

## **CATEGORIES OF DOCUMENTS HELD BY AUTHORITY UNDER ITS CONTROL**

Various categories of documents that are being held by the Company or under its control are given below:

### **A. Documents pertaining to Incorporation**

- ✚ Memorandum & Articles of Association (Company Secretariat Department)

### **B. Documents pertaining to Board Meeting & General Meetings**

- ✚ Agenda Papers of Board Meetings (Company Secretariat Department)
- ✚ Minutes Book of meetings of the Board of Directors (Company Secretariat Department)
- ✚ Agenda papers of Board sub-committees (Company Secretariat Department)
- ✚ Minutes Book of meetings of Board sub-committees (Company Secretariat Department)
- ✚ Notices and Minutes Book of General Meetings of the shareholders, etc. (Company Secretariat Department)

### **C. Documents pertaining Accounts**

- ✚ Financial Statements (Finance Department)
- ✚ Statement of Quarterly Financial Results (Finance Department)\
- ✚ Annual Report (Company Secretariat Department)
- ✚ Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc. Vouchers, etc. (Finance Department)

### **D. Documents pertaining to Agreements, Contracts, Commercial etc.**

- ✚ Annual MoU with GoI (Management Services Department)
- ✚ Copy of the Signed Contracts (Concerned Departments of Offices/Units/SBUs)
- ✚ Purchased Orders (Concerned Departments of Offices/Units/SBUs)
- ✚ Other Related Commercial Documents (Concerned Departments of Offices/Units/SBUs)

### **E. Documents pertaining to Plant Operations**

- ✚ Operations / Technical / Maintenance Documents / Manuals (Concerned Departments of Offices/Units/SBUs)
- ✚ Safety and Environment documents (Concerned Departments of Offices/Units/SBUs)
- ✚ Correspondence related to production / operation (Concerned Departments of Offices/Units/SBUs)

### **F. Documents pertaining to Projects**

- ✚ MoUs / Contracts / Agreements (Concerned Departments of Offices/Units/SBUs)

- ✚ Detailed Project Report/Feasibility report (as Applicable) of projects implemented and those under implementation. (Concerned Departments of Offices/Units/SBUs)
- ✚ Documents relating to clearance and approval of Competent Authorities (Concerned Departments of Offices/Units/SBUs)

**G. Documents pertaining to Establishment Matters**

- ✚ Documents containing the details of employees (HR Department)
- ✚ Various Internal Policies (HR Department)
- ✚ Rules & Regulations pertaining Establishment Matters (HR Department)
- ✚ Annual Confidential Reports of employees (HR Department)
- ✚ Delegation of Powers (Company Secretariat Department)

**H. Documents pertaining to operation of Community Development and other welfare scheme**

- ✚ Documents containing information regarding community development and welfare activities being carried out by the Company, etc. (HR Department)
- ✚ Corporate Social Responsibility Scheme (HR Department)
- ✚ Documents pertaining to General Administration (HR Department)
- ✚ Land and other property related documents (Facilities & Services and Engineering Services Department)

**I. Advertising policies** (Corporate Communications Department)

**J. Documents pertaining to Legal Matters**

- ✚ All documents relating to court cases of Corporate Office & Bangalore Unit. (Legal Department)
- ✚ All documents relating to court cases of other Offices/Units/ SBUs (HR Department)
- ✚ Correspondence relating to nomination of Estate officers for various projects /offices. (HR Department)

**K. Licences** (Concerned Departments of Offices/Units/SBUs).