

## Chapter -5:

### The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

**Following is a general and indicative list of such rules, regulations or instruction manuals:**

- A) Matters pertaining to Company Affairs
- i. Memorandum & Articles of Association;
  - ii. Decisions of the Board of Directors from time to time as contained in the minute's book;
  - iii. The decision of shareholders in the General Meeting as contained in the minutes book;
  - iv. Delegation of Powers Manual

- B) Matters pertaining to Finance & Accounts:

Annual Reports & Annual Return: [https://www.convergence.co.in/finance\\_and\\_investors](https://www.convergence.co.in/finance_and_investors)

- C) Matters pertaining to Supply Chain Management and Procurement:

- i. Procurement Policy as adopted from holding company, EESL
- ii. For all procurement data, please click on this link: <https://www.convergence.co.in/tender>

- D) Human Resources related matters:

The Human Resources department is in charge of all the employee affairs including recruitment for a different posts. This department retains the following records:

- i) Compliance Appeal and Discipline Rules (CDA) [CDA-Rules.pdf](#)
- ii) Transfer Policy [EESL-Transfer-Policy.pdf](#)
- iii) Fixed Term Employee Service Conditions
- iv) Medical Policy [EESL-Medical-Policy-for-Regular-Employees.pdf](#)
- v) Promotion Policy and its addendum [EESL-Promotion-Policy.pdf](#) along with [EESL-Promotion-Policy-Addendum-1.pdf](#)
- vi) Recruitment policy [EESL-Recruitment-Policy.pdf](#)
- vii) Leave policy
- viii) Overseas site rules
- ix) Along with other records on company affairs and employee records
- x) Transfer orders, promotion orders, release orders, overseas orders, joining orders, office orders, notices along with other similar documents.
- xi) Company circulars

Note: CESL has adopted all the applicable policies of its holding company, EESL.