

CHAPTER V

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE ITS FUNCTIONS

Important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions are given below:

➤ **Matters pertaining to Company Affairs**

- Memorandum & Articles of Association.
- Government Guidelines including "Miniratna" guidelines
- President Directives issued from time to time
- MoU Targets
- Schedule of Powers
- Whistle Blower Policy
- Fraud Prevention, Detection and Control Policy

➤ **Matters pertaining to Finance & Accounts**

- Accounting policies
- Accounting standards
- Accounting Manual
- Internal Audit Manual

➤ **Matters pertaining to Works, Contract, Commercial, Procurement, etc.**

- General conditions of contracts & guidelines
- Engineering ISO Manuals.
- Reference & Standard Quality Plans.

➤ **HR Related matters**

- Employees' (Conduct, Discipline and Appeal) Rules.
- Leave Rules.
- Medical Attendance Rules.
- Post-Retirement Medical Scheme.
- Promotion Policies.
- Rules pertaining to House Building Advance, Conveyance Advance, etc.
- Directives regarding recruitment & promotion of SC/ST.
- Directives regarding recruitment of OBC, Physically Handicapped, etc.
- Service Rules.
- Various internal policies
- Rules & Regulations pertaining to HR Deptt. notified from time to time.

➤ **Human Resources Development & CSR**

- Training Policies
 - CSR & SD Policy
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