

## **1.5 Rules, regulations, instructions manual and records for discharging functions:**

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

### **❖ Matters pertaining to company affairs**

- ✓ Memorandum of Association & Articles of Association.
- ✓ Department of Public Enterprises & Government Guidelines.
- ✓ President of India Directives through Ministry of Defence issued from time to time
- ✓ Decisions of the Board of Directors and Sub-Committees of the Board from time to time as contained in the minute's book.
- ✓ Code of Business Conduct and Ethics for Board Members and Key Managerial Personnel.
- ✓ Companies Act and Rules.
- ✓ Corporate Social Responsibility Policy
- ✓ ICSI guidelines on Secretarial Standards.

### **❖ Matters pertaining to Finance & Accounts are followed in accordance with IndAS Standards**

- ✓ Accounting policies.
- ✓ Accounting standards.
- ✓ Accounting Manual.
- ✓ Audit Procedures

### **❖ Matters pertaining to Works, Contract, Commercial, Procurement, etc.**

- ✓ AWEIL Procurement Manual 2022.
- ✓ AWEIL Civil Works Manual 2022

### **❖ HR Related matters**

- ✓ All Government of India Rules and Regulations applicable to Central Government Employees.
- ✓ HR Policies are under formation/compilation.