

# A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

[Section 4(1) (b) (vi)]

Sr. No.	Nature of Record	Details of information available	Unit / Section where available	Retention period where available
<b>A) Accounts and Finance</b>				
1	Member Register	Details of Shareholders	Accounts & Finance	Life Time
2	Directors Register	Details of Directors	Accounts & Finance	Life Time
3	Books of Accounts	Cash Book, Bank Books, Various Ledgers etc.	Accounts & Finance	8 Years from end of the financial year
4	Loan Register (Availed / Disbursed)	Details of Loans given to various Government Departments & Loans availed by GSIDC from Banks / Institutions.	Accounts & Finance	Till the tenure of loans
5	Register of ROC Matters	Details of various returns, forms filed with Registrar of Company (ROC).	Accounts & Finance	Life Time
6	Financial Statements of Accounts	Balance Sheets, Profit & Loss Account etc.	Accounts & Finance	Life Time
7	Memorandum & Article of Association	Details of Formation of Company, Objective Share Capital etc.	Accounts & Finance	Life Time
8	Memorandum of Understanding with Client Departments	Role of the Client Department and Role of GSIDC	Accounts & Finance	Life Time
9	Legal Agreements with	Terms and Conditions of the Contract, Completion Period, Schedule of Payment etc.	Accounts & Finance	Life Time

	Contractors & Consultants			
<b>B) Secretarial</b>				
1	Minutes of Board Meeting	Details of the Meetings of the Board, Agendas placed before the Board & decisions taken.	Manager (Civil)	Life Time
<b>C) Land Acquisition &amp; Liaison</b>				
1	Land Acquisition Awards	a) Total Amount of Compensation Paid. b) Total Area in Square meters acquired. c) Names of the Land Owners. d) Plan of the land acquired.	Land Acquisition Cell	Life Time
2	Vehicle Records	a) Records of Machinery and Vehicles i.e. RC Book, Insurance. b) Records of vehicle Log Book etc.	Liaison Section	a) Till the Life Time of the Vehicle. b) 3 years from the end of financial year.
3	Purchase of stationery	Signing of contract with the supplier of stationery, printers, & Courier services. Disbursement of their bills for payment.	Liaison Section	3 years from the end of the financial year
<b>D) Advertisements Released by GSIDC</b>				
1	Tender Notices, Pre – Qualification Notices, Display Advertisements, Expression of Interest etc.	Details of Tender issued by GSIDC.	Administration Section	3 years from the end of the financial year
2	Office Equipments like	Ownership / Purchase Documents	Administration Section	3 years from the end of

	Computers, EPABX, Photo Copier, Digital Camera, Handycam etc., Office Air Conditioners			the financial year
<b>E) Engineering</b>				
1	Bridges, Roads & Buildings	Techo Feasibility Report, Land Acquisition Documents if any, Correspondence with Project Management Consultants, Miscellaneous Correspondence with Statutory Bodies, Notice Inviting Tenders, Contract Documents of Consultants & Contractors, Correspondence with Contractors, Bills of Consultants, Bills of Contractors, Minutes of the Meeting with Consultants & Contractors, Works File for Consultant & Contractor, Bills of Architects and Correspondence with the Architects. Payment File for Consultants and Contractors, Legal File for Consultants and Contractors, Miscellaneous Files and Contract Documents of Consultants and Contractors.	Engineering Section	3 Years from the last day of defect liability period.
<b>F) HR &amp; Administration</b>				
1	Annual Performance Assessment Report (APAR)	Annual Performance Assessment Report of all the staff of the Corporation	HR & Administration	3 years after employee ceases to be in service Life time for existing employee.
2	Recruitment Rules	Recruitment rules for various posts in the organization.	HR & Administration	Life Time

3	Staff on Deputation		HR & Administration	Life Time
4	No dues Certificate	No dues certificate of all the staff who resigned the Corporation	HR & Administration	Life Time
5	Restructuring of G.S.I.D.C.	Approval from Finance Dept Govt. of Goa for restructuring the manpower, creation of new posts and Offer of Appointments.	HR & Administration	Life Time
6	Agenda Notes – Personnel matters	All agenda items and minutes regarding personnel matters put up for Board meetings	HR & Administration	Life Time
7	Pay revision of G.S.I.D.C employees.	Revision in the pay scale of all the employees on contract in G.S.I.D.C.	HR & Administration	Life Time
8	Chairman / Vice Chairman	Notification issued by personnel Dept, Govt of Goa.	HR & Administration	Life Time
9	Medical reimbursement	G.S.I.D.C Medical Scheme. Annual Medical allowance issued to the staff. Claims for reimbursement of Medical bills by the staff of the Corporation.	HR & Administration	Life Time

10	Seminar and Training File.	Brochures for Seminar and Training by various Institutes and nomination of various employees for training programmes.	HR & Administration	3 years from the end of the financial year
11	Security Agency	Appointment of security, personnel, disbursement of monthly bills and Honorarium.	HR & Administration	3 years from the end of the financial year
12	Staff salary	Disbursement of salary of all the staff of the Corporation.	HR & Administration	Life Time
13	Provident Fund.	Filing of Annual PF returns, issue of nomination/declaration/withdrawal forms, filing of monthly PF challans and increase or decrease on PF Contribution.	HR & Administration	Life Time
14	Sexual harassment of women at work place.	Formation of committee for Sexual Harassment of women at work place.	HR & Administration	Life Time
15	Office Order	Office orders issued till date	HR & Administration	Life Time
16	Personnel Files of the staff of the Corporation.	All documents regarding the academic work experience, etc. taken at the time of interview and during joining.	HR & Administration	3 years after the employee ceases to be in service