

### **The norms set by this unit for the discharge of its functions**

The Company is the commercial organization; the norms are set by the Board within the guidelines of the Govt. of India from time to time.

The Company has well defined procedures and guidelines for smooth operations and its Executive discharge their respective functions within the norms set through:

- Delegation of Powers issued to the Chairman & Managing Director, Functional Directors and to the Executives of the Company at various levels. The exercise of powers should not infringe upon different provisions of the Company Act, Govt. Guidelines and any other statutory/regulatory requirement. The delegation of powers is subject to observance of Memorandum of Association, Articles of Association, relevant policies, guidelines and administrative instructions of the Company.
- Policies and Guidelines issued by the Company
- Manuals/Instructions – The Company has procedural Manuals covering all important activities viz. Personnel Manual, Accounts Manual, Internal Audit Manual and Material procurement manual
- Guidelines of Department of Public Enterprise
- Guidelines of Chief Vigilance Commission
- Listing Requirement
- Compliance with provisions of Statutes, etc.