

Item-5

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS [Section 4(1)(b)(v)]

Following is the list of various rules, regulations, manuals and records used by the employees of company for discharging their functions.

- i. Conduct, Discipline and Appeal (CDA) Rules of the Company.[Section 4(1)(b)(v)]
- ii. Purchase / Contract Procedure. [Section 4(1)(b)(v)]
- iii. Personnel Manual [Section 4(1)(b)(v)]
- iv. Delegation of powers to Chairman cum Managing Director/Managing Director and sub-delegation to other senior officers. [Section 4(1) (b) (v)]
- v. Accounting Manual for OMDC
- vi. Accounting Manual for BSLC
- vii. Commercial Policy for OMDC

(i) CONDUCT, DISCIPLINE AND APPEAL (CDA) RULES [Section 4(1)(b)(v)]

1.0. SHORT TITLE:

3.0. DEFINITIONS:

5.0. MISCONDUCT:

6.0. EMPLOYMENT OF NEAR RELATIVE OF THE EMPLOYEE OF THE COMPANY IN SOME OTHER ORGANISATION ENJOYING PATRONAGE OF THE COMPANY: -

7.0. (A) TAKING PART IN POLITICS AND ELECTIONS:

(B) TAKING PART IN DEMONSTRATIONS, GHERAO, ILLEGAL STRIKES ETC:

8.0. CONNECTIONS WITH PRINT AND ELECTRONIC MEDIA:

9.0. CRITICISM OF GOVT. AND THE COMPANY:

10.0. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY:

11.0. UNAUTHORISED COMMUNICATION OF INFORMATION:

12.0. GIFTS:

12. A GIVING OR TAKING DOWERY:

13.0. PRIVATE TRADE OR EMPLOYMENT:.

14.0. INVESTMENT, LENDING AND BORROWING:

15.0. INSOLVENCY AND HABITUAL INDEBTEDNESS:

16.0. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:

17. CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE:

18. BIGAMOUS MARRIAGE:
- 19.0. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS:
- 20.0. SUSPENSION:
- 21.0. SUBSISTENCE ALLOWANCE:
- 22.0. TREATMENT OF PERIOD OF SUSPENSION:
- 23.0. PENALTIES:
 - 23.1. MINOR PENALTY:
 - 23.2. MAJOR PENALTIES:
 - 23.3. WHERE INQUIRY MANDATORY:
- 24.0. DISCIPLINARY AUTHORITY:
 - 24 A. Complaint Committee's Role as Inquiring Authority for Sexual Harassment:
- 25.0. PROCEDURE FOR IMPOSING MAJOR PENALTIES:
 - 25A. Procedure of Enquiry for Sexual Harassment :
- 26.0. ACTION ON THE INQUIRY REPORT:
- 27.0. PROCEDURE FOR IMPOSING MINOR PENALTY:
- 28.0. COMMUNICATION OF ORDERS:
- 29.0. COMMON PROCEEDINGS:.
- 30.0. SPECIAL PROCEEDURE IN CERTAIN CASES:
 30. A. CONTINUATION OF DISCIPLINARY PROCEEDINGS AFTER RETIREMENT:
- 31.0. EMPLOYEES ON DEPUTATION FROM THE CENTRAL GOVERNMENT OR THE STATE GOVERNMENT OR SUBSIDIARIES ETC.:
- 32.0. PROVISION REGARDING EMPLOYEES LENT TO GOVERNMENT, SUBSIDIARY OR OTHER PUBLIC UNDERTAKING, ETC.:
- 33.0. APPEALS:
- 34.0. REVIEW:
- 35.0. SERVICE OF ORDERS NOTICES ETC.
- 36.0. POWER TO RELAX TIME-LIMIT AND TO CONSIDER DELAY
- 37.0. SAVING:

38.0. REMOVAL OF DOUBTS:

39.0. AMENDMENTS:

(ii) Purchase / Contract Procedure 2005 [Section 4(1)(b)(v)]

Introduction:

1. Raising of indents.
2. Scrutiny of indents.
3. Action on indent by store dept.
4. Mode of tendering
5. Invitation of tender
6. Method for calling tenders.
7. Formation of tender committee.
8. Receipt & opening of offers/quotations
9. Scrutiny of quotations.
10. E.M.D.
11. Purchase / contract proposal
12. Price negotiation
13. Issue of order for purchase / contract.
14. Extension of delivery / contract period and amendment of acceptance of tender.
15. Inspection & certification
16. Payments terms.
17. Risk purchase/work order
- 18 Re tendering in case of prior termination of contract .
19. Closure of contract.
20. Arbitration

(iii) PERSONNEL MANUAL [Section 4(1)(b)(v)]

