

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 - TCL Procurement Manual 2024
- 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) HR Manuals-2025
- 9) Statutory Rules and Orders (SRO)-Existing SROs of erstwhile setup are followed as all the *employees are under deemed deputation till 30-09-2026*, except Board of Directors.
- 10) Board of Directors are governed by as per extant DPE guidelines and TCL HR Manuals.

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