

**STATEMENT OF THE CATEGORIES OF THE DOCUMENTS HELD BY  
MOIL OR UNDER ITS CONTROL**

Sl. No.	Details of Documents	Custodian of Documents
1.	<p><b>Documents pertaining to incorporation:</b></p> <p>i) Memorandum &amp; Articles of Association.</p>	Company Secretary Department
2.	<p><b>Documents pertaining to Company Affairs.</b></p> <p>a. Government guidelines including Miniratna guidelines b. Presidential Directives issued from time to time. c. Statutory Registers under the Companies Act, 1956 / The Companies Act, 2013 d. Annual Reports. e. Annual Returns. f. Returns &amp; Forms filed with the Registrar of Companies etc.</p>	Company Secretary Department
3.	<p><b>Documents pertaining to Board Meeting &amp; General Meetings.</b></p> <p>a. Agenda Papers of Board Meetings. b. Minutes Book of meetings of the Board of Directors. c. Agenda papers of Board sub-committees. d. Minutes Book of meetings of Board sub-committees. e. Notice and Minutes Book of General Meetings of the Shareholders etc.</p>	Company Secretary Department
4.	<p><b>Documents pertaining to Accounts.</b></p> <p>a. Books of Accounts. b. Annual Report. c. Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc. d. Vouchers, etc.</p>	Finance Department
5.	<p><b>Documents pertaining to establishment matters</b></p> <p>a. Documents containing the details of employees. b. Various internal policies, rules &amp; regulations pertaining establishment matters. c. Annual Confidential Reports of employees. d. Delegation of Powers.</p>	Human Resource Department
6.	<p><b>Agreements</b></p> <p>a. Annual MoU with Govt. of India.</p>	Director (Finance) Office