



V. 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 MiniRatna 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), 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