

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.

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 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 / Legal Departments)
Correspondence relating to nomination of Estate officers for various projects /offices. (HR Department)

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