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).