

RIGHT TO INFORMATION ACT, 2005

THE NORMS SET FOR DISCHARGE OF FUNCTIONS

The Company has well defined procedures and guidelines for discharge of various functions. These are highlighted below:

1) Structured Policies and Guidelines

HAL is having well structured policies and guidelines governing major activities of the Company. While discharging the functions, the officers follow these laid down policies and guidelines.

2) Manuals

HAL has procedural manuals covering all important activities viz Purchase Manual, Stores Manual, Accounts Manual, Human Resources Manual etc. These manuals ensure carrying of activities in a systematic and standardized manner and eliminate the scope of exercise of discretion. While discharging the functions covered by these Manuals, the officers follow the provisions of these Manuals.

3) Guidelines of Department of Public Enterprises

HAL being a Public Sector Enterprise follows the guidelines of Department of Public Enterprises and directives of Government of India issued from time to time.

4) Guidelines of Central Vigilance Commission

HAL being a Public Sector Enterprise follows the guidelines of Central Vigilance Commission.

5) Compliance of provisions of Statutes, etc.

While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes and Rules and Regulations.