

CHAPTER-V

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

Rules, regulations, instructions, manuals and records used by the company for the discharge of its functions or its control or its employees

The Company is mainly governed by the “Articles of Association” and various policies/ Guidelines formulated for its functioning.

A.	Matters relating to company matters: <ol style="list-style-type: none">1. Memorandum and Articles;2. Decisions taken from time to time by the Board of Directors and the sub-committees of the Board of Directors;3. In the General Meeting Decisions taken by shareholders; and4. Code of conduct for board of directors and senior management personnel.
B.	Matters pertaining to Finance & Accounts <ol style="list-style-type: none">1. Accounting Policies;2. Accounting standards;3. Accounting Manual;4. Delegation of Powers;5. Internal Audit Manual;
C.	Matters pertaining to Works, Contract, Sales, Procurement, Inventory, etc <ol style="list-style-type: none">1. Material Management Manual2. Delegations of Powers
D.	Human Resource <ol style="list-style-type: none">1. Service Rules, 19952. Pay & Allowances regulations, 19723. Allowances4. Leave Rules, 19955. Travelling Allowance Regulations6. Conduct, Discipline and Appeal Rules, 19957. Grievance management System8. Performance Appraisal Rules, 19959. Job Rotation and Transfer Policy10. Loans and Advances Scheme11. Awards Scheme12. ONGC (Death, Retirement and Terminals) Gratuity Rules, 199513. ONGC Self Contributory Post Retirement and Death in Service Benefit Scheme14. Composite Social Security Scheme15. Corporate Social Responsibility Policy
E.	HSE <ol style="list-style-type: none">1. QHSE Manual
F.	ERM <ol style="list-style-type: none">1. ERM Manual