

Details of files maintained in ACS section for FY 2020-21

Sl.No	File No.	Subject	No. of pages in the file	File opened date	File Completion date	File transferred date	File disposed date	Remarks
1	1	Preparation of board's report for FY-2019-20	18	16.06.2020	18.06.2020	-	-	
2	2	Preparation of board's report for FY-2019-20	14	16.06.2020	18.06.2020	-	-	
3	3	Preparation of board's report for FY-2019-20	22	16.06.2020	18.06.2020	-	-	
4	4	Preparation of board's report for FY-2019-20	16	16.06.2020	29.06.220	-	-	
5	5	Preparation of board's report for FY-2019-20	20	16.06.2020	29.06.220	-	-	
6	6	Preparation of board's report forFY-2019-20	22	16.06.2020	11.09.2020	-	-	
7	7	Stationary payment file	2	10.06.2020	24.06.2020	-	-	
8	8	Extension of Time for holding of AGM -Reg	122	24.08.2020	09.09.2020	-	-	
9	9	Ensuing Meetings-board & general meeting of GESCOM	30	30.07.2020	03.08.2020	-	-	
10	10	Holding Company & implimitation committe	177	24.09.2020	23.06.2020	-	-	
11	11	Annual disclosures-form MBP-1	4	09.04.2020	12.04.2020	-	-	
12	12	Annual disclosures-form MBP-1	4	09.04.2020	07.04.2021	-	-	

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13	13	Agenda if any to be placed before ensuing board meeting Reg	2	21.07.2020	24.07.2020	-	-	
14	14	Preparation of board's report for FY-2019-20	14	16.06.2020	12.04.2020	-	-	
15	15	Preparation of board's report for FY-2019-20	10	16.06.2020	18.06.2020	-	-	
16	16	Preparation of board's report for FY-2019-20	32	16.06.2020	04.12.2020	-	-	
17	17	Information related to director's report	6	05.12.2020	07.12.2020	-	-	
18	18	Extract of audit committee meeting held on 24/11/2020 & 28/12/2020	4	30.11.2020	28.12.2020	-	-	
19	19	Providing of advance notice bond agendas for board/committee meetings- C&AG observation	20	18.02.2021	06.03.2021	-	-	
20	20	Directors report FY-2019-20	2	16.12.2020	17.12.2020	-	-	
21	21	P.K Pande & associates practicing company secretary professional fees bills	10	12.02.2020	20.05.2020	-	-	
22	22	Secretrial Auditor's query bills	102	08.07.2020	12.06.2020	-	-	
23	23	True extract of board resolution accounts approval	18	30.11.2020	28.12.2020	-	-	