

## **5. The rules, regulations, instructions, manuals and records held by it or under its control or used by employees for discharging its function.**

The important internal Rules, Regulations, Manuals & Records, which are used by the employees of the Company in discharge of their functions are given below:

A) Matters pertaining to Company affairs:

- i) Memorandum & Articles of Association.
- ii) Decisions of the Board of Directors and sub-committees of the Board.
- iii) Code of conduct for the Directors.

B) Matters pertaining to Finance & Accounts:

- i) Various SOPs & Control System.
- ii) Books of Accounts.
- iii) Indian Accounting Standards notified by The Companies (Indian Accounting Standards) Rules, 2015.

C) Matters pertaining to Works & Contract:

- i) Contracts and Procurement Procedure.
- ii) General Conditions of Contracts.

D) Establishment matters pertaining to BCPL employees:

- i) Employees (Conduct, Discipline and Appeal) Rules 2013.
- ii) HR Policy.
- iii) Promotion Policies for employees.
- iv) Recruitment Policy.

E) Others:

- i) MOU targets.