

1.6 Categories of documents held by the 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](#))
- Accounts Manual ([Finance Department](#))
- Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc. Vouchers, etc. ([Finance Department](#))

D. Documents pertaining to Contracts, Commercial etc.

- Purchase Manual ([Integrated Materials Management Department](#))
- Works policy ([Works Engineering Department](#))

E. Documents pertaining to plant Operations

- Operations / Technical / Maintenance Documents / Manuals ([Planning Department](#))
- Safety and Environment documents ([Plant Maintenance Department](#))
- Correspondence related to production / operation ([Planning Department](#))

F. Documents pertaining to projects

- MoUs / Contracts / Agreements ([Planning Department](#))
- Detailed Project Report/Feasibility report (as Applicable) of projects implemented and those under implementation for the last 10 years. ([Planning Department](#))
- Documents relating to clearance and approval of Competent Authorities ([Planning Department](#))

G. Documents pertaining to establishment matter

- Documents containing the details of employees (HR Department)
- Employee Hand Book (HR Department)
- Various internal policies (HR Department)
- Rules & regulations pertaining establishment matters (HR Department)
- Performance Appraisal Reports of employees (HR Department)
- Delegation of Powers (Company Secretariat Department)

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

- Policy/guidelines on Community Development & Welfare activities (HR Department)
- Policy/ guidelines for scholarship for SC/ST students (HR Department)
- Documents containing information regarding community development and welfare activities being carried out by the Company, etc. (HR Department)
- Resettlement and Rehabilitation policy (HR Department)
- Corporate Social Responsibility Scheme (HR Department)
- Documents pertaining to general administration (HR Department)
- Land and other property related documents (Facilities Management Division)

I. Documents pertaining to legal matters

- All documents relating to court cases of Corporate Centre. (Legal Department)
- Correspondence relating to nomination of Estate officers for various projects / offices. (HR Department)

J. Agreements

- Annual MoU with GoI (Management Services Department)

K. Licenses (Concerned Departments of Divisions / R&D Centres / Offices)