

*(vi) A statement of the categories of documents that are held by it or under its control*

MSRDC works in project mode. For each project it prepares feasibility reports by using experts or through inhouse staff. Thereafter, actual projects estimates are made and project is implemented through contractors and consultants who are appointed.

Broadly, the following are the categories of documents that are held by it relating to its projects, which constitute the core of its activities.

- 1) Board Approvals / Decisions wherever applicable.
- 2) Internal approvals given by appropriate authority
- 3) Project Feasibility Reports or its equivalents
- 4) Environment clearances and related documents wherever applicable
- 5) Tender documents for appointment of contractors, consultants or such agencies
- 6) Progress on works and payments
- 7) Completion Report
- 8) Government Orders wherever applicable
- 9) Annual Profit and Loss accounts and Balance Sheets as per Company Law formats