

## (vi) Categories of Documents Held by NIUA or Under Its Control

### The documents are as follows:

1. A **Brochure** stating NIUA's mission and giving information on the Institute's main functions, Governing Council, research activities, contribution to urban policy, conferences and seminars, training, communication material, infrastructure and faculty.
2. A booklet on NIUA's "**Research Reports/Books**": The booklet lists the research reports/books/ periodicals published by the Institute on different areas of the urban sector and includes a brief note highlighting the main features of each study/periodical. The Research Reports/Books are categorized as follows: Urbanisation and Urban Policies; Urban Employment; Urban Finance and Management; Urban Governance; Urban Infrastructure and Services; Urban Housing; Urban Poverty; and, Urban Environment.
3. "**Memorandum of Association Rules & Regulations**" of NIUA: This document states the objectives and tasks, methods of work, objects and functions, and rules and regulations of Institute.
4. "**Service Byelaws**" of NIUA: This document details the service byelaws of NIUA in 12 chapters, viz. Chapter I: Preliminary; Chapter II: Number, Classes, and Gradation of Posts; Chapter III: Recruitment; Chapter IV: Tenure; Chapter V: Pay; Chapter VI: Allowances; Chapter VII: Medical Facilities; Chapter VIII: Leave; Chapter IX: Retirement and Other Benefits; Chapter X: General Conditions of Service; Chapter XI: Discipline and Chapter XII: General.

In addition there are two Schedules:

Schedule-I Name of the post and pay scale

Schedule-II Recruitment Rules of Individuals Posts