

### **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 are implemented for all employees who are on deemed deputation at AWEIL.
- ✓ 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