

Chapter-VI

Statement of categories of documents that are held by the company.

1. Documents under the Companies Act, 2013, etc. **(Office of Company Secretary)**

- I. Memorandum & Articles of Association
- II. Statutory Registers under the Companies Act, 1956 .
- III. Statutory Registers under other applicable Acts and Rules & Regulations.
- IV. Annual Reports.
- V. Annual Returns.
- VI. Returns & Forms filed with the Registrar of Companies, etc.
- VII. Notices and Minutes Book of General Meetings of the shareholders, etc.

2. Documents pertaining Accounts/ Taxation, etc. **(Office of CCOA):**

- I. Books of Accounts
- II. Annual Report
- III. Various Gencos Bills
- IV. Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc..
- V. Vouchers, etc.

3. Documents pertaining to establishment matter **(DD (HR) office**

- (a) The details of employees such as personnel file and service book.
- (b) Various rules and regulations,
- (c) APAR of employee of RUVNL
- (d) Delegation of powers
- (e) Documents pertaining to non power procurement .

4. Documents pertaining to PP wing **(Office of SE Power Purchase)**

- I. Power Purchase Agreements/TSA
- II. Tender Documents
- III. Tender Specifications.
- IV. Power Purchase Agreements & their correspondence

5. Documents pertaining to **Billing wing** : Copies of monthly / supplementary invoices of various generators, transmission companies and other entities (e.g. SLDC, RLDC) along with gencos PPA/PSA/TSA .

6. Documents pertaining to **RA wing** : Petition, complaints, written statements and other documents submitted to Hon'ble Courts, tribunals, etc.

7. Documents pertaining to **S&M wing** : **Various daily basis reports related to power supply and Grid operation , Merit order dispatch, power exchange reports etc.**