

**RIGHT TO INFORMATION ACT, 2005****V. RULES & REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY HAL OR UNDER ITS CONTROL OR USED BY ITS 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) Department of Public Enterprises & Government Guidelines, including Navratna Guidelines;
- c) Presidential Directives issued from time to time;
- d) Decisions 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 HAL and 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 HAL employees**

- a) Conduct, Discipline & Appeal Rules;
- b) Standing Orders; Service Conditions;

- c) HR Manuals;
- d) Employee Handbook;
- e) Leave Rules;
- f) Medical Attendance and Treatment Rules;
- g) Post-Retirement Medical Schemes; Pension Schemes;
- h) Recruitment/Promotion Rules;
- i) Pay & Allowances; Employee Benefits & Facilities;
- j) Rules pertaining to Advances & Subsidies;
- k) Directives regarding recruitment & promotion of SC/STs;
- l) Directives regarding recruitment of OBCs, PWD, Ex-Servicemen, etc;
- m) TA/DA Rules;
- n) Performance Appraisal;
- o) Incentive Schemes, etc.

**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**

Advertisement Policy/Guidelines.