

**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING
FUNCTIONS**

(I) **Title and nature of the records/ manuals/ instructions**

Title	Nature of record/ manual/ instructions
Purchase manual	Procedure, policy and process for procurement of goods and services
Personnel manual	Procedure, policy and process relating to employees, service conditions etc.,
Recruitment Rules and Norms	Procedure, policy and process relating to recruitment of personnel and promotion of employees
CDA manual	Conduct, Discipline and Appeals Rules.
Annual Reports	Annual Financial Performance of the Company.

(II) **List of acts, rules, manuals, regulations, instructions, manuals and records**

1. [Memorandum and Articles of Association](#)
2. [Department of Public Enterprises & Government Guidelines](#)
3. [DIPAM Guidelines on Capital Restructuring of Central Public Sector Enterprises \(CPSEs\)](#)
4. Presidential Directives issued from time to time;
5. Decisions of shareholders in the General Meetings as contained
6. Decisions of the Board of Directors & Sub-Committees of the Board taken from time to time.
7. Sub-Delegation of Powers
8. [Code of Business Conduct and Ethics for Board Members, Key Managerial Personnel and Senior Management](#)
9. [CSR Policy](#)
10. Risk Management Policy
11. [Whistle Blower Policy](#)
12. [Policy for Prevention of Sexual Harassment](#)
13. [Policy for Personnel with Disabilities](#)
14. Leave Rules
15. TA/DA Rules
16. [Employee Grievance Redressal & Monitoring System](#)
17. [RTI Manual as per RTI Act, 2005 etc.](#)
18. [Annual Reports](#)
