

The Orissa Minerals Development Company Limited
(A Govt. of India Enterprise)

**Information Technology Policy
and
Procedures**

1.1 Policy Statement: The Orissa Minerals Development Co. Ltd. (OMDC) is committed to leverage Information Technology (IT) as the vital enabler in improving the customer-satisfaction, organizational efficiency, productivity, decision making, transparency and cost effectiveness and thus adding value to the business of Production & Marketing of Iron Ore & Manganese Ore and allied value added services. Towards this, OMDC shall.

- Follow best practices in Process Automation & Business Processes through IT by in house efforts / outsourcing and collaborative efforts with other organizations / expert groups / institutions of higher learning, etc, thus ensuring the quality of product and services at least cost;
- Follow scientific and structured methodology in the software development processes with total user-involvement and thus delivering integrated and quality products to the satisfaction of internal and external customers;
- Install, maintain and upgrade suitable cost-effective IT hardware, software and other IT infrastructure and ensure high levels of data and information security;
- Strive to spread IT-culture amongst employees based on organizational need, role and responsibilities of the personnel and facilitate the objective of becoming a world-class business organization;
- Enrich the skill-set and knowledge base of all related personnel at regular intervals to make employees knowledge-employees;
- Periodically monitor the IT investments made and achievements accrued to review their cost effectiveness.

❖ ***Detail Procedures is available with the concerned Department.***