

(xiv) Details in respect of the information, available to or held by it or reduced in an electronic form

The details of various rules available in the electronic format in HR Manual are furnished below:

- 1.01 - Recruitment & Promotion Rules for Executives
- 1.02 - Promotion Scheme for Non-Executive to Executive level
- 1.03 - Recruitment & Promotion Rules for Non-Executive
- 1.04 - Verification of character & antecedent
- 1.05 - Application fee exemption for SC&ST
- 1.06 - Reimbursement of traveling expenses to candidates for interview
- 1.07 - Joining formalities
- 1.08 - Induction programme
- 1.09 - Probation assessment of executives
- 1.10 - Probation assessment of non-executives
- 1.11 - Training & Development
- 1.12 - Annual Performance Appraisal of Executives
- 1.13 - Annual Performance Appraisal of non-executives
- 1.14 - Forwarding of application for outside employment
- 2.01 - Conduct, Discipline & Appeal Rules
- 2.02 - Standing Order
- 2.03 - Grievances procedure for executives
- 2.04 - Grievances procedure for non-executives
- 3.01 - Nalco employee leave rule
- 3.02 - Nalco leave travel concession rule
- 4.01 - Memorandum of settlement on wages & allied matters for non-executives
- 4.02 - Circular on implementation of 6th LTWS
- 4.03 - Rationalisation of non-executive designation
- 4.04 - Rationalisation of date of annual increment
- 4.05 - Circular on revision of IDA pay scale
- 4.06 - Scheme for compensatory off & overtime
- 5.01 - Traveling allowance rules
- 5.02 - Conveyance allowance
- 5.03 - Cash handling allowance
- 5.04 - Night shift allowances
- 5.05 - Split shift allowances
- 5.06 - Kit allowances
- 6.01 - Nalco(House Building) advance rules
- 6.02 - Special advance for employees
- 6.03 - Motor vehicle advance
- 6.04 - Bicycle advance

- 6.05 - Furniture advance
- 6.06 - Multi-purpose advance
- 7.01 - Incentive scheme for acquiring professional qualification
- 7.02 - Scheme of incentive for promotion of family welfare
- 7.03 - “Sarjana” Suggestion Scheme
- 7.04 - Productivity linked incentive scheme-Mines
- 7.05 - Productivity linked incentive scheme-Refinery
- 7.06 - Productivity linked incentive scheme-Smelter
- 7.07 - Productivity linked incentive scheme-CPP
- 7.08 - Performance linked benefit scheme
- 7.09 - Nirantar Utkarsha Puruskar
- 8.01 - Medical rules
- 8.02 - Medical examination rules
- 8.03 - Reimbursement of educational expenses
- 8.04 - Nalco foundation day scholarship scheme for engineering students
- 8.05 - Group insurance
- 8.06 - Benevolent fund scheme
- 8.07 - Assistance towards funeral expenses
- 8.08 - Rehabilitation scheme
- 8.09 - Retiring employee farewell scheme
- 8.10 - Nalco long service award scheme
- 8.11 - Nalco executive family welfare scheme
- 9.01 - Provident fund
- 9.02 - Nalco employee group gratuity life assurance scheme
- 9.03 - Scheme for voluntary retirement
- 9.04 - Processing of resignation
- 9.05 - Exit interview
- 9.06 - Contribution scheme for post retirement medical facilities
- 9.07 - Pension scheme

Besides, the following documents are also available in the electronic format:

- Quality Policy (ISO 9001)
- Occupational Health & Safety Policy (ISO 18001)
- Environmental Policy (ISO 14001)
- Social Accountability Policy (SA 8000)
- Model Code of Business Conduct & Ethics for Board Members & Senior Management
- The Marketing guideline has been an intrinsic document of the Marketing Department and hence has not been converted into electronic format for inter-department / public viewing. However the following are available on the company’s website:-



- 1) Details about the products offered and their specifications along with chemical composition.
 - 2) Prices of different products and discounts offered.
 - 3) Registration process for overseas customers for both Chemicals (Alumina, Hydrates & Zeolites) and Metal.
 - 4) Details of export tenders floated by the company.
 - 5) MOU (Memorandum of Understanding) scheme document for the Domestic customers. Etc.
- Annual Reports (contains information pertaining to financial & physical performance)
 - Quarterly Financial Statements