

## **1.4 NORMS FOR DISCHARGE OF FUNCTIONS IN AWEIL**

### **❖ HR Functions:**

- ✓ List of approved HR Policies of AWEIL is as under: -
  1. AWEIL RECRUITMENT, SENIORITY AND PROMOTION POLICY 2025
  2. AWEIL PAY & ALLOWANCES POLICY 2025
  3. AWEIL CONDUCT, DISCIPLINE AND APPEAL RULES 2025
  4. AWEIL STANDING ORDERS FOR WORKMEN 2025
  5. AWEIL PERFORMANCE APPRAISAL SYSTEM 2025
  6. AWEIL LEAVE TRAVEL CONCESSION RULES 2025
  7. AWEIL LEAVE RULES 2025
  8. AWEIL TRAVELLING ALLOWANCE (INLAND) RULES 2025
  9. AWEIL TRAVELLING ALLOWANCE (ABROAD) RULES 2025
  10. AWEIL WELFARE POLICY 2025
  11. AWEIL MEDICAL POLICY 2025
  12. AWEIL HIGHER STUDIES AND SPONSORSHIP POLICY 2025
  13. AWEIL PENSION, GRATUITY & POST-SUPERANNUATION BENEFITS POLICY 2025
  14. AWEIL GRIEVANCE REDRESSAL PROCEDURE 2025
  15. AWEIL QUARTER ALLOTMENT POLICY 2025

### **❖ Finance and Accounts Functions:**

- ✓ AWEIL Delegation of Financial Powers 2021 is the basic document for functioning of finance and Accounts. In addition, various Accounting policies, standards & Manual & Audit Procedures have also been framed.

### **❖ Procurement/IMM Function:**

- ✓ As per AWEIL Procurement Manual 2022.

### **❖ Guidelines of Department of Public Enterprises**

- ✓ AWEIL being a Public Sector Enterprise follows the guidelines of Department of Public Enterprises and directives of Government of India issued from time to time.

❖ **Guidelines of Central Vigilance Commission**

- ✓ AWEIL being a Public Sector Enterprise follows the guidelines of Central Vigilance Commission.

❖ **Compliance with provisions of Statutes etc.**

- ✓ While discharging their functions, officers are required to comply with the provisions of all applicable Statutes and relevant Rules and Regulations.