

1.5 Rules, regulations, instructions manual and records for discharging 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

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

- Memorandum & Articles of Association
- Department of Public Enterprises & Government Guidelines,
- Presidential Directives issued from time to time
- Decisions of the Board of Directors and Sub-Committees of the Board from time to time as contained in the minutes' book;
- Codes of Business Conduct & Ethics for Board Members and Senior Management
- Corporate Social Responsibility Policy
- Policy for Preservation and Archival of documents
- Whistle Blower Policy
- Training Policy of Directors
- ISO Manual
- HSE Manual
- HR-Executives Manual,
- HR Executive Recruitment Manual
- Conduct Discipline and Appeal Rules for Executives
- Standing Order for Non-Executives
- Finance & Accounts Manual,
- Purchase Manual,
- Project Implementation Manual,
- Preventive Vigilance Manual,
- Safety Manual,
- Security Manual
- Disposal Manual
- Cyber Security Policy
- Whistle Blower Policy
- Internal Audit Manual
- Risk Management Policy
- Apprenticeship Training School Manual
- Preventive Vigilance Manual

B. Matters pertaining to Finance & Accounts

- a) Accounting Policies;
- b) Accounting Standards;
- c) Accounting Manual.

	<p>माझगांव डॉक शिपबिल्डर्स लिमिटेड MAZAGON DOCK SHIPBUILDERS LIMITED (Formerly Known as Mazagon Dock Limited) Dockyard Road, Mumbai - 10 CIN: U35100MH1934GOI002079 Right to Information Act – 2005</p>
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C. Matters pertaining to Works, Contract, Commercial, Procurement, etc .

- a) Purchase Manual;

D. Establishment matters pertaining to MDL employees

- a) Conduct, Discipline & Appeal Rules
- b) Standing Orders
- c) Service Conditions
- d) HR Manuals
- e) Employee Handbook
- f) Leave Rules
- g) Medical Attendance and Treatment Rules;
- h) Post-Retirement Medical Schemes;
- i) Pension Schemes
- j) Recruitment/Promotion Rules
- k) Pay & Allowances
- l) Employee Benefits & Facilities
- m) Rules pertaining to Advances & Subsidies
- n) Directives regarding recruitment & promotion of SC/STs
- o) Directives regarding recruitment of OBCs, PWD, Ex-Servicemen, etc
- p) TA/DA Rules
- q) Performance Appraisal
- r) Incentive Schemes
- s) Transfer Policy, etc

E. Plant Operations

- a) Operations/ Technical / Maintenance Documents/Manuals
- b) Safety and Environment documents
- c) Correspondence related to production/operation

F. Human Resources Development & Community Development

- a) Training Policies; ATS (Apprentices Training School) provides Apprenticeship Training Programme, as per Apprenticeship Act 1961. Officers are being nominated for Management Development Programmes. Skill Development Initiatives are implemented across the Company to enable and empower the employees to improve quality, productivity and customer satisfaction, through improved skills, knowledge and understanding, to support MDL's competitiveness in the national and global market.