

MANUAL 6

Statement of the Categories of Documents that are held by it or under its control

Statutory Secretarial Records:

1. Memorandum & Articles of Association
2. Shareholders Register
3. Particulars of Directors
4. Share Transfer Register
5. Share Allotment Register
6. Register of Charges
7. Minutes Book (Board of Directors Meeting)
8. Minutes Book (Shareholders Meeting)
9. Copy of Annual Return, balance Sheet and other forms filed with RoC.
10. Board Agenda Papers

Accounting Records:

1. Accounting Record relating to money received and expanded.
2. Record related to sale and purchases.
3. Record related to assets and liabilities.
4. Cost Accounting Records as prescribed.
5. Annual Accounts.

Technical Records:

Like log books, measurement book, progress reports and approvals from various Govt. Authorities and Agencies.

Rules, Regulations, Office Orders, Service Records:

1. UPSEB Rules & Regulation
2. Board Orders and Circulars
3. Office Orders
4. Service Records and Personal Files of Officers and Employees

Miscellaneous:

1. RTI Manuals

