

## CHAPTER IV

### THE NORMS SET FOR DISCHARGE OF FUNCTIONS

The Company has well defined procedures and guidelines for discharge of various functions. These are highlighted below:

- **Delegation of Powers**

The Board of Directors has delegated power to the Chairman & Managing Director of the Company who in turn delegated power to the Functional Directors/ Officers of the Company at various levels for discharging their functions and responsibilities within the powers delegated to them.

- **Structured Policies and Guidelines**

Ircon is having well structured policies and guidelines governing major activities of the Company. While discharging the functions, the officers follow these laid down policies and guidelines.

- **Manuals**

Ircon has notified procedural manuals covering all important activities viz. Corporate Quality Manual, Corporate Procedure Manual, Occupational Health & Safety Manual, Environmental Manual, General conditions of contracts, Guidelines on tendering, E-procurement document, , Annual Accounts closing guidelines, Vigilance Compendium, Integrity pact, Whistle Blower Policy, Fraud Prevention, Detection and Control Policy, HR policies, etc. From time to time guidelines and circulars are issued by the respective departments to keep the employees updated with latest guidelines and amendments. These manuals ensure carrying of activities in a systematic and standardized manner and eliminate the scope of exercise of discretion. While discharging the functions covered by these Manuals, the officers follow the provisions of these Manuals.

- **Guidelines of Department of Public Enterprises**

Ircon being a Public Sector Enterprise follows the guidelines of Department of Public Enterprises and directives of Government of India issued from time to time.

- **Guidelines of Chief Vigilance Commission**

Ircon being a Public Sector Enterprise follows the guidelines of Central Vigilance Commission.

- **Compliance of provisions of Statutes, etc.**

While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes and Rules and Regulations.