

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

Documents relating to Personnel & Services matters

- Documents containing the details of employees (Personal Files of the employees)
- Various internal policies, rules and regulations relating to establishment matters
- > Annual Performance Apprisal Reports of employees
- Delegation of Powers
- Documents relating to Welfare activities being carried out by the Company
- > Land and Other related documents