

6. STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE UNDER CONTROL:

1. Files
2. Bank/Cash books
3. General ledger
4. Trial balance
5. Profit & Loss Accounts
6. Balance sheet
7. Fixed deposit
8. Pay bill register
9. Payment voucher
10. Sanction orders
11. Minutes of BOD
12. Minutes of AGM
13. Share Transfer register
14. Shareholders register
15. State Level Committee minutes register
16. Technical Evaluation Committee minutes register
17. Staff Selection Committee meetings
18. Tender document sale/receipt register
19. Technical estimates register