

TOOL ROOM & TRAINING CENTRE, GUWAHATI

THE STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY TRTC, GUWAHATI OR UNDER ITS CONTROL

(Under Section 4 (1) (VI) of right to Information Act 2005)

The categories of documents that are held by the Centre office are as under:

- i) Society Registration Certificate.
- ii) Memorandum of Association and Rules and Regulations.
- iii) Personnel Policy Manual.
- iv) Recruitment Rules.
- v) General Financial Rules of Govt. of India.
- vi) Agenda and Agenda Notes and Minutes of the Governing Council and Annual General Body Meeting.
- vii) List of members with address of Governing Council and General Body.
- viii) Annual Reports of the Society