

## **FRAGRANCE AND FLAVOUR DEVELOPMENT CENTRE, KANNAUJ**

### **THE STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY FFDC KANNAUJ OR UNDER ITS CONTROL (Under section 4 (1) (b) (vi) of Right to Information Act 2005)**

**The Categories of documents those are held by FFDC are as follows:-**

1. Society Registration Certificate.
2. Memorandum of Association and Rules & Regulations.
3. Personnel Policy Manual.
4. Recruitment Rules.
5. General Financial Rules of Govt. of India.
6. Agenda and Agenda Notes and Minutes of the Governing Council and Annual General Body meeting.
7. List of members with addresses of the Governing council and General Body.
8. Standardized functional file index including file numbering system.
9. Annual Reports of the Society for previous years.

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