

**MSME- TECHNOLOGY DEVELOPMENT CENTRE (PPDC), MEERUT
(A GOVERNMENT OF INDIA SOCIETY)**

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY
PPDC, MEERUT UNDER ITS CONTROL.**

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

The categories of documents that are held by the Centre 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) Standardized functional files indexes including its file numbering system relating to its Sections.
- ix) Annual Reports of the Society.