

Under Section 4 (1) (b) (vi) of RTI Act.

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE COMPANY OR UNDER ITS CONTROL

The following categories of documents that are being held by the Company or under its control are to be placed in the Website.

1. Documents pertaining to incorporation

1. Memorandum & Articles of Association

2. Documents pertaining to incorporation

1. Statutory Registers under the Companies Act, 1956.
2. Statutory Registers under other applicable Acts and Rules & Regulations.
3. Annual Reports.
4. Annual Returns.
5. Returns & Forms filed with the Registrar of Companies, etc.

3. Documents pertaining to General Meetings

1. Notices and Minutes Book of General Meetings of the shareholders, etc.

4. Documents pertaining Accounts:

1. Books of Accounts
2. Statement of Half yearly Financial Results
3. Annual Report
4. Accounts Manual.
5. Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
6. Vouchers, etc.

5. Documents pertaining to Contracts, Commercial etc.

1. Purchase Management System Manual
2. Stores Management System Manual
3. Internal Audit Manual
4. APED Manual
5. Tender Documents
6. Tender Specifications & drawings for projects.
7. Approved drawings and documents.
8. Test & Inspection Reports (CHPs) & MDCCs.

6. Documents pertaining to plant Operations

1. Operational Manuals
2. Documents containing information pertaining to generation of electricity

7. Documents pertaining to projects

1. Detailed Project Report/ Feasibility Reports (as applicable) of Projects implemented and those under implementation for the last 10 years.
2. Documents relating to clearance and approval of Competent Authorities.
3. Feasibility Reports/ Detailed Project Report for last 10 years.
4. Govt. Clearance/ approval.

CONFIDENTIAL DOCUMENTS:

- a. Project Cost Estimate.
- b. Package Cost Estimate.
- c. Technical & Administrative approvals and others if any

8. Documents pertaining to establishment matter

1. Documents containing the details of employees
2. Various internal policies, rules & regulations pertaining establishment matters
3. Annual Confidential Reports of employees – which is not be disclosed
4. Delegation of Powers
5. CDA Rules

9. Documents pertaining to general administration

1. Land and other property related documents;

10. Documents pertaining to legal matters -

1. Petition, complaints, written statements and other documents submitted to Hon'ble Courts, tribunals, etc.
2. Orders of Hon'ble courts; etc.

11. Agreements

1. Agreement with Technology Suppliers & Process Licensors
2. Agreement with Project Consultants, Consultants, etc.
3. Agreement with vendors, transporters, service providers, etc.
4. Agreement for supply of Coal and Gas
5. Agreement / MoU for transportation of coal

12. Licences

Various licenses as applicable to APGENCO are to be furnished.