

HMRDC

Notification Under Section 4 (1) (a) of Right to Information Act, 2005

Sl. No.	Sections	Files
1	Human Resources	All Personal Files
		Deputation Files
		Pay and Allowance
		TA / DA Rules Files
		Medical Rules
		Leave Rules
		Staff Gratuity
		Direct Recruitment
		HR Policies of Other PSU's
		Superannuation Scheme
		Promotion and Appraisal
		Medicclaim Policy
		Medical Reimbursement
		Employees Provident Fund
		DPE Guidelines
		Secretarial Audit
		Payroll
General		
2	Secretarial	Equity
		Subdebt
		Board / Committee Meeting Files
		Circular Resolution
		Directors appointment / Declarations
		Registrar of Companies
		AGM / EGM
		CSR
		Minutes Files / Committee Minutes Files
		Risk Management Policy
		Agenda

3	Projects	New works
		Estimate Correspondence
		Expenditure Statement
		ROB / RUB and RMV
		Disallowances
		Scrap Sales
		General Correspondence
4	Commercial	O&M costs
		Comparative Analysis of O&M Costs of SPV's
		Rates Circular
		Survey Committee
		Access Charges
		Freight Apportionment
		Daily Operating Data of Up and down trains
		Association of Investors in Railways
		Writ petition
5	Operating	Train Services
		Inspection
		Line Capacity Charts
		Goods Operating Statistics
		Faith Software
		CRS Inspection
		Enhancement of Line Capacity
6	Accounts	Bank Correspondence
		Payment Vouchers
		Receipt & Contra Vouchers
		Journal Vouchers
		Petty Cash Vouchers
		Audit files
		TDS
		Income Tax
		Service Tax
		Show Cause Notice
		Insurance
		Gratuity Trust
		Professional Tax

		Superannuation Fund Trust
		Balance Sheet
		Budget
7	Administration	Telephone
		Computer
		Vehicle
		Office Premises
		Tour Programme
		Information Technology Policy
		Air Conditioners
		UPS
		Interior Works
		Furniture
		Printers and Fax
		Fire Alarm System
		Couriers
		Newspaper
		Bescom
		Printing and Stationery
		Website
Office Equipment		