

Karnataka Soaps and Detergents Limited.

List of Files Available to the General Public Under Sec 4(1)(a) of RTI Act 2005

Name of the Department	SI No	List / Title of the Files
Estate	1	Rent agreement with KMF, KSBCL, Indus Tower, BSNL Tower, Reliance Tower, Corporation bank ATM.
	2	Copy of Rent agreement
	3	Property Tax (Bangalore Complex)
	4	Property Tax calculation books from BBMP
	5	Corporation Bank
	6	Corporation Bank Bills
	7	Reliance Infratel Ltd – Volume 1,2,3,4
	8	Indus Tower(Airtel) – Volume 1,2,
	9	BSNL Tower – Volume 1,2,
	10	KMF – Rent bills
	11	KMF - Volume 1,2,3,4
	12	Godown space for Rent – KSBCL ; Volume 1,2,3,4
	13	Housekeeping Bills
	14	Gardening Bills
	15	Work orders for House Keeping
	16	Work orders for Gardening
	17	Rent Reciepts
	18	Board Meeting Minutes,GST Form, TDS Rate chart
	19	Purchase Orders
	20	Advance amount
	21	Maintainance & Repair room things list
	22	List of Housekeeping materials
	23	Miscellaneous File
	24	Bangalore land details
	25	ಕೊಠಡಿ ಹಂಚಿಕೆ ಬಗ್ಗೆ
	26	C.A. Site - Mysore
	27	ಸರ್ಕಾರಿ ಕಟ್ಟಡಗಳ ಮೇಲೆ ಗ್ರಿಡ್ ಸಂಪರ್ಕಿತ ಸೌರಶಕ್ತಿ ಯೋಜನೆಯನ್ನು ಕಾರ್ಯಗತಗೊಳಿಸುವ ಬಗ್ಗೆ;
	28	Master File
	29	Rent Receipt (Voucher)
	30	Rent Receipt File
	31	Indira Canteen
	32	Re-imbusement Bills
	33	RTI - KMF
	34	ಶ್ರೀಗಂಧದ ಸಸಿಗಳನ್ನು ನಮ್ಮ ಸಂಸ್ಥೆಯ ಅವರಣದಲ್ಲಿ ನಡುವ ಬಗ್ಗೆ
	35	ಕರ್ನಾಟಕ ಕೈ-ಮಗ್ಗ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತದ ಬೆಂಗಳೂರಿನ 2ನೇ ಹಂತದಲ್ಲಿರುವ ಜಮೀನನ್ನು ವಾರಾಂಟ ಮಾಡುವ ಕುರಿತು;



	36	ಕಾರ್ಖಾನೆಯಲ್ಲಿರುವ ತೆಂಗಿನ ಮರಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸಿ ಕಾಯಿ ಸುಲಿಸುವ ಬಗ್ಗೆ;
	37	ರಾಜೀವ್ ಗಾಂಧಿ ಇನ್ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಟೆಕ್ನಾಲಜಿಯವರು ಅವರ ಕಛೇರಿಗಾಗಿ ಸ್ಥಳ ಕೋರಿರುವ ಬಗ್ಗೆ;
	38	ಕೆ.ಎಸ್.ಡಿ.ಎಲ್ ಸಂಸ್ಥೆಗೆ ಗೋದಾಮುಗಳನ್ನು ನಿವೇಶನಗಳನ್ನು ಹಂಚಿಕೆಗಾಗಿ ಪತ್ರ.
Stores Department	1	Purchase Orders File
	2	Stock Ledger
	3	Goods Received Note File (GRN)
Pay Roll	1	SALARY/WAGES PERMANENT STAFF
	2	SALARY/WAGES COMPANY CONTRACT
	3	DR.VARSHA – RETAINERS FEE FILE
	4	K.E.BELLIAPPA. RESIDENT SECURITY OFFICER
	5	CHAIRMAN SALARY FILE.
	6	CHAIRMAN STAFF
	7	DEPUTATIONS FILES
	8	MD,GM,DF OTHERS
	9	PL ENCASHMENT FILE
	10	GRATUITY ACTURISATION
	11	INCENTIVE FILE
	12	MORTALITY CHARGES
	13	DEATH RELIEF FUND(MGT CONTRIBUTION)
	14	DEATH RELIEF FUND SUBSCRIPTION
	15	INTEREST SUBSIDY
	16	HBA LOAN/CANFIN HOMES LOAN
	17	GRATUITY SETTLEMENT
	18	GRATUITY AUDITOR FILE
	19	PROFESSTIONAL TAX FILE.
	20	UNION FILE-recovery and remittances including Divisions and Branches
	21	EX-GRATIA BONUS FILES
	22	SUPLLIMENTARY FILES
	23	KHDC FILE (RECOVERY & REMITTANCE)
	24	KSIC FILE (RECOVERY REMITTANCE)
	25	SALARY CERTIFICATE FILE.
	26	SYNDICATE BANK LOAN/CD (RECOVERY & REMITTANCE FILE)
	27	SOCIETY DUES FILE
	27	NEW APPOINTMENT FILE
	28	LIC RECOVERY & REMITTANCE FILE
	29	POSTAL LIFE INSURANCE
	30	COURT DUES (BOX FILE) RECOVERY & REMITTANCE FILE
	31	L.P.C (FILE) IN
	32	L.P.C. FILIE (OUT)
	33	LABOUR WELFARE FUND
	34	UNIFORM STICHING CHARGES



