

POWERS AND DUTIES OF BEL OFFICERS AND EMPLOYEES

Powers & Duties of Officers:

Bharat Electronics Ltd., is a commercial Organisation under the Ministry of Defence. The powers of Company officials are well defined at all levels in the Organisation. Duties are assigned to its officers and employees from time to time.

Rules / Orders under which powers and duties are derived:

The powers have been delegated by the Board of Directors to the Chairman and Managing Director.

Sub-Delegation of Powers - Under the powers vested to Chairman & Managing, the powers have been sub-delegated to Functional Directors, Executive Directors, General Managers and other Executives to empower them to discharge their duties & functions commensurate with the responsibilities.

These powers are revised from time to time depending upon Organizational requirements and also as per Guidelines of the Department of Public Enterprises (DPE) and Administrative Ministry i.e., Department of Defence Production, Ministry of Defence. The Sub Delegation of Powers is revised in 2019

While discharging the duties and responsibilities, employees are complying with the provisions of the applicable Statutes, Rules and Regulations.

Exercise of Powers - The Sub-Delegation of Powers clearly defines the extent of powers to be exercised by the employees.

Work Allocation - Work allocation at various levels depends on the requirement of Strategic Business Units (SBU) and may vary from time to time, the broad operational duties that executives and employees, across different disciplines, are required to perform include:

- 1. HR Duties:** HR duties include managing recruitment drives for engineers and managerial roles while ensuring alignment with government reservation rosters and public employment guidelines, implementing and updating employee's policies, managing benefits, medical schemes, PRPs, maintaining harmonious relationship with employee unions, handling grievances, ensuring adherence to statutory laws like Labor Laws and POSH Act, etc. It also includes manpower planning, promotions, training and development, establishment matters.
- 2. Legal Duties:** These includes reviewing and vetting legal documents relating to compliance, service and commercial matters like MoUs and agreements etc., providing legal opinions as and when required, managing cases pending in courts, etc.
- 3. Medical:** Medical function includes hospital management, first aid centers, periodic health checkups etc.

4. **Finance Department duties:** These include budgetary estimations, fund management, procurement funding, receipts and payments, preparation of financial statements and its certification by various auditors.
5. **Marketing Duties:** It includes knowledge and process of product portfolio, market / industry, marketing intelligence & planning, business environment & competitor landscape analysis, branding and advertising, customer & partner engagement, marketing lead management, including costing and pricing concepts, and contracts understanding of regulatory frameworks.
6. **Licensing:** The ability to draft and review contracts, MoUs and agreements that accurately represent BEL's interests, assess partner-proposed terms, and ensure legal, policy, and international compliance. It requires applying contractual precedents, identifying risks, and safeguarding BEL's strategic, technical, and commercial positions in all external engagements.
7. **Vigilance:** The ability to proactively identify systemic risks and vulnerabilities, design and recommend preventive controls (in line with applicable policies of DPE, CVC, DoE & GoI), and support the implementation and institutionalization of improvements through awareness and capacity-building initiatives.
8. **Research and Development:** The ability to design system architectures and detailed engineering solutions using established tools, standards, and methodologies, and to optimize designs for performance, reliability, and manufacturability.
9. **Production:** The ability to execute production projects by coordinating across design, procurement, manufacturing, quality, and testing functions to ensure smooth workflow and timely progress.
10. **Quality Management:** The ability to design, implement, and govern a comprehensive organization-wide Total Quality Management (TQM) system, using appropriate tools (e.g., Lean, Six Sigma) and established methodologies to ensure consistent product/service quality and measurable improvement across all functions.
11. **Supply Chain Management:** The ability to execute procurement activities in compliance with organizational procedures, ensuring timely, cost-effective, and contractually sound acquisition of goods and services.