

**COMPLIANCE PROCESS**

**Version History:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ver. No.** | **Release Date** | **Description of Change** | **Authored / Revised By** | **Reviewed By** | **Approved By** |
| 0.1 | 3rd Oct 13 | First Draft | Rahul Raj |  |  |
| 1.0 | 4th Oct 13 | Baseline | Rahul Raj | Saket | Ajay Kr. Zalpuri |
| 1.1 | 4th Dec 13 | Update section 4.0 Compliance with Legal Requirements | Rahul Raj | Ravi | Ajay Kumar Zalpuri |
| 1.2 | 7th March 13 | Update section 4 | Rahul Raj | Ajay Kr. Zalpuri | Ajay Kr. Zalpuri |

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# Objective

Safeguarding of organizational records

# Scope

The organizational records will be classified, along with associated disposal methods as follows: -

- **Highly Confidential:** Mission Critical records. -- Mainly pertaining to Top Management.

- **Confidential: Record,** which can cause damage to company’s reputation, financial loss and effect performance.

- **Controlled:** Available to limited number of employees for specific purposes.

- **General:** Records which are available to all employees and public.

# Retention

The retention period will be assigned for records required for legal purpose, regardless of the form that the information is stored in paper documents, computer files etc, as given below: -

**Record Type Retention**

Vendor Agreement/ Contract 3 Yrs After expiry of Contract

# Compliance with Legal Requirements

The SEPG should be responsible for identification of any legislation that might have an impact on the Policies and Procedures laid down herein. **Charted Accountant** of the company should guide them for Legal aspect. Following acts are

1. The Employees Provident Fund Act – 1952
2. The Maternity benefit Act – 1961
3. The Payment of Gratuity Act – 1973
4. The Child Labor (Prohibition and Regulations) Act – 1986
5. Income Tax according to government rules & regulation
6. Service Tax according to government rules & regulation
7. Companies Act
8. People Act, 1951
9. Negotiable Instruments Act, 1881
10. Information Technology Act, 2000
11. IT(Amendment) Act, 2008

# Compliance to Software Copyrights

Software products are usually supplied under a license agreement that limits the use of the products to specified machine and may limit copying to creation of backup copies only. The following controls should be considered while using copyright software products:

- Maintaining appropriate asset registers.

- Ensure that maximum number of users permitted, is not exceeded.

- Carrying out checks that only authorized software and licensed products are installed.

# Reviews of Security Policy and Technical Compliance

NST Private Limited with the help of IT Head will verify that procedures are implemented as specified in the IT Operation Process to ensure technical compliance.