35	LTC (EXECUTIVES LEAVE TRAVEL CONCESSION)
36	INCOME TAX
37	EDUCATION ADVANCE
38	FESTIVAL ADVANCE
39	COMPUTER ADVANCE
40	SPECIAL FESTIVAL ADVANCE
41	WORKER EDUCATION TOUR ADVANCE

Civil	1	Removing & Re-fixing New Foldable Door at Engg. Store & Washing Half Bar section.
	2	Providing Aluminum partition for Accounts (ServeRoom) in KSDL.
	3	Civil Works pertaining to the Installation of New Talcum powder filling machine.
	4	HRD File
	5	Finance Department File / Daily Report
	6	Company Secretary Office File
	7	Materials Department File
	8	Stores Department File
	9	Production Department (SEP) File
	10	Detergent Division Production File
	11	Cosmetics Plant Production File
	12	CSVO/E&S File
	13	Marketing Department File
	14	Action Taken Report File for PPSRC Meeting
	15	CC TV/Project Cell File
	16	Internal Office Correspondence File
	17	Inward/Outward Ledger
	18	Co-Ordination Committee File
	19	Preventative Action Meeting File (PAM)
	20	Marketing Department - Indent received file
	21	Office Orders File
	22	Sandalwood File
	23	Finance Audit Paras File
	24	Boiler House File
	25	Technical Efficiency Report File
	26	Legal File
	27	MID Meeting Notice
	28	SOD Shimoga File
	29	SOD Mysore File
	30	Export File
	31	Civil Works File
	32	Weekly Report of Sales from CFGS



	33	Hyderabad Branch (Mktg Report)
	34	Chennai Branch (Mktg Report)
	35	Kolkata Branch (Mktg Report)
	36	Delhi Branch (Mktg Report)
	37	Bangalore Branch (Mktg Report)
	38	Mumbai Branch (Mktg Report)
	39	Product Development Committee (PDC) File
	40	Quality Wise Sales Performance Report File
E & S		
	1	Factory Licence File
	2	KSPCB Consent File
	3	Explosive Licence File
	4	Monthly Return File
	5	Certificate of Pressure Venels & Lifting tackles
Materials		
	1	Purchase Files of Perfumery & Chemicals
	2	Purchase Files of Packing Material, Engineering & Misc
	3	PNC Committee Files
	4	TSC Committee Files
Public Relation Office		
	1	Purchase of Telephone instrument
	2	Purchase of Air tickets
	3	Telephone Committee
	4	Club File
	5	New AMC Aquarium
	6	Sahyadri Telecome
	7	New Internet Connection (ACT)
	8	EPABX Digital Phone
	9	Note Sheet Approvals
	10	Diaries
	11	Guest House
	12	Service Report Clixxo
	13	Airtel & BSNL Mobile
	14	News Paper Gururagavendra
	15	Ayudha Pooja file
	16	Designing & Fabrication of reception
	17	Providing Data Card department
	18	Airtel Mobile bills
	19	TATA Sky
	20	Occasion of new Chairman taking charge
	21	Xerox
	22	FTTH



23	Office telephone BSNL
24	Factory visit
25	Shift Memo
26	Purchase of Multi Funcitonal Mono Laser Printer
27	Toshiba Photocopier
28	Original Vehicle Insurance File
29	RC Book Original

