

A statement of the categories of documents that are held by it or under its control

[Section 4(1) (b) (vi)]

Sr. No.	Nature of Record	Details of information available	Unit / Section where available	Retention period where available
1.	Member Register	Details of Shareholders	Company Secretary	
2.	Directors Register	Details of Directors	Company Secretary	
3.	Books of Accounts	Cash Book, Bank Books, Various Ledgers etc.	Accounts & Finance	
4.	Financial Statements of Accounts	Balance Sheets, Profit & Loss Account etc.	Accounts & Finance	
5.	Memorandum & Article of Association	Details of Formation of Company, Objective Share Capital etc.	Company Secretary	
6.	Minutes of Board Meeting	Details of the Meetings of the Board, Agendas placed before the Board and decisions taken.	Company Secretary	
7.	Legal Agreements with Contractors and Consultants	Terms and Conditions of the Contract, Completion Period, Schedule of Payment etc.	Legal Section	
8.	Office equipments like laptops, photo copier, etc.,	Ownership / Purchase Documents	IT Section	
9.	Bridges, Roads & Buildings	Land Acquisition Documents if any, Correspondence with Project Management Consultants, miscellaneous correspondence with Statutory Bodies, Notice Inviting Tenders, Contract Documents of Consultants and Contractors, Correspondence with Contractors, Bills of Consultants, Bills of Contractors, Minutes of the Meeting with Consultants and Contractors, Works Files for Consultants and Contractors, Bills of Architects and Correspondence with the Architects, Payment File for Consultants and Contractors, Legal File for Consultants and Contractors, Miscellaneous Files and Contract Documents of Consultants and Contractors.	Engineering Section	

10.	Tender Notices, Pre – Qualification Notices, Display Advertisements, Expression of Interest etc.	Details of Tenders issued by IPSCDL	Respective section	
11.	Hired Vehicle Records	Records of vehicle log book etc.	HR Section	
12.	Purchase of stationery	Signing of contract with the supplier of stationery, printers, and courier services. Disbursement of their bills for payment.	HR Section	
13.	No dues Certificate	No dues certificate of all the staff who resigned the Corporation	HR and Administration Section	
14.	Agenda Notes – Personnel matters	All agenda items and minutes regarding personnel matters put up for Board meetings	HR and Administration Section	
15.	Medical reimbursement	IPSCDL Medical Scheme, annual Medical Allowance issued to the staff, claims for reimbursement of medical bills by the staff of the Corporation.	HR and Administration Section	
16.	Seminar and Training File	Brochures for Seminars and Training by various Institutes and nomination of various employees for training programmes	HR and Administration Section	
17.	Staff salary	Disbursement of salary of all the staff of the Corporation.	HR and Administration Section	
18.	Office Order	Office orders issued till date	HR and Administration Section	
19.	Personnel Files of the staff of the Corporation	All documents regarding the academic work experience, etc. taken at the time of interview and during joining	HR and Administration Section	