

Mysore Paints and Varnish Ltd.,

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

| SI | Name of the Department | List/Title of the Files. |
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| I | SECRETARIAL DEPARTMENT | 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. |
| II | ADMINISTRATION DEPARTMENT | 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 DeptvizG&I, DPE and Finance. |
| | | 5) Factory License |
| | | 6) Correspondence with EPF/ESIC/Employment Exchange/DIC/Directorate of Factories and Boilers. |
| | | 7) Land Records |

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| | | 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 |
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| III | ACCOUNTS/FINANCE DEPARTMENT | 1) Cash Book |
| | | 2) Bank Cash Book |
| | | 3) Cash / Bank Receipts Book |
| | | 4) Bank/Chq./DD/Receipts |
| | | 5) Cash / Bank Voucher |
| | | 6) MiscAdv, 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 |

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| | | 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 |
| IV | MARKETING DEPARTMENT | 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 |

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| | | 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. |
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| V | MATERIAL DEPARTTMENT | 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. |
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| VI | QUALITY CONTROL DEPARTMENT | 1) ASRTU specification file. |
| | | 2) BIS – certification file. |
| | | 3) ISO – 9001/2008 & 14001/2004 File |
| | | 4) Paint technologist file |
| | | 5) MSDS file. |

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| | | 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. |
| VI | PRODUCTION DEPARTMENT | 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 |