

5. Rules, Regulations, Instructions, Manuals and Records under control and used by employees for discharging functions:

S.No.	Document
1.	Memorandum of Association and Articles of Association
2.	Memorandum of Association Dt.30-11-2000
3.	BOD Meetings, Annual General Meeting
4.	Cash Book, Journal, Bank Book, Trial Balance, Balance Sheet & Profit & Loss Account.