

Updated on 15.05.2025

Sno	Category of Documents	Manual/handbook	Custodian	Electronic format	Printed format	Free of cost	At a reasonable cost	English	Vernacular/ Local Language	Last date of Annual updation	Location where available
1	Category B	Quality Manual	Management Representative (MR)	Yes	No	Yes	2 Rs per page	Yes	No	07.03.2025	https://cms.araiindia.com/MediaFiles/RTI_1_12164.pdf
2	Category B	ISMS_Policy Manual	Chief Information Security Officer (CISO)	Yes	No	Yes	2 Rs per page	Yes	No	06.09.2024	https://cms.araiindia.com/MediaFiles/RTI_2_12165.pdf
3	Category B	Code of Business Conduct and Ethics	HoD-HR	Yes	No	Yes	2 Rs per page	Yes	No	25.10.2024	https://cms.araiindia.com/MediaFiles/RTI_3_12166.pdf
4	Category B	Complaints Redressal	Management Representative (MR)	Yes	No	Yes	2 Rs per page	Yes	No	30.07.2024	https://cms.araiindia.com/MediaFiles/RTI_4_12167.pdf
5	Category B	Customer Feedback	Management Representative (MR)	Yes	No	Yes	2 Rs per page	Yes	No	14.07.2023	https://cms.araiindia.com/MediaFiles/RTI_5_12168.pdf
6	Category B	Policy on Prevention, Prohibition and Redressal of Sexual Harassment	HoD-HR	Yes	No	Yes	2 Rs per page	Yes	No	26.03.2025	https://cms.araiindia.com/MediaFiles/RTI_6_12169.pdf
7	Category B	Vigil_Mechanism_Whistl e Blower Policy	CVO	Yes	No	Yes	2 Rs per page	Yes	No	20.07.2022	https://cms.araiindia.com/MediaFiles/RTI_7_12170.pdf
8	Category B	Manual_for_Procurement_of_Consultancy_&_Other_Services_Updated_June_2022	PUR	Yes	No	Yes	2 Rs per page	Yes	No	01.07.2022	https://cms.araiindia.com/MediaFiles/RTI_8_12171.pdf
9	Category B	Manual for Procurement of Works 2022	PUR	Yes	No	Yes	2 Rs per page	Yes	No	01.07.2022	https://cms.araiindia.com/MediaFiles/RTI_9_12172.pdf
10	Category B	Manual for Procurement of Goods 2024	PUR	Yes	No	Yes	2 Rs per page	Yes	No	22.07.2024	https://cms.araiindia.com/MediaFiles/RTI_10_12173.pdf
11	Category B	GFR2017	PUR	Yes	No	Yes	2 Rs per page	Yes	No	31.07.2024	https://cms.araiindia.com/MediaFiles/RTI_11_12174.pdf

12	Category B	HRMA Procees 1 _Recruitment, Induction	HoD-HR	Yes	No	Yes	2 Rs per page	Yes	No	13.03.2024	https://cms.araiindia.com/MediaFiles/RTI_12_12175.pdf
13	Category A	Certificate of Registration	HoD-GCSL	Yes	No	Yes	2 Rs per page	Yes	No	13.12.2016	https://cms.araiindia.com/MediaFiles/RTI_13_12176.pdf
14	Category B	Vision, Mission Statement	Management Representative (MR)	Yes	No	Yes	2 Rs per page	Yes	No	12.08.2022	https://cms.araiindia.com/MediaFiles/RTI_14_12177.pdf
15	Category B	Corporate Objectives	Management Representative (MR)	Yes	No	Yes	2 Rs per page	Yes	No	20.07.2023	https://cms.araiindia.com/MediaFiles/RTI_14_12177.pdf
16	Category B	Responsibilities & Authorities	Management Representative (MR)	Yes	No	Yes	2 Rs per page	Yes	No	07.03.2025	https://cms.araiindia.com/MediaFiles/RTI_15_12178.pdf

