

**Rules and regulations, instructions, manuals and records held by BEML or under its control or used by BEML employees for discharging its 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:

**A) Matters pertaining to company affairs**

- a) Memorandum & Articles of Association
- b) Government guidelines including Mini Ratna guidelines
- c) President Directives issued from time to time.
- d) Decision of shareholders in the General Meetings as contained in the minutes book.
- e) Decisions of the Board of Directors and sub-committees of the Board from time to time as contained in the minutes book.
- f) Code of Internal Procedures and Conduct for Prevention of Insider Trading in Dealing with Securities of BEML Procedures for Corporate Disclosure.
- g) Codes of Conduct for Board Members and Senior Management Personnel.
- h) General Power of Attorney issued in favour of Officers of the Company.

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

- a) Accounting policies.
- b) Accounting standards.
- c) Accounting Manual.

**C) Matters pertaining to Works, Contract, Commercial, Procurement, etc.**

- a) Purchase Manual.
- b) Stores Manual
- c) Procurement and Works policy.

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

- a) BEML Rules (Conduct, Discipline and Appeal)/ Certified Standing Orders, Employee Hand Book
- b) Leave Rules
- c) Medical Attendance and Treatment Rules
- d) Post-Retirement Medical Scheme.
- e) Recruitment / Promotion Policies.
- f) Rules pertaining to House Building Advance, Conveyance Advance; etc.
- g) Directives regarding recruitment & promotion of SC/ST.
- h) Directives regarding recruitment of OBC, Physically Handicapped, Women and minorities.
- i) TA/DA Rules

## **E) Plant operations**

- a) MoUs
- b) Operational Manuals

## **F) Human Resources Development & community development**

- a) Training Policies
- b) Scholarship schemes for SC/ST students etc.

## **G) Public relations, publicity**

- a) Advertisement policy/ guidelines