

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

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

### **A) Matters pertaining to company affairs**

- i) Memorandum & Articles of Association;
- ii) Decisions of the Board of Directors and sub-committees of the Board from time to time as contained in the minutes book;
- iii) Decision of shareholders in the Annual General Meeting as contained in the minutes book;
- iv) Procedures for Corporate Disclosure

### **B) Matters pertaining to Finance & Accounts**

- i) Accounting policies,
- ii) Accounting standards;
- iii) Accounting Manual;
- iv) Delegation of Powers

### **C) Matters pertaining to Works, contract, sales, procurement, inventory, etc**

- i) Purchase Manual
- ii) Stores & Inventory Manual
- iii) Contract Manual
- iv) Marketing Manual
- v) Delegations of Powers

vi) General Conditions of Contracts

**D) Establishment matters pertaining to OIL employees**

- i) Employees' (Conduct, Discipline and Appeal) Rules, 1983 as amended from time to time.
- ii) Leave Rules;
- iii) Medical Attendance and Treatment Rules;
- iv) Post-Retirement Medical Attendant Scheme;
- v) Promotion Policies;
- vi) Rules pertaining to House Building Advance, Conveyance Advance; etc.
- vii) Directives regarding recruitment & promotion SC/ST;
- viii) Directives regarding recruitment of OBC, Physically Handicapped, Women and minorities

**E) Plant operations:**

- i) MoU targets
- ii) Operational Manuals.

**F) Human Resources Development**

- i) Training Policies
- ii) MoU Targets

**G) Public relations, publicity & community development**

- i) Advertisement policy/ guidelines
- ii) Guidelines for Community Development, donation to charities, etc.
- iii) Scholarship schemes for SC/ST students

**H) Safety, Health & Environment (SHE)**

**I) Disaster Management Plan**