colour, Transport, Garden.....others (Individual File).

In addition to these above file you have to maintain in Tally or ERP for annual Audit.


Principal
Nist polytechnic
Principal

07/09/23

Copy to: - Chairman/Secretary/ Account S/c / Mr. Suraj Ku. Behera (Accountant)

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