

**STATEMENT OF THE CATEGORIES OF THE DOCUMENTS HELD BY  
RINL/VSP OR UNDER ITS CONTROL**

**A) Documents pertaining to incorporation**

- i. Memorandum & Articles of Association.

**B) Documents pertaining to Company Affairs.**

- i. Government guidelines including Miniratna guidelines.
- ii. Presidential Directives issued from time to time.
- iii. Statutory Registers under the Companies Act, 1956.
- iv. Annual Reports.
- v. Annual Returns.
- vi. Returns & Forms filed with the Registrar of Companies etc.

**C) Documents pertaining to Board Meeting & General Meetings.**

- i. Agenda Papers of Board Meetings.
- ii. Minutes Book of meetings of the Board of Directors.
- iii. Agenda papers of Board sub-committees.
- iv. Minutes Book of meetings of Board sub-committees.
- v. Notice and Minutes Book of General Meetings of the Shareholders etc.

**D) Documents pertaining to Accounts.**

- i. Books of Accounts.
- ii. Annual Report.
- iii. Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
- iv. Vouchers, etc.

**E) Documents pertaining to establishment matters**

- i. Documents containing the details of employees.
- ii. Various internal policies, rules & regulations pertaining establishment matters.
- iii. Annual Confidential Reports of employees.
- iv. Delegation of Powers.

**F) Agreements**

- i. Annual MoU with Govt. of India.

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