

CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR
UNDER ITS CONTROL
[Sec 4 (I) b(vi)]

6.1 Following category of documents are held in NHFDC :

1. Memorandum of Association and Article of Association of NHFDC.
2. Rules made by NHFDC
3. Statutory Registers (as per all applicable laws, including Companies Act, 1956)
4. Notifications, Circulars and instructions received from Government of India
5. Agreement and Guarantee Deeds of State Governments, State Channelising Agencies and Non Government Organisations.
6. Books of Accounts and vouchers.
7. Records of notes of discussion of Board meeting, Project Screening Committee Meetings.
8. Lending Policy and schemes of NHFDC.
9. Sanction and Release files.
10. Annual Reports of the NHFDC.
11. Purchase and procurement and contract files.
12. Recruitment/Appointment files.
13. Personal Files.
14. Vigilance file.
15. Advertisement and awareness creation files.
16. Repair and maintenance of building and equipment files.