

## **Information regarding categories of document maintained by the organisation**

Statutory Registers, Books of Accounts, Returns and Reports as required under Companies Act, 1956, 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.