

Item 4 (1)(b)-(vi)

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

6. CATEGORIES OF DOCUMENTS THAT ARE HELD BY COMPANY SECRETARY'S DIVISION OR UNDER ITS CONTROL

6.1 The following documents/manuals/records/rules are used in the Company Secretary's Division :-

Sl. No.	Name/Title of the document	Type of document	Index code of document	Brief description of the document
DOCUMENTS HELD BY COMPANY SECRETARY'S DIVISION				
1	Memorandum of Association and Articles of Association	Statutory documents	REC RTI Doc. 5.6.1	Gives statutory details of Memorandum and Articles of Association
2	Annual Reports	Statutory documents	REC RTI Doc. 5.6.2	Details of REC Board of Directors, Mission & objectives, Chairman Speech, Directors' Report, Statement of Accounts, Address of REC Offices etc.
43	Loan policy circulars	Circulars/Guidelines	REC RTI Doc. 5.6.3.	Details of interest rate of various categories of REC schemes, repayment period etc.
4	ISO Apex Quality Manual	Manual	REC RTI Doc. 5.6.4	ISO quality standard as applicable to different divisions
5	Listing Agreement	Agreement	REC RTI Doc. 5.6.5	Agreement entered into with Stock Exchange for listing of debt instruments of REC. Detailed clauses to be complied by REC as per agreement.
6	Policy for Prevention of Frauds in REC	Circular / Guidelines	REC RTI Doc. 5.6.6	This Policy has been framed to provide a system of prevention & detection of Frauds.
7	Fair Practice Code of REC in terms of RBI Guidelines	Rules / Guidelines	REC RTI Doc. 5.6.7	This Code framed for setting out Fair Lending practices in transparent manner.
8	The Code of Business Conduct & Ethics for Board Members and Senior Management	Rules / Guidelines	REC RTI Doc. 5.6.8	This Code for Board Members & Senior Officers framed in compliance of provisions of Clause 49(I) (D) of Listing Agreement and 3.4 of the Department of Public Enterprises (DPE) Guidelines on Corporate Governance for Central Public Sector Enterprises, 2010.
9	Code for Prevention of Insider Trading in REC Equity Shares/Securities	Rules / Guidelines	REC RTI Doc. 5.6.9	This Code framed in pursuance of Rule 12 & 13 of Securities and Exchange Board of India Prohibition of Insider Trading) Regulations, 1992.
10	Delegation of powers	Regulations	REC RTI Doc. 5.5.10	The details of administrative, financial and other powers to different category of officers at Corporate Office as well as various Zonal Offices / Project Offices
11	Whistle Blower Policy of REC	Policy/Rules/Guidelines	REC RTI Doc. 5.5.11	In compliance of provisions of Clause 49 of the Listing Agreement . Whistle Blower Policy of REC has been formulated with a view to detect any improper activity within the Company.
12	Record of Share holders details	Record/ Document	REC RTI Doc. 5.5.12	Shareholders details contains – Shareholding Pattern, Name, Address, No. of Shares held by individual shareholders/FIIs holding , Distribution of shareholding and dematerialization of shares etc.
6.2 Documents held by Corporate Planning Division				
15	Documents held by Corporate Planning Division.	MoU, QPR, ZMs/CPMs Meeting, Awards etc.	REC RTI Doc. 6.1	Memorandum of Understanding, Quarterly Performance Review, Agenda for ZMs/CPMs meetings and Awards
6.3 Documents held by Vigilance Division				
16	Documents held by Vigilance Division.	Rules, Regulations & Instructions	REC RTI Doc. 6.1	Vigilance Division adheres to the rules, regulations, instructions, manuals etc. being circulated /issued by the CVC and/ or Ministry of Power. The rules being circulated/issued by the CVC are available for public on its website which is also linked with REC's Web site. Further Vigilance Division also adheres to the rules, regulations, instructions contained in the REC (CDA) Rules.
6.2 Documents held by HR Division				

