



**5. The Rules, Regulations, Instructions, Manuals, Documents and Records held by it or under its control or used by its employees for discharging its functions.**

- Memorandum & Articles of Association of the Company.
- Certificate of Incorporation.
- Purchase Procedure/Guidelines for works, services and stores purchases
- Domestic Price list
- Pricing Policy
- Sales Policy
- Product specification
- Annual Reports
- Audit Manual
- Accounts Manual
- Investment Policy
- Significant Accounting Policies
- Annual Budget
- All Administrative Instructions
- Office Orders
- CDA Rules applicable to Officers
- Standing Orders of all Units
- Promotion Policy of Executives
- Settlement on Recruitment and Promotion Policy for HO and all Units in respect of workmen.
- Safety Manual