HRD	1	BOARD NOTES -VOL-1
	2	BOARD NOTES -VOL-2
	3	BOARD NOTES
	4	BOARD MINUTES -1
	5	BOARD MINUTES -2
	6	BOARD MINUTES -3
	7	BOARD MINUTES -4
	8	BOARD MINUTES -5
	9	COMMERCE & INDUSTRIES DEPT -1
	10	COMMERCE & INDUSTRIES DEPT -2
	11	COMMERCE & INDUSTRIES DEPT -3
	12	COMMERCE & INDUSTRIES DEPT -4
	13	COMMERCE & INDUSTRIES DEPT -5
	14	FINANCE DEPARTMENT
	15	KSBPE FILES -1
	16	KSBPE FILES -2
	17	KSBPE FILES -3
	18	KSBPE FILES – Recommendation in the eight annual report of the Commission for SC/ST's
	19	KSBPE FILES- Implementation of Prime Ministers 15 Points Programme for Welfare of Minorities
	20	DPAR – CIRCULARS
	21	TRAINING FOR SC/ST FROM SOCIAL WELFARE DEPT. -1
	22	TRAINING FOR SC/ST FROM SOCIAL WELFARE DEPT. -2
	23	STANDING ORDERS
	24	REGISTRATION OF APPRENTICEP OTHERS CORRESPONDANCE
	25	1983 ರಿಂದ ಕನ್ನಡವನ್ನು ರಾಜ್ಯಾದ್ಯಂತ ಆಡಳಿತ ಭಾಷೆಯಾಗಿ ಕಡ್ಡಾಯವಾಗಿ ಎಲ್ಲಾ ಹಂತದಲ್ಲೂ ತರುವ ಬಗ್ಗೆ.
	26	CIRCULAR FROM OTHER DEPT (MISC)
	27	GOVERNMENT ORDERS /NOTIFICATION (VOL-2)
	28	AMMENDMENT TO KCSR RULES
	29	LOKAYUKTA RULES 1985
	30	GAZETTE NOTIFICATION
	31	GOVERNMENT NOTIFICATION PRESS PUBLICATION
	32	ADMINISTRATIVE CIRCULARS -1



33	ADMINISTRATIVE CIRCULARS -2
34	ADMINISTRATIVE INSTRUCTIONS FILE
35	PERSONNELS CIRCULARS
36	PERSONNELS CIRCULARS
37	ORIGINAL SETTLEMENT COPIES
38	ಪ್ರೋತ್ಸಾಹ ಧನ ಯೋಜನೆ - ಮೈಸೂರು ಶ್ರೀಗಂಧದೇಣ್ಣೆ ವಿಭಾಗ
39	ಪ್ರೋತ್ಸಾಹ ಧನ ಯೋಜನೆ - ಮೈಸೂರು ಶ್ರೀಗಂಧದೇಣ್ಣೆ ವಿಭಾಗ
40	ಪ್ರೋತ್ಸಾಹ ಧನ ಯೋಜನೆ - ಬೆಂಗಳೂರು ಸಂಕೀರ್ಣ
41	ಪ್ರೋತ್ಸಾಹ ಧನ ಯೋಜನೆ - ಬೆಂಗಳೂರು ಸಂಕೀರ್ಣ
42	PRODUCTIVITY LINED INCENTIVE BONUS
43	PAYMENT OF PRODUCTION INCENTIVE TO MKTG BRANCHES
44	ಕಸಾಮಾನಿ ಪರಿಶಿಷ್ಟ ಜಾತಿ ಮತ್ತು ಪರಿಶಿಷ್ಟ ಪಂಗಡದ ನೌಕರರ ಸಂಘ(ರಿ)
45	KSDL STAFF & EXECUTIVES SC/ST EMPLOYEES WELFARE ASSOCIATION BANGALORE
46	MYSORE DIVISION UNION
47	SHIMOGA DIVISION UNION
48	DISPOSAL OF OLD RECORDS
49	KSDL EXECUTIVES WELFARE ASSOCIATION
50	JOINT ACTION COMMITTEE FILE
51	ಕಾರ್ಮಿಕ ಸಂಘಗಳ ಚಂದಾಹಣ ಕಡಿತ ಕುರಿತು
52	ಕಾರ್ಮಿಕ ಸಂಘಗಳ ಚಂದಾಹಣ ಕಡಿತ ಕುರಿತು
53	ಕಾರ್ಮಿಕ ಸಂಘಗಳ ಚಂದಾಹಣ ಕಡಿತ ಕುರಿತು
54	SECRET BALLOT
55	SECRET BALLOT
56	FACILITIES OF THE UNIONS IN KSDL
57	FACILITIES OF THE UNIONS IN KSDL
58	ಕಾರ್ಮಿಕ ಸಂಘಗಳಿಗೆ ಮಾನ್ಯತೆ ನೀಡುವ ಸಂಬಂಧ ಗುಪ್ತ ಮತದಾನ ನಡೆಸುವ ಕುರಿತು
59	ಕಾರ್ಮಿಕ ಸಂಘಗಳ ಗುಪ್ತ ಮತದಾನಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ಕಡತ
60	ಕಾರ್ಮಿಕ ಸಂಘಗಳ ನಡವಳಿ
61	COURT JUDGEMENTS/AMENDMENT TO STATUTORY ACTS
62	SUPREME COURT DECISIONS
63	FORMULATION OF SERVICE RULES OF THE COMPANY
64	MEMORANDUM OF WAGE SETTLEMENT 1.1.1982
65	PAY ANAMOLY
66	POLICY ON SECURITY
67	CURCYKARS/ARTICLES/INSTRUCTIONS OF STRIKES
68	POLICY ON LTA - INTRODUCTION OF LTA SCHEME
69	LTC FILE
70	LTC FILE



