

1.5 **Rules, regulations, instructions, manuals and records, held by the company or under its control or used by its employees for discharging its functions**

HSCC has procedural manuals covering all important activities whereby, Standard Operating Procedures (SoPs) are defined for all sets of operations eliminating the scope of exercise of discretion.

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 & Articles of Association.
- Government Guidelines
- Decision of the shareholders in the General Meetings as contained in the minute books.
- Corporate Governance rules

Matters pertaining to Finance & Accounts

- Annual Report
- Balance Sheet
- Accounting policies.
- Accounting standards

Matters pertaining to Works, etc.

- Delegation of Powers
- ISO Manual

HR Related matters

- HRM Policies and processes on various matters
- Circulars

1.5.4 Transfer policy & transfer orders

- Transfers are made on the basis of requirement at Project Site/ locations from time to time.

The Transfer orders are internal documents of the Company and are issued to the concerned employees and others. Records of such orders are available with HRM.