

Chapter – VI

RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LIMITED

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

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

1. **Documents under the Companies Act, 1956, 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. **Power Sector Transfer Scheme, 2000/ 2002**
 - VIII. Notices and Minutes Book of General Meetings of the shareholders, etc.

2. **Documents pertaining Accounts/ Taxation, etc. (Office of Chief Accounts Officer):**
 - I. Books of Accounts
 - II. Annual Report
 - III. Accounts Manual.
 - IV. Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc..
 - V. Vouchers, etc.

3. **Documents pertaining to Contracts, Commercial etc.**
 - I. Purchase Manual
 - II. Stores Manual
 - III. Tender Documents
 - IV. Tender Specifications & drawings for projects.
 - V. Approved drawings and documents.
 - VI. Test & Inspection Reports

4. **Documents pertaining to plant Operations**
 - I. Operational Manuals
 - II. Documents containing information pertaining to generation of electricity

5. Documents pertaining to projects

- I. Detailed Project Report/ Feasibility Reports (as applicable) of Projects implemented and those under implementation for the last 10 years.
- II. Documents relating to clearance and approval of Competent Authorities.
- III. Feasibility Reports/ Detailed Project Report for last 10 years.
- IV. Govt. Clearance/ approval.

CONFIDENTIAL DOCUMENTS:

- V. Project Cost Estimate.
- VI. Package Cost Estimate.
- VII. Technical & Administrative approvals

6. Documents pertaining to establishment matter

- I. Documents containing details of employees
- II. Various rules & regulations
- III. Annual Confidential Reports of employees.
- IV. Delegation of Powers

7. Documents pertaining to general administration

- I. Land and other property related documents;

8. Advertising guidelines

9. Documents pertaining to legal matters -

- I. Petition, complaints, written statements and other documents submitted to Hon'ble Courts, tribunals, etc.

10. Agreements

- I. Agreement with Technology Suppliers & Process Licensors
- II. Agreement with Project Consultants, Consultants, etc.
- III. Agreement with vendors, transporters, service providers, etc.
- IV. Agreement for supply of Coal, Lignite, Limestone, Gas etc.
- V. Agreement / MoU for transportation of coal and gas

11. Licenses

- I. Various licenses as applicable to RVUN