71	LTC FILE
72	RECRUITMENT POLICY FILE
73	INTERNAL SELECTION NOTIFICATION
74	MANPOWER RECRUITMENT IN SOD, MYSORE/SHIMOGA
75	CREATION OF POSTS IN WORKMEN CADRE
76	CREATION OF POSTS IN EXECUTIVES CADRE
77	CREATION OF POSTS IN EXECUTIVES CADRE
78	SANCTIONED STRENGTH EXECUTIVES
79	SANCTIONED STRENGTH EXECUTIVES
80	CIRCULARS RECIVED FROM THE KARNATAKA STATE EMPLOYERS ASSOCIATION -1
81	CIRCULARS RECIVED FROM THE KARNATAKA STATE EMPLOYERS ASSOCIATION -2
82	CIRCULARS RECIVED FROM THE KARNATAKA STATE EMPLOYERS ASSOCIATION -3
83	CIRCULARS RECIVED FROM THE KARNATAKA STATE EMPLOYERS ASSOCIATION -4
85	TEMPORARY/CASUAL APPOINTMENTS OF TYPISTS/ STENOGRAPHERS etc.
86	REGULARISATION OF 172 CASUAL LABOURS FROM JULY 1990
87	RETRENCHMENT OF CASUAL WORKERS FILE
88	CONTRIBUTION OF AGARABATHI SECTION IN MYSORE
89	SECURITY ARRANGMENTS AT SOD MYOSRE
90	APPOINTMENT ON CONTRACT BASIS
91	FILLING UP OF THE VACANT POSTS PAY SCALE 630-1450
92	FILLING UP OF THE POSTS IN THE PAY SCALE OF 750 & ABOVE
93	RELAXATION OF QUALIFICATION EXPERIENCE
94	EXECUTION OF SERVICE AGREEMENTS
95	PROBATION/CONFIRMATION
96	LIST OF FIXED ASSETS
97	RECRUITMENT OF LIBRARIAN
98	PERONNEL SERVICE RECORD & PERSONNEL TRAINING CARD
99	ಅನುಕಂಪದ ಆಧಾರದ ಮೇಲೆ ನೌಕರಿ ಕೋರಿ ಬಂದಿರುವ ಅರ್ಜಿಗಳು -2
100	ಅನುಕಂಪದ ಆಧಾರದ ಮೇಲೆ ನೌಕರಿ ಕೋರಿ ಬಂದಿರುವ ಅರ್ಜಿಗಳು -3
101	APPLICATIONS TO OUTSIDE AGENCIES -1
102	APPLICATIONS TO SUTABLE JOB FROM OUTSIDE AGENCIES-2
103	VERIFICATION OF CHARACTER AND ANTECANDANTS
104	PROMOTIONS FILE-T.B.A 01.04.1987
105	JOB SPECIFICATION OF LAB-ASST



