

CHAPTER – V

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

Important rules, regulations, instructions, manuals and records, held by RITES Limited, which are used by the officers & staff of the Company in discharge of their duties & responsibilities, are as follows:

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 Policy
- 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 Department notified from time to time

Human Resources Development & CSR

- Training Policy
- CSR Policy
