

Item 4(1)(b)(iv)

The norms set by it for the discharge of its function

NORMS SET FOR DISCHARGE OF FUNCTIONS

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

Delegation of Powers:

The Board of Directors has delegated power to the Chairman & Managing Director of the Company who in turn delegated power to the Functional Directors/ Officers of the Company at various levels for discharging their functions and responsibilities within the powers delegated to them. The exercise of Powers should not infringe the Companies Act, Govt. guidelines and any other Statutory requirement. The delegation of Power is Subject to observance of Memorandum of Association, Article of Association, relevant policy, guidelines and administrative instruction of the company.

Structured Policies and Guidelines:

REC Ltd. 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.