106	ಕಿರಿಯ ಅಧಿಕಾರಿಗಳ ನೇಮಕಾತಿ
107	SELECTION TO THE POST OF DY.MANAGER- VOL-8
108	PROMOTION POLICY FOR SUPER STAFF AND EXECUTIVES
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110	PROMOTION POLICY - VOL-4
111	PROMOTION POLICY- VOL-6
112	PROMOTION POLICY
113	PAY FIXATION FILE
114	PAY FIXATION
115	ಮೇಲ್ವಿಚಾರಕರ ಹುದ್ದೆ ಭರ್ತಿ ಕುರಿತು ವೇ.ಶ್ರೇ.1720-3300- VOL-1
116	PAY FIXATION
117	PAY FIXATION-IV
118	ಮೇಲ್ವಿಚಾರಕರ ವೇತನ ನಿಗದೀಕರಣದ ಕಡತ
119	PAY FIXATION
120	PAY FIXATION
121	PERFORMANCE REPORT
122	PROMOTION POLICY-VOL-1
123	PAY FIXATION -VOL-2
124	PROMOTION POLICY-5
125	PROMOTION POLICY(UNIONISED CADRE)
126	DEVELOPMENTAL ACTIVITY
127	REVISION OF PAY & PAY FIXATION EXECUTIVES
128	CREATION OF POSTS OF CHARGEMEN
129	CHARGEMEN SELECTION
130	ಜಾರ್ಜಮನ್ ಆಯ್ಕೆ ಕುರಿತು
131	3ನೇ ಕಾಲಮಿತಿ ಬಡ್ಡಿ ಕುರಿತು
132	3 RD T.B.A
133	EXECUTIVES SENIORITY LIST
134	SENIORITY FILE
135	PAY ANOMALY CASES (C-GRADE) STEPPING UP OF PAY TO SEP, D.P AND FAD EMPLOYEES
136	ADDITIONAL INCREMENT TO BOILER OPERATORS
137	REVISION OF PAY SCALES PERKS/BENEFITS & ALLOWANCES TO THE SUPERVISORY PERSONNEL & EXECUTIVES- VOL-2
138	RATIONALISATION OF ITI HOLDERS PAYSACLE
139	PAY-FIXATION -VOL-4
140	REVISION OF PAY SCALE FOR EXECUTIVES
141	REVISION OF PAY SCALE FOR OFFICERS-VOL-1
142	ಅಧಿಕಾರಿ ವರ್ಗದವರ ವೇತನ ಪರಿಷ್ಕರಣೆ ಕುರಿತು
143	ಕೆಎಸ್‌ಡಿಎಲ್ ಸಂಸ್ಥೆಯ ಅಧಿಕಾರಿವರ್ಗದವರಿಗೆ ಮಧ್ಯಂತರ ಪರಿಹಾರ ಬಿಡುಗಡೆ ಮಾಡುವ ಬಗ್ಗೆ - VOL-2



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145	CHANGE OF JOB-DESIGNATION
146	INCHARGE ARRANGEMENT
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149	PROVISIONS OF EMPLOYMENT TO KANNADIGAS
150	PRE-AUDITING OF VARIOUS PAYMENTS BY COMPANY
151	OVERTIME BOOKING
152	EMPLOYEES WORKING ON WEEKLY/GENERAL HOLIDAYS
153	CASUAL LABOUR
154	FESTIVAL/EDUCATION ADVANCES
155	SALARAY ADVANCE FILE
156	STAGNATION INCREMENT
157	INCREMENT FOR THE YEAR 1994/1995/1996
158	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 1994 ರಿಂದ 1996ರವರೆಗೆ
159	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 1997
160	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 1998
161	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 1999
162	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 2000-01-02
163	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 2002-03-04
164	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 2005-06
165	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 2007-2009
166	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 2010-2012
167	STAFF & EXECUTIVES ANNUAL INCREMENTS
168	STAFF & EXECUTIVES ANNUAL INCREMENTS
169	STAFF & EXECUTIVES ANNUAL INCREMENTS
170	STAFF & EXECUTIVES ANNUAL INCREMENTS
171	STAFF & EXECUTIVES ANNUAL INCREMENTS
172	STAFF & EXECUTIVES ANNUAL INCREMENTS
173	GRANT OF SPECIAL PAY TO PA'S/STENOGRAPHERS/TYPIST
174	ವಿಶೇಷ ಭತ್ಯೆ ಮಂಜೂರಾತಿ ಕುರಿತು
175	DA TO STAFF & EXECUTIVES-2
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177	ಅಧಿಕಾರಿ ವರ್ಗದವರ ತುಟ್ಟಿ ಭತ್ಯೆ ಮಂಜೂರಾತಿ ಕಡತ
178	ಅಧಿಕಾರಿ ವರ್ಗದವರ ತುಟ್ಟಿ ಭತ್ಯೆ ಮಂಜೂರಾತಿ ಕಡತ
179	ಬ್ಯಾಂಕ್ ಮೂಲಕ ವೇತನ ಪಡೆಯುವ ಬಗ್ಗೆ.
180	ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರಿಂದ ಹೊರಡಿಸಲ್ಪಟ್ಟ ಸುತ್ತೋಲೆಗಳು/ಆಡಳಿತಾತ್ಮಕ ಸೂಚನೆಗಳು/ ಕಛೇರಿ ಆದೇಶಗಳು
181	SPECIAL DRIVE FOR RECRUITMETN OF SC/ST
182	RESERVATION ON PHYSICALLY HANDICAPPED-1
183	RESERVATION ON PHYSICALLY HANDICAPPED-2



