

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 pertaining to incorporation

1. Memorandum & Articles of Association
2. Certificate of Incorporation
3. Certificate of Commencement of Business
4. Statutory Registers under the Companies Act, 1956.
5. Statutory Registers under other applicable Acts and Rules & Regulations.
6. Annual Reports.
7. Annual Returns.
8. Returns & Forms filed with the Registrar of Companies, etc.

2. Documents pertaining to Annual General Meetings

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

3. Documents pertaining Accounts:

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

4. Documents pertaining to Contracts & Materials

1. Purchase Manual
2. Capital Items Procurement Policy

5. Documents pertaining to Quality Management System

1. QMS Circular & Office Orders
2. Quality Manual
3. Procedures Manual
4. Division/Department/Shop Manual

6. Documents pertaining to HR

1. Standing Orders for Managerial Personnel
2. Certified Standing Orders as per Industrial Employment (Standing Orders) Act, 1946
3. Revision of pay and allowances of the Executives of the Company
4. Tripartite Long Term Settlements signed between Management and recognized Trade Unions of the Company
5. Statement of Company Policy regarding promotion of TELK Executives
6. Memorandum of Settlements, Office Order and MoM regarding Promotion of Workmen category
7. Provident Fund Rules
8. TA/DA Rules for Officers
9. TA/DA Rules for Workmen
10. TELK Officers' Medical Attendance Rules
11. TELK Workmens' Medical Attendance Rules
12. Terms and Conditions for occupation and allotment of TELK Officers' Dormitory
13. Terms and Conditions for occupation of Company Quarters for Workmen
14. Terms and Conditions for occupation of Company Dormitory for Workmen
15. Rules for forwarding of application / Issue of NOC / Experience Certificate for employment outside TELK (Office Order No.1342 dated 01.03.2013)
16. Rules for seeking approval for foreign visit
17. TELK Employees' Welfare Fund Trust Rules
18. Personal files of employees
19. Performance Appraisal Reports of employees

7. 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.

8. Documents pertaining to general administration

1. Land and other property related documents;

Licences

Factory License