

**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING ITS FUNCTIONS**

1. Memorandum of Association & Articles of Association;
2. Department of Public Enterprises & Government Guidelines, including Navratna Guidelines;
3. DIPAM Guidelines on Capital Restructuring of Central Public Sector Enterprises (CPSEs)
4. Presidential Directives issued from time to time;
5. Decisions of shareholders in the General Meetings as contained
6. Decisions of the Board of Directors & Sub-Committees of the Board taken from time to time.
7. Sub-Delegation of Powers
8. Code of Business Conduct and Ethics for Board Members, Key Managerial Personnel and Senior Management
9. Code of Conduct and Fair Disclosure Procedure for Regulating, Monitoring, Reporting and Prohibition of Insider Trading in BEL Securities.
10. CSR & Sustainability Policy of BEL
11. BEL Policy for Determining Material Subsidiaries
12. Revised Related Party Transactions Policy
13. Risk Management Policy
14. Policy on Determination of Materiality of Event or Information
15. Sustainable Development Policy
16. Business Responsibility Policy
17. Dividend Distribution Policy of BEL
18. Vigilance Manual
19. Whistle Blower Policy
20. Complaint Handling Policy
21. Corruption Risk Management Policy
22. CTE's Guidelines on Intensive Examination of Procurement & Other Contracts 2014
23. Purchase Procedure
24. Sub-contract Procedure
25. Works Contract Manual
26. Recruitment Rules & Procedures
27. BEL Campus Recruitment Policy & Procedures
28. Contributory Medical Attendance Rules
29. Leave Rules
30. Performance Appraisal Rules
31. TA/DA Rules
32. Transfer Policy
33. Employee Grievance Redressal & Monitoring System
34. BEL Retired Superannuation (Pension) Scheme

35. Retired Employees Medical Contributory Health Scheme
36. Export Product Quality Audit Procedure
37. Information Security Manual
38. Budget Manual 2016
39. Internal Audit Manual 2015
40. RTI Manual etc.