

Security Paper Mill, Narmadapuram

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

Various categories of documents that are being held by the Company or under its control are given below:

1. Documents pertaining to Accounts:

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

2. Documents pertaining to establishment matters

1. Documents containing the details of employees
2. Various internal policies, rules & regulations pertaining establishment matters
3. Performance Appraisal Reports of employees
4. Files and Records concerning compliance of DPE guidelines
5. Service Rules
6. CDA Rules

3. 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