

CHAPTER - 4 (Manual.3)

Rules, Regulations, Instructions, Manuals & Records for discharging functions:

The overall objective and frame work of rules and regulations of the Company is laid down in the Memorandum and Articles of Association of the Company. Each Department of the Company while discharging its functions, is guided by manuals, policy and guidelines, which are periodically reviewed and updated. The conduct of the employees is regulated by the Employees' (Conduct, Discipline and Appeal Rules) and Standing Orders. In addition, the Company follows the directives and guidelines issued by the Government of India on various matters. The operations of the Company is also guided by the Memorandum of Understanding entered into with the Government of India.

The Company maintains various statutory documents, registers, books, licenses, manuals, agreements etc. for the business operations of the Company, as required under various statutes, rules and regulations as well as for the smooth functioning of the Company eg: HR Policy guidelines/Rules/Procedure, Company Quality Manual, Company Manual on Materials Management, Company Accounts Manual, Internal Audit Manual.