

Chapter – 6: Statement of the categories of documents that are held by EESL or under its control;

Every assignment or task undertaken by EESL is initiated by the officer(s) through a written note, which runs in a file to the senior officer(s) to seek approval of the relevant/ applicable authority of EESL. All tasks to be carried out by EESL have to be explained in detail in such file noting, and views or opinions of every officer involved in the approval process are also recorded in this same document. Further, all these records are retained as per the record retention rules of the Government of India. The public release of a copy of these files noting is covered under the Right to Information Act and, if deemed permissible, can conveniently be sought from the designated Public Information Officer by filing an RTI application.

In addition to this, the following are the indicative categories of documents/ other records being held/ stored by various departments of EESL in their official capacity:

A) Documents pertaining to incorporation, license, etc:

1. Memorandum and Article of Association.
2. Joint Venture Agreement of EESL.
3. Custodian of such records: Company Secretary Department

B) Documents pertaining to Company Affairs:

1. Statutory Registers under the Companies Act, 2013.
2. Annual returns under the Companies Act.
3. Returns and forms under the Companies Act / SEBI Laws filed with the Registrar of Companies, Recognised Stock Exchanges etc.
4. Annual Reports of the company.
5. Custodian of such records: Company Secretary Department

C) Documents pertaining to Board Meeting and General Meetings:

1. Agenda Papers of Board Meetings
2. Minutes Book of meetings of the Board of Directors
3. Agenda papers of Board Sub-Committees
4. Minutes Book of meetings of Board sub-committees
5. Agenda Books of General Meetings
6. Minutes Book of General Meetings of the shareholders
7. Custodian of such records: Company Secretary Department

D) Documents pertaining to financial matters and accounts:

1. Books of Accounts
2. Statement of Half/ Quarterly Financial Results
3. Financial statements
4. Documents pertaining to payment of income tax, tax deducted at sources etc.
5. Vouchers etc.
6. All communication and records on statutory audit(s)
7. Certain records on employee reimbursements and expenditures
8. Accounts Manual

E) Documents pertaining to contracts, works, sales, procurements and inventory:

1. The Contracts department is the repository for the Contract Agreements of each contract signed with the successful bidder related to Goods, Works, and Non-consulting services.
2. Contract and procurement procedure document(s)
3. Procedure Manuals
4. Tender Documents & internal files pertaining to procurement.
5. Custodian of such records: Supply Chain Management Department (or Contracts) Department

F) Documents pertaining to payment of relevant taxes, as applicable.

G) Document(s) pertaining to different projects and schemes of EESL.

1. Invoices/ bills.
2. Letter of Award and contractual agreements.
3. Memorandum of Understanding (MoU).
4. Test reports.
5. Supply and quantity records of commodities.
6. Verification reports.
7. Licenses and authorisations.
8. Work Orders and certificates
9. Documents of different service providers and vendors held under fiduciary relationship.
10. Note sheets, procedural files and approval documents pertaining to a certain project/ assignment.
11. Custodian of such records: the respective indenting department/ EESL technical department responsible for the execution of that particular project/ scheme.

H) Documents pertaining to CSR initiatives taken by EESL, as per the statute.

I) Documents pertaining to general administration:

1. Land, rent, lease and property related documents.
2. Documents related to general administrative assignments carried out in EESL.
3. Office renovation and furnishing.
4. Custodian of such records: HR and Administration Department

J) Documents pertaining to Legal matters:

1. Petition and/or writ petition
2. Consumer complaint
3. Criminal complaint
4. Legal notice
5. Legal opinion(s)
6. Contracts
7. Custodian of such records: Legal department of EESL

K) Documents pertaining to HR & Admin

1. Recruitment Process Documents
2. Performance Appraisal Documents
3. Employee Personal Files
4. Compliance Register/Challan/Amendment
5. Attendance Records
6. Land, rent, lease and property-related document(s), Office renovation and furnishing
7. Documents related to general administrative assignments carried out in EESL.
8. All documents pertaining to the transfer/ joining of employees
9. RTI/ Grievances Documents
10. Work Orders and certificates
11. All communication and records on statutory audits
12. Board Resolution records
13. Separation Records
14. Invoices/Agreements
15. Training and Development Record