17	Documents held by HR Division	Policy, rules and regulations, employees welfare and benefits, personal details, disciplinary matters, legal matters, training & development, recruitment and promotions.	REC RTI Doc. 6.1	Documents concerning HR matters such as Policy, Rules and Regulations, Employees Welfare and benefits, Personal details of employees, disciplinary matters arising out of HR, employees training and development, recruitment and promotions etc.
6.4 Documents held by T&D Division				
18	Documents held by T&D Division	Tariff Orders, legal documents, Policies and Guidelines for appraisal and financing various schemes		Tariff Orders, legal documents, Policies and Guidelines for appraisal and financing various schemes under T&D.
6.5 Documents held by Generation – II Division				
19	Documents held by Generation-II Division	Registers, Government Manuals, Files, Agreements, rules, regulations and instruction manuals, brief write ups.		Registers for record maintaining, Government Manuals for Circulation within the Division amongst the concerned personnel, Files for processing and those pertaining to miscellaneous issues, Agreements relating to specific projects (if any). Guidelines, write-up on financing norms, entity appraisal and project appraisal guidelines for generation projects. Circulars issued by Generation Division from time to time, circulars enlisting the grade of public sector borrowers and permissible exposure limit norms.
6.6 Documents held by Decentralised Distributed Division				
20	Documents held by DDG Division	DPRs, Guidelines, Executive Summary, Meeting Agenda and Record notes, Monitoring Committee Agenda & Sanction letters.		The following documents are kept by DDG Division: 1. DPRs of Projects 2. Various Certificates in line with DDG Guidelines and confirmations by Implementing Agencies 3. Executive Summary 4. ISG meeting Agenda and Record Notes. 5. Monitoring Committee Agenda 6. Sanction letters.
6.7 Documents held by Legal Cell				
21	Documents held by Law Division	Security of trustee of Loan documents		Safe custody of loan documents
6.8 Documents held by International Cooperation and Development (IC&D)				
22	Documents held by IC&D Division	Loan Documents, Project related documents		DPRs of projects, Screening Committee approvals for sanction, loan documents executed with bilateral agencies, Gol approvals

6.9 Renewable Energy Division

Sl. No.	Name/Title of the document	Type of the document	Brief description of the document
19	Documents held by Renewable Energy Division	Registers, Renewable Energy Guidelines, Files, Agreements, rules, regulations and instruction manuals, brief write ups.	Registers for record maintaining, Files for processing and those pertaining to miscellaneous issues, Agreements relating to specific projects (if any). Renewable Energy Guidelines, write-up on financing norms, entity appraisal and project appraisal guidelines for Renewable projects. Circulars issued by Renewable Energy Division from time to time, Circulars enlisting the grade of public sector borrowers and permissible exposure limit norms.

APPLICATION FORMAT
FOR INFORMATION UNDER RTI ACT 2005

To

The Public Information Officer/Asstt. Public Information Officer
Rural Electrification Corporation Limited

1. Full Name of the Applicant (in capital letters) _____
2. Father's/Husband Name (in capital Letters) _____
3. Complete address: _____

Pin Code: _____

4. Telephone No. Office _____ Res. _____ Mobile _____

5. Whether belong to BPL category (if yes, please
Attach a copy of the BPL/Antyodaya Ration Card (Please tick) Yes _____ No. _____
to claim waiver of the application fee).

6. Details of application fee/Addl. Fee.
(Application fee - Rs. 10/-; Addl. Fee - @ Rs. 2/- per age for A-4 size paper created or copied,
By cash, DD/BC/IPO to be drawn in favour of Rural Electrification Corporation Ltd., payable at
the office where application is submitted).

7. Particulars of information required (please enclose separate sheet, if required indicating
specific details of information required and the preferred medium i.e. inspection, photocopy,
softcopy etc.)

DECLARATION

I state that the information sought does not fall within the restriction contained in Section 8 and 9 of
the RTI Act to the best of my knowledge it pertains to your office.

Place: _____

Date: _____