

CHAPTER VI

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE COMPANY OR UNDER ITS CONTROL

Various categories of documents that are being held by the Company or under its control are given below:

- ☐ **Documents pertaining to incorporation**
 - ☐ Memorandum & Articles of Association.
 - ☐ Statutory Registers under the Company Act, 1956
 - ☐ Statutory Registers under other applicable Acts and Rules & Regulations
 - ☐ Annual Reports
 - ☐ Annual Returns
 - ☐ Returns & Forms filed with the Registrar of Companies, etc.
- ☐ **Documents pertaining to General Meetings**

Notices and Minutes Book of General Meetings of the shareholders, etc.
- ☐ **Documents pertaining Accounts:**
 - ☐ Books of accounts
 - ☐ Statement of Annual Financial Results
 - ☐ Annual Report
 - ☐ Accounts Manual
 - ☐ Documents pertaining to payment of Income Tax, Tax Deducted at sources etc.
 - ☐ Vouchers, etc.
- ☐ **Documents pertaining Contracts, Commercial etc.**
 - ☐ Tender Documents
 - ☐ Tender Specifications & Drawings for projects
 - ☐ Approved drawings and documents
 - ☐ Test & Inspection Reports
- ☐ **Documents pertaining Contracts, Commercial etc.**
 - ☐ Detailed Project Report/Feasibility Reports (as applicable)/Project Reports
 - ☐ Documents relating to clearance and approval of Competent Authorities
 - ☐ Govt. Clearance/approval
 - ☐ Cost Estimates
 - ☐ Evaluation Reports
 - ☐ Technical and Administrative approvals

- ☐ Bids of the bidders
- ☐ Strategic alliance agreements
- ☐ **Document pertaining to establishment matter**
 - ☐ Documents containing the details of employees
 - ☐ Various internal policies, rules & regulations pertaining establishment matters
 - ☐ Performance Appraisal Reports of employees
 - ☐ Service Rules
 - ☐ CDA Rules
- ☐ **Documents pertaining to operation of Community Development and other welfare scheme**
 - ☐ Policy/guidelines on welfare activities
 - ☐ Documents containing information regarding community development and welfare activities being carried out by the Company, etc.
 - ☐ Corporate Social Responsibility Scheme
 - ☐ MoU for Corporate Social Responsibility
- ☐ **Documents pertaining to general administration**
 - ☐ Land and other property related documents;
- ☐ **Document pertaining to legal matters-**
 - ☐ Petition, complaints, written statements and other documents submitted to Hon'ble Courts, tribunals, etc.
 - ☐ Orders of Hon'ble courts; etc.
 - ☐ Documents pertaining to arbitration and other legal proceedings
- ☐ **Agreements**
 - ☐ Agreements with Project Consultants, Consultants, etc.
 - ☐ Agreements with vendors, transporters, service providers, etc.
 - ☐ Agreements with Clients
- ☐ **Licences**
 - ☐ Various licenses as applicable to RailTel

CUSTODIAN OF DOCUMENTS

S.No.	Documents	Custodian
1	Documents pertaining to Incorporation	Company Secretary
2	Documents pertaining to General Meetings	Company Secretary
3	Documents pertaining to Accounts	Head of Department - Finance
4	Documents pertaining to Contracts, Commercial, etc.	HoD of the Concerned Division
5	Documents pertaining to establishment matter	Head of Department – HR
6	Documents pertaining to operation of Community Development and other welfare scheme	Head of Department - CC
7	Documents pertaining to General Administration	Head of Department - Admin
8	Documents pertaining to legal matters	Company Secretary
9	Documents pertaining to Agreements	Company Secretary/ Concerned Executive Directors/GM
10	Documents pertaining to Licences	Company Secretary