

(vi) A statement of the categories of documents that are held by it or under its control.

- (a) Personal files, Service Books, Leave Records. Court Case files and General Orders Files are maintained in Personnel Division.
- (b) The agenda & minutes of Board meetings, General Meetings & committees meetings.
- (c) Papers relating to lease deed, agreements etc.
- (d) Certificate of incorporation of the Company.
- (e) Memorandum and Articles of Association of the Company
- (f) Statutory Records etc.