- (A) Service Rules for Executives
- (B) Recruitment Policy for Executives
- (C) Promotion Policy for Executives
- (D) Executive Medical Treatment Rules
- (E) Travelling Allowance Rules for Executives
- (F) Leave Travel Allowance for Executives
- (G) House Building Advance Rules
- (H) Scheme of Motor Vehicle Advance
- (I) Annual Performance Report
- (J) Executive Allowance & other Entitlements

(iii) PERSONNEL MANUAL

(A) Service Rules for Executives

1.0. SCOPE:

2.0. DEFINITIONS

3.0. CLASSIFICATION OF EXECUTIVES

3.1. Executives shall be classified as:-

- a) Regular
- b) Probationer
- c) Temporary
- d) Trainee(e.g. Management Trainee & Graduate Engineer Trainee)

The policy shall cover all Depts./Sections/operational areas/activities of the Company where manpower is required at any level/grade and shall apply to all plants/units of Bird Group of Companies (EIL,OMDC & BSLC).

3.2 Definition of Classification:

3.3 Probation Period:

4.0. MEDICAL FITNESS AND EXAMINATION:

5.0. DATE OF BIRTH:

6.0. APPOINTMENT:

7.0. TRANSFER OF EXECUTIVES:

8.0. OFFICIATING:

9.0. IDENTITY CARD:

10.0. SECURITY:

11.0. ENTRY AND SEARCH:

12.0. ATTENDANCE:

13.0 SHIFT WORKING:

14.0 DEDUCTIONS FROM PAY:

15.0 SAFETY RULES:

16.0 SAFETY APPLIANCES AND DRESS REGULATIONS:

17.0 LEAVE:

18.0 ACCUMULATION OF LEAVE:

19.0 ENCASHMENT OF LEAVE:

20.0 LEAVE SALARY:

21.0 GENERAL CONDITIONS FOR GRANT OF LEAVE:

22.0 TERMINATION OF EMPLOYMENT:

23.0 GRIEVANCE PROCEDURE:

24.0 TRAINING:

25.0 TEST

26.0 PROMOTION

27.0 MANNING

28.0 SERVICE RECORDS

29.0 RESIGNATION

30.0 SERVICE CERTIFICATE

31.0 COMMUNICATION OF ADDRESS

32.0 COMMUNICATION TO EXECUTIVES

33.0 RETIREMENT

34.0 INTERPRETATION AND COMMUNICATION

35.0 MODIFICATIONS/AMENDMENTS

36.0 CONTRACT

(B) Recruitment Policy for Executives

- 1.0. INTRODUCTION:
- 2.0. OBJECTIVES:
- 3.0 SCOPE
- 4.0 SOURCES OF RECRUITMENT
- 5.0 INDUCTION LEVELS
- 6.0 DELEGATION
- 7.0 JOB SPECIFICATIONS
- 8.0 REQUISITIONS
- 9.0 RESERVATION OF POSTS
- 10.0 RESPONSIBILITY
- 11.0 SCREENING OF APPLICATIONS
- 12.0 MODE OF SELECTION
- 13.0 SELECTION COMMITTEE
- 14.0 FINAL SELECTION OF CANDIDATES
- 15.0 ISSUE OF OFFERS
- 16.0 MEDICAL EXAMINATION
- 17.0 DEPUTATIONISTS
- 18.0 INDUCTION/ORIENTATION
- 19.0 POST SELECTION FOLLOW UP
- 20.0 RULES AND RROCEDURES
- 21.0 TENURE

(C) Promotion Policy for Executives:

- 1.0 OBJECTIVES
- 2.0. POLICY
- 3.0. DEFINITIONS & SCOPE
- 4.0. APPROVED STRENGTHS & VACANCIES
- 5.0. ELIGIBILITY CRITERIA
- 6.0 CHANNEL OF PROMOTION:
- 7.0 DEPARTMENTAL PROMOTION COMMITTEE (DPC)
- 8.0 EFFECTIVE DATE OF PROMOTION
- 9.0 PROBATIONS
- 10.0 PREFERENCE TO SC/ST
- 11.0 FORMS AND PROCEDURES
- 12.0 REPEAL OF EXISTING RULES
- 13.0 MODIFICATIONS
- 14.0 COMMENCEMENT

- i. Table-1
- ii. Table-2
- iii. Table-3
- iv. Table-4
- v. Table-5
- vi. Table-6
- vii. Table-7

(D) Executive Medical Treatment Rules:

- 1.0 DEFINITIONS
- 2.0 OUTDOOR TREATMENT
- 3.0 INDOOR TREATMENT
- 4.0 ENTITLEMENT OF ACCOMODATION ON HOSPITALISATION
- 5.0 OTHER TREATMENTS
- 6.0 COMPULSORY MEDICAL CHEKUP
- 7.0 DECLARATION
- 8.0 REIMBURSEMENT PROCEDURE
- 9.0 ENFORCEMENT

