

Information regarding categories of document maintained by the organisation

Statutory Registers, Books of Accounts, Returns and Reports as required under Companies Act, 2013, Income Tax and other Acts are maintained by the respective departments/divisions viz: Finance, Personnel & Administration, Company Secretary, Vigilance etc.

Following records are generally maintained regarding projects:

- i. Original copy of agreement with contractor for execution of projects.
- ii. Copy of RA bills of each project executed.
- iii. Maintaining all the records pertaining to execution of projects.
- iv. Correspondence with State Govt. and other departments.
- v. Correspondence with contractors and consultants.
- vi. Correspondence with Head Office.
- vii. Copy of Payment vouchers.
- viii. Submission of weekly/monthly/ quarterly MIS reports to Monitoring Cell.