

## Manual VI

### Statement of categories of documents that are held by it or under its control

*As per Section 4(1)(b)(vi)*

<b>Sr. No.</b>	<b>Nature of Record</b>	<b>Details of Information</b>	<b>Unit/Section where available</b>	<b>Person Handling</b>
1	Memorandum & Article of Association	Details of Formation of Company, Objective Share Capital etc.	Admn Section	Head Clerk
2	Statutory Register	Details of Shareholders, Shareholdings, details of Directors etc.	Accounts Section	Assistant Accounts Officer
3	Books of Accounts	Cash and Bank receipt books, Journal Register, Various subsidiary Ledgers etc.	Accounts Section	Accountant
4	Financial Statements of Accounts	Balance Sheets, Profit & Loss Account etc.	Accounts Section	Assistant Accounts Officer
5	Share Certificates	Details of shares and share certificates	Accounts Section	Assistant Accounts Officer
6	Investment Register	Details of Investments, invested in fixed deposits.	Accounts Section	Accountant
7	Application Register	Details of Applicants	Loan Appraiser Section	L.D.C
8	Loan Sanction Files	Individual files of the loanee including loan agreement document	Loan Appraiser Section	L.D.C
9	CR of the Staffs	Confidential report of the employee year wise.	Admn Section	Jr. Steno./P.A to MD
10	Leave Rules and Service Books	Individual credential of the employees and leave details	Admn Section	Head Clerk

11	Minutes of the Board of Directors Meeting	Policy decision taken by the Board of Directors.	Admn Section	Jr. Steno./P.A. to MD
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