E) Travelling Allowance Rules for Executives:

- 1.0 OBJECTIVE
- 2.0 SCOPE
- 3.0 DEFINITIONS
- 4.0 TRAVELLING ALLOWANCE
- 5.0 DAILY ALLOWANCE
- 6.0 RECALL FROM LEAVE
- 7.0 TRANSFER EXPENSES
- 8.0 TRANSFER/MISCELLANEOUS
- 9.0 T.A. FOR MEDICAL EXAMINATION/ TREATMENT
- 10.0 COURT DEPARTMENTAL OF VIGILANCE ENQUIRY
- 11.0 TEMPORARY POSTING ON OFFICAL DUTIES OR FOR LONG DURATION TRAINING
- 12.0 FINAL SETTLEMENT
- 13.0 TRAVELS FOR INTERVIEW BY PESB
- 14.0 ADVANCES FOR TRAVELLING ON TOUR/TRANSFER ETC

15.0 RULE MAKING POWERS

16.0 TENURE

- i. ANNEXURE-I
- ii. ANNEXURE-II

(F) Leave Travel Allowance for Executives

(G) House Building Advance Rules:

1.0 OBJECTIVE

2.0 POLICY

3.0 SCOPE

4.0 ADVANCES, INTEREST, INSURANCE AND REPAYMENT

5.0 CONDITIONS

6.0 HOUSE RENT ALLOWANCE

7.0 PROCEDURE

8.0 INTERPRETATION

9.0 TENURE

- i. ANNEXURE-A
- ii. ANNEXURE-B
- iii. ANNEXURE-C
- iv. ANNEXURE-D
- v. ANNEXURE-F
- vi. ANNEXURE-G
- vii. ANNEXURE-H
- viii. ANNEXURE-I
- ix. ANNEXURE-J
- x. ANNEXURE-K

(H) Scheme of Motor Vehicle Advance:

1.0 OBJECTIVE

2.0 SCOPE

3.0 DEFINITIONS

4.0 ELIGIBILITY

5.0 ENTITLEMENT

6.0 INTEREST

7.0 REPAYMENT

8.0 CONDITIONS FOR GRANT OF ADVANCE

9.0 PROCEDURE

10.0 SECOND/ SUBSEQUENT ADVANCE

ANNEXURE-I

APPLICATION FORM FOR ADVANCE FOR PURCHASE OF MOTOR VEHICLE

ANNEXURE-II

(On non-judicial stamp paper of appropriate value)

FORM OF AGREEMENT FOR ADVANCE FOR THE PURCHASE OF MOTOR VEHICLES

ANNEXURE-III

Letter to insurance company

ANNEXURE-IV

HYPOTHECATION BOND

Grant of Advance for the Purchase of Bicycle

ANNEXURE-I

ANNEXURE-II

GRANT OF ADVANCE FOR THE PURCHASE OF BICYCLE

- 1.0 OBJECTIVE
- 2.0 SCOPE
- 3.0 ELIGIBILITY
- 4.0 DEFINITIONS
- 5.0 AMOUNT OF ADVANCE
- 6.0 CONDITIONS FOR GRANT OF ADVANCE
- 7.0 RECOVERY OF ADVANCE
- 8.0 INTEREST
- 9.0 GRANT OF SECOND ADVANCE
- 10.0 TENURE

ANNEXURE I: FORM OF SURETY FOR GRANT OF ADVANCE FOR PURCHASE OF BICYCLE

ANNEXURE-II: APPLICATION FORM FOR ADVANCE FOR PURCHASE OF BICYCLE

Chapter-30 Grant of Advance for the Purchase of Bicycle

(I) Annual Performance Report:

- i. Part-I: Employee Details
- ii. Part-II: Self Appraisal
- iii. Part-III: Performance Appraisal

(J) Executive Allowance & other Entitlements:

- 1.0 DEFINITION
- 2.0 DEARNESS ALLOWANCE
- 3.0 HOUSING AND HOUSE RENT ALLOWANCE
- 4.0 PROVISION OF BRIEF CASE
- 5.0 TELEPHONE SET
- 6.0 WEDDING GIFT

7.0 AMENDMENTS

8.0 INTERPRETATION

**(iv) Delegation of powers to Managing Director and sub-delegation to other senior officers.
[Section 4(1)(b)(v)]**

Delegation of powers to Managing Director and sub-delegation to other senior officers are under revision.

(v) ACCOUNTING MANUAL FOR OMDC

Accounting Manual for The Orissa Minerals Development Company Ltd. is implemented in the company.

(vi) ACCOUNTING MANUAL FOR BSLC

Accounting Manual for The Bisra Stone Lime Company Ltd. is implemented in the company.

(vii) COMMERCIAL POLICY FOR OMDC