

Under Section 4 (1) (b) (v) of RTI Act.

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

The important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions that are to be placed in Website, are:

1. Matters pertaining to company affairs

1. Memorandum & Articles of Association.
2. GOAP Guidelines
3. Codes of conduct for Board Members and Senior Management Personnel

2. Matters pertaining to Finance & Accounts

1. Accounting policies.
2. Accounting standards.
3. Accounting Manual.
4. Internal Audit Manual
5. APED Manuals

3. Matters pertaining to Works, Contract, Commercial, Procurement, etc.

1. Purchase Management System Manual.
2. Stores Management System Manual.
3. Contract Manual.
4. Delegation of Powers.
5. Reference & Standard Quality Plans.

4. HR Related matters

1. Employees' (Conduct, Discipline and Appeal) Rules.
2. Leave Rules.
3. Medical Attendance and Treatment Rules.
4. Post-Retirement Medical Scheme. .
5. Rules pertaining to House Building Advance, Conveyance Advance, etc.
6. Directives regarding recruitment & promotion of SC/ST.
7. Personal files
8. Various internal policies
9. Rules & Regulations pertaining to HR Deptt

5. Plant operations:

1. MoU targets.
2. Operational Manuals.

6. Human Resources Development & CSR, R&R (Community Development)

1. Training Policies
2. MoU Targets

7. Public relations, publicity

1. Advertisement guidelines