

Details of Secretarial files		
Sl. No	File Name	File No
1	Company Secretary Payments details	1
2	Society Register	2
3	PCS File	3
4	Audit Committee Meeting File	4a
5	Appointment of Statutory Auditor by C&AG 2019-20	5
6	Paid Up capital	6
7	Labour Dept	7
8	Appointment of Statutory Auditor by C&AG 2020-21	8
9	Directors Report 2019-20	9
10	Directors Report 2020-21 & 21-22	10
11	Directors Report 2017-18	29
12	Demat of Shares File	30
13	Nominee Directors File	39
14	Official Correnspondence.	40
15	Budget Borrowing File	12
16	AGM Extension File 2019-20	13
17	AGM Extension File 2020-21	13a
18	Annual Report Translation	14
19	Satutory Compliances	16
20	HR Policy , MOA & AOA	17
21	Misc Secretarial	18 ,18a & 18b, 18c
22	C& AG File	19
23	4th Audit Committee File	23
24	Balance Sheet File	24
25	Commissioner HDSCL	25
26	Circular Resolutions	26, 26a & 26b
27	Share Transfer	27
28	KUIDFC	31
29	Independent Director Meeting File	32
30	Old PCS File	33
31	Directors Documents	34 & 34a
32	Pre Inc Documents	35
33	5th AGM	36
34	AGM Extension File 2021-22	37
35	Performance Audit file	38
36	AGM Files	20-22, 15
	Box Files	
1	ROC Forms & Challans	1
2	Statutory Auditor C& AG	2
3	ROC Resolutions, SH-4, MBP-1, DIR-8&2	3
4	SPV Registartion Incorporation Documents	4
5	Board Meeting Files	