184	POLICY FILE ON RESERVATION FOR BACKWARD CLASS & MINORITIES-VOL-1
185	POLICY FILE ON RESERVATION FOR BACKWARD CLASS & MINORITIES-VOL-2
186	POLICY FILE ON RESERVATION FOR BACKWARD CLASS & MINORITIES-VOL-3
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188	LA/LC QUESTIONS -VOL-2
189	LA/LC QUESTIONS -VOL-3
190	LA/LC QUESTIONS -VOL-4
191	LA/LC QUESTIONS -VOL-6
192	POLICY ON WELFARE MEASURES
193	CHANGE OF SHIFT TIMINGS
194	ISSUE OF UNIFORMS STICHING CHARGES
195	ISSUE OF UNIFORMS TO SOD,MYSORE
196	ಕನ್ನಡ ಅಭಿಮಾನಿಗಳ ಸಂಘ(ನೋಂ)
197	HOLIDAYS POLICY FILE-VOL-2
198	ರಜಾ ಸುತ್ತೋಲೆಗಳು
199	ರಾಷ್ಟ್ರೀಯ ಹಾಗೂ ಹಬ್ಬದ ರಜಾ ದಿನಗಳ ಘೋಷಣೆ ಕುರಿತು
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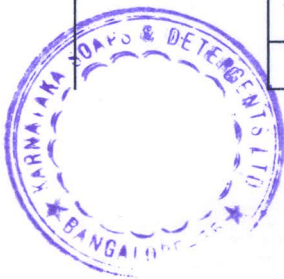
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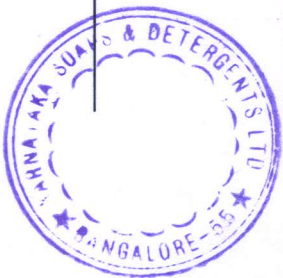
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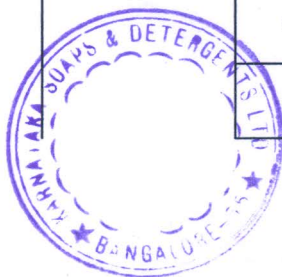
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12	Man Power File
13	Production Plan
14	Product indent File

SECRETARIAL DEPARTMENT

1	Board Meeting Notice, Agenda and Minutes
2	Annual General Meeting Notice, Agenda and Minutes
3	Audit Committee Meeting Notice and Minutes
4	CSR Committee Meeting and Trust Meeting Notice and Minutes
5	Investment Committee Notice and Minutes
6	Documents related to Internal Complaints Committee
7	Statutory Registers
8	List of Shareholders
9	Appointment and Cessation of Directors
10	Disclosure of Interest filed by Directors
11	Documents pertaining to Resolution by Circulation
12	Documents pertaining to Directors' Remuneration
13	Correspondence with Government/AG's office/Shareholders



14	Attendance register of various meetings attended by Directors and Shareholders
15	List of proxies during AGM
16	Memorandum of Association and Articles of Association
17	Common Seal
18	Certificate of Incorporation
19	Books and Registers under the Companies Act 1956 and 2013
20	Files in connection with Equity Holdings by the GoK
21	Filed related to Claimed Dividend and Unclaimed dividend
22	Documents related to CSR Contributions
23	Files concerning Transfer of Shares/Issue of Duplicate Share Certificates
24	Files pertaining to filing of returns with MCA and GOI
25	Trademark related documents
26	Documents and Filings pertaining to Labour Department
27	Documents and Filings under Drugs & Cosmetic Act, 1940

