

**Mysore Paints and Varnish Ltd.,**

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

<b>SI</b>	<b>Name of the Department</b>	<b>List/Title of the Files.</b>
<b>I</b>	<b>SECRETARIAL DEPARTMENT</b>	1) Board Minutes Ledger and Files
		2) Annual General Meetings - Ledger and Files
		3) List of shareholders Ledger
		4) List of Nominees of the Share Holders.
		5) Appointment of Directors.
		6) Stock Exchange File
		7) Correspondence with Government/SEBI/AG's Office/Shareholders
		8) Shareholders Attendance File
		9) List of Proxies during AGM
		10) Articles of Association and Memorandum of Association
		11) Common Seal
		12) Certificate of Incorporation
		13) Companies Act, 1956 and Companies Act, 2013 Books
		14) Files in connection with Equity Holdings by the Government of Karnataka
		15) Dividend Payment files and Unclaimed Dividend files
		16) Ledger pertaining to Transfer of Shares/Issue of Duplicate Share Certificates/Nomination
		17) File pertaining to Filing of Returns with MCA, Gol.
<b>II</b>	<b>ADMINISTRATION DEPARTMENT</b>	1) Personal Files of Present Employees
		2) Personal files of Retired Employees
		3) Personal Files of Managing Directors and Chairpersons (Both Present and Former)
		4) Correspondence with Government Dept viz G&I, DPE and Finance.
		5) Factory License
		6) Correspondence with EPF/ESIC/Employment Exchange/DIC/Directorate of Factories and Boilers.
		7) Land Records

		8) Payment of Property Tax
		9) Building Records
		10) Ledger of Furniture and Fixtures
		11) Vehicles Files (inclusive of Insurance)
		12) Building Rent files
		13) Mediclaim Policy to Employees
		14) EPABX Files
		15) Bio Metric File
		16) Telephone/Mobile
		17) Wage Agreement Files
		18) In Charge Allowance File
		19) Appointment Notification files.
		20) Recruitment Committee Meeting Proceedings
		21) Register of Attendance of Employees.
		22) Payment of Bonus
		23) Production Gifts
		24) sundry Repairs and other Repairs files
		25) Manpower (Out Sourcing)
		26) Salary Ledgers of Employees/MD
		27) Remuneration Paid to Chairperson.
		28) DA Files
		29) Production Incentive files
<b>III</b>	<b>ACCOUNTS/FINANCE DEPARTMENT</b>	1) Cash Book
		2) Bank Cash Book
		3) Cash / Bank Receipts Book
		4) Bank/Chq./DD/Receipts
		5) Cash / Bank Voucher
		6) Misc Adv, Register
		7) Cheque /Cash Vochars Files
		8) BRS Files
		9) General Ledger
		10) Journal Register
		11) TDS Register
		12) EMD/SD/Receivable Reg.,
		13) Cheque /Cash Vochars Files
		14) BRS Files
		15) Royalty NRDC
		16) Sales Tax Return File
		17) Payment of Commission File
		18) Journal Voucher File

		19) Advance Income Tax
		20) Department Of Public Enterprises (DPE)
		21) Commerce & Industries (C&I)
		22) Reserve Bank india (RBI)
		23) Fixed Deposit Files (FD)
		24) Bank Correspondence
		25) Final Accounts File
		26) Stocks File
		27) AG'S File
		28) Performance Report File
		29) Appointment Of Statutory Auditor
		30) Appointment Of Internal Auditor
		31) Appointment Of Tax Auditor
		32) International Financial Reporting System (IFRS)
		33) Capital Budget File
		34) Bank Guarantee File (BG)
		35) Fire Insurance File
		36) Costing File
		37) Purchase Day Book
		38) Sundry Creditors Ledger
		39) Bank Release Book
		40) DD Purchase Register
		41) SRM Vouchers/purchase Invoice
		42) Release Vouchers
		43) Sales Day Book
		44) Sundry Debtors Ledgers
		45) Sales Abstract Book
		46) Credit/Debit Note Book
		47) Sales Invoice
		48) Sales Vouchers
		49) Payment covering Letters File
<b>IV</b>	<b>MARKETING DEPARTMENT</b>	1) NRDC Agreements file
		2) Rate Contract Files with Customers
		3) Customers File
		a) KSRTC
		b) NEKRTC
		c) NWKRTC
		d) BMTC
		e) APSRTC
		f) Kerala SRTC

		g) State Government Undertaking Industries
		h) Private Industries
		i) Central Government Industries
		j) Postal Dept.
		k) Railways
		l) NTPS
		m) RTPS
		n) Milk Unions
		4) Price List file
		5) Audit Reply Reply Files
		6) Proceedings of the Meeting File
		7) Coordination Committee Meeting File
		8) Monthly Review Meeting Files
		9) Advertisement Files
		10) Painting Contract Files
		12) Export Of Indelible Ink files
		13) Sales Depot files
		14) Authorised Distributors Files
		15) Mysore Sales Depot - Stock Ledger
		16) NSIC Registration File
		17) Madurai Depot - Stock Ledger
		18) Indelible Ink files - CEO's and SEC's
		19) EMD/Security Deposit File
		20) KSRTC, Central Office CPO File.
<b>V</b>	<b>MATERIAL DEPARTTMENT</b>	1) Files pertaining to procurement of Raw Materials and packing Materials required for Production of Synthetic enamel paints, 2K PU paints & allied products.
		2) Files pertaining to procurement of Raw Materials and packing Materials required for Production of Indelible Ink.
		3) Man Power supply (Out Sourcing) Contract file.
		4) Annual Maintainance contract of computers & weighing Machines file.
<b>VI</b>	<b>QUALITY CONTROL DEPARTMENT</b>	1) ASRTU specification file.
		2) BIS – certification file.
		3) ISO – 9001/2008 & 14001/2004 File
		4) Paint technologist file
		5) MSDS file.

		6) KSPCB water cess file.
		7) KSPCB water consent file.
		8) KSPCB air consent file.
		9) Lab apparatus calibration file.
		10) New indelible ink marker pen (IIMP) file.
		11) Indelible ink file – 1, 2, 3.
		12) Indelible ink certification file.
		13) Paint India file.
		14) Raw material testing procedure file
		15) Indelible ink P. R slip file.
		16) Paint production P. R slip file.
		17) Test certificate file.
		18) Complaint file.
		19) Advance sample test certification sample file.
		20) New specification file.
		21) Office orders letter file.
		22) General Correspondence file.
		23) Paint technologist file.
<b>VI</b>	<b>PRODUCTION DEPARTMENT</b>	1) Maintenance of Plant and Machineries file
		2) Repair and Maintenance
		3) Production Requisition (Raw/Packing Materials)
		4) Log Book pertaining to machineries
		5) Inspector of Factories and Boilers - Inspection File
		6) Overtime Approval file
		7) Finished Goods Registers
		8) Production Requisition File
		9) Daily Production Slips
		10) CHESCOM Inspection File - DG Set