



1.6 CATEGORIES OF DOCUMENTS THAT ARE HELD BY NSIL UNDER ITS CONTROL

A. Documents pertaining to Incorporation (Company Secretary)

- i. Memorandum & Articles of Association
- ii. Statutory registers under the Companies Act, 2013.
- iii. Annual Returns.
- iv. Returns and Forms filed with the Registrar of Companies.
- v. Delegation of Powers

B. Documents pertaining to Board Meeting & General Meetings (Company Secretary)

- i. Notices, Agenda Papers and Minutes Book of meetings of the Board of Directors
- ii. Notices, Agenda Papers and Minutes Book of meetings of Board Sub-Committees
- iii. Notices, Agenda Papers and Minutes Book of General Meetings of the Shareholders, etc.

C. Documents pertaining to Accounts (Head of Finance)

- i. Books of Accounts
- ii. Financial Statements
- iii. Annual Report (Company Secretary)
- iv. Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
- v. Vouchers, etc.

D. Documents pertaining to Purchase (Head of Purchase)

- i. Purchase manual.
- ii. Purchase files.

E. Documents pertaining to Establishment Matters (Head of HR)

- i. Documents containing the details of employees
- ii. Various Internal Policies
- iii. Rules & Regulations pertaining Establishment Matters
- iv. Annual Confidential Reports of employees
- v. Documents pertaining to General Administration
- vi. Property related documents

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