

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

Sl. No.	Details of Documents	Custodian of Documents
1.	Documents pertaining to incorporation: i. Memorandum & Articles of Association.	Company Secretary
2.	Documents pertaining to Company Affairs. i. Government guidelines including Navratna guidelines ii. Presidential Directives issued from time to time. iii. Statutory Registers under the Companies Act, 1956 / The Companies Act, 2013 iv. Annual Reports. v. Annual Returns. vi. Returns & Forms filed with the Registrar of Companies etc.	Company Secretary
3.	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.	Company Secretary
4.	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.	Finance & Accounts Dept.
5.	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.	HR Dept.
6.	Agreements i. Annual MoU with Govt. of India.	CSM
7.	Documents pertaining to: i. procurements, ii. e-tenders, iii. Vendor registration	MM
8.	Documents pertaining to; i. Products, ii. Sales iii. Pricing	Marketing
9.	Documents pertaining to P&A Contracts Documents pertaining to Project Contracts Documents pertaining to Works Contracts	Personnel & Admn. Contracts, Project Contracts Works Contracts