

## MANUAL-VI

### **A statement of the categories of documents that are held by the Corporation or under its control;**

Normally following documents of financed units of UPFC are kept at Regional Office/Head Office level:-

- i. Loan application
- ii. Appraisal note.
- iii. Legal agreement
- iv. Disbursements notes
- v. Inspection reports
- vi. Accounts/Ledgers
- vii. RC/PRC
- viii. Notice under section 29 of SFC's act.
- ix. Rehabilitation proposal
- x. Reschedulement notes
- xi. OTS proposals
- xii. Sale proposals
- xiii. Valuation reports
- xiv. Individual case files of borrowers, Sanction, Disbursement & Recovery

Apart from this certain documents related to borrowing of the Corporation, minutes of the meeting of various committee viz. S.C., I.C., E.C., Board etc. are kept at Head Office, and are confidential.

