

**SECTION 4(1)(b)(v) : THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY TROOP COMFORTS LIMITED OR UNDER ITS CONTROLLER USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:**

The Company discharges its functions in accordance with the directives of the Board of Directors, the Presidential directives issued under the Articles of Association of the Company, Guidelines issued by the Department of Public Enterprises, Directives and Guidelines issued by the Central Vigilance Commission, Directives issued by the Ministry of Defence from time to time.

As per Govt. of India decision at present all the employees of TCL are under deemed deputation from the erstwhile OFB setup till 30.09.2024. All the employees are governed by existing SROs, CCS Conduct, Discipline and Appeal Rules applicable to Central Govt. employees as well as by existing and applicable Rules and regulations of Govt. of India.

HR Manuals are under preparation and not yet finalized.

However, the functions in Troop Comforts Limited are handled and disposed of at different levels of hierarchy as per the submissions against points 4(1)(b)(ii), 4(1)(b)(iii) and 4(1)(b)(iv).

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

1. TCL Procurement Manual
2. TCL Delegation of Financial Powers
3. TCL Transfer policy: Transfer of officers and employees within TCL units
4. Fundamental Rules
5. Supplementary Rules
6. General Financial Rules
7. Defence Procurement Manual
8. Instructions issued by the Department of Defence Production
9. Guidelines issued by the Department of Public Enterprises
10. Instructions issued by the Department of Administrative Reforms & Public Grievances by Govt. of India.
11. Indian Factory Act 1948.
12. SRO 149 for Quarter Allotment.
13. Medical attendance and Treatment Rules CSMA, OFMR
14. Pay and Allowance FR/SR CCS Revised Pay rule.

15. Transfer Policy of DoO(C&S)

16. Safety Standing Instruction

17. ISO Standards w.r.t. Quality, Environment, Health & Safety, and other applicable ISO standards.

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पंजीकृत कार्यालय & कॉरपोरेट मुख्यालय –ट्रूप कम्फर्ट्स लिमिटेड, टीसीएल कॉर्पोरेट भवन, जी.टी. रोड कानपुर  
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