

**THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS,
HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR
DISCHARGE OF THEIR FUNCTIONS**

Important Internal Rules, Regulations, Manuals and Records held by or under the control of the Company or used by the employees in discharge of their functions are given below:

1. Memorandum & Articles of Association
2. Certificate of Incorporation
3. Certificate of Commencement of Business
4. Business Collaboration and Shareholders Agreement
5. Board Minutes
6. Audit Committee Minutes
7. Annual General Meeting proceedings
8. Annual Reports
9. Purchase Manual
10. Capital Items Procurement Policy
11. QMS Circular & Office Orders
12. Safety Manual
13. Standing Orders for Managerial Personnel
14. Certified Standing Orders as per Industrial Employment (Standing Orders) Act, 1946
15. Revision of pay and allowances of the Executives of the Company
16. Tripartite Long Term Settlements signed between Management and recognized Trade Unions of the Company
17. Statement of Company Policy regarding promotion of TELK Executives
18. Memorandum of Settlements, Office Order and MoM regarding Promotion of Workmen category
19. Provident Fund Rules
20. TA/DA Rules for Officers
21. TA/DA Rules for Workmen
22. TELK Officers' Medical Attendance Rules
23. TELK Workmens' Medical Attendance Rules
24. Terms and Conditions for occupation and allotment of TELK Officers' Dormitory
25. Terms and Conditions for occupation of Company Quarters for Workmen
26. Terms and Conditions for occupation of Company Dormitory for Workmen

27. Rules for forwarding of application / Issue of NOC / Experience Certificate for employment outside TELK (Office Order No.1342 dated 01.03.2013)
28. Rules for seeking approval for foreign visit
29. TELK Employees' Welfare Fund Trust Rules
30. Quality Manual
31. Procedures Manual
32. Division/Department/Shop Manual
33. All Administrative Instructions
34. Office Orders
35. Charter for Audit Committee