



RIGHT TO INFORMATION ACT, 2005

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE COMPANY OR 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

B) Documents pertaining to Board Meeting & General Meetings

Agenda Papers of Board Meetings
Minutes Book of meetings of the Board of Directors
Agenda papers of Board sub-committees
Minutes Book of meetings of Board sub-committees
Notices and Minutes Book of General Meetings of the shareholders, etc.

C) Documents pertaining Accounts:

Financial Statements
Statement of Quarterly Financial Results
Annual Report
Accounts Manual
Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
Vouchers, etc.

D) Documents pertaining to Contracts, Commercial etc.

Purchase Manual
Stores Manual
Procurement and Works policy.

E) Documents pertaining to plant Operations

Operational Manuals
Documents containing information pertaining to generation of electricity

F) Documents pertaining to projects

Detailed Project Report/Feasibility report (as Applicable) of projects implemented and those under implementation for the last 10 years.
Documents relating to clearance and approval of Competent Authorities

G) Documents pertaining to establishment matter

Documents containing the details of employees, Employee Hand Book
Various internal policies, rules & regulations pertaining establishment matters
Annual Confidential Reports of employees
Delegation of Powers

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

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

I) Advertising policies

J) Documents pertaining to legal matters

All documents relating to court cases of Corporate Centre.
Correspondence relating to nomination of Estate officers for various projects/offices.

K) Agreements

Annual MoU with Gol.

L) Licences