

CIN - U18109UP2021GOI150744

SECTION 4(1)(b)(vi) : STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

Troop Comforts Limited maintains and handles various categories of documents like Files, Documents, Parliament Questions, Parliamentary Committees-related matters, Court Cases, RTI Applications, Service-related matters of employees, Grievances, Ministerial correspondence.

- 1) Financial statements
- 2) TCL Annual Report
- 3) Purchase Manual
- 4) Delegation of Financial Power
- 5) Office orders & Circulars
- 6) Memorandum & Articles of Association
- 7) Agenda and Minutes of Board and various other Committees meetings, if any.
- 8) Personnel Manual – Under preparation
- 9) Conduct, Discipline and Appeal Rules- Under preparation
- 10) Purchase Policy- TCL Procurement Manual 2024
- 11) Statutory Rules and Orders (SRO)-Existing SROs of erstwhile setup are followed as all the *employees are under deemed deputation till 30-09-2024.*

The Custodian of the above documents is the respective division viz. HR department, Purchase department, Finance Department and Company Secretary of the TCLHQ.