

[5] The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Rules & Regulations:

The organization is following the rules and regulations set by Govt. of Gujarat and procedure laid down under the provisions of society registration act 1860.

Instructions:

Instructions issued by the state government from time to time, are compiled with reference to subject matter and used,

Records:

Accounts, establishment, service record, records of different schemes, projects under operations,

Maintained cash book, bank book, and journal book, in the field of establishment, CL card record, present register, stationary register, fix asset register, tender register; different files have been maintained for financial grant given to different educational, research institutes for the purpose of development biotechnology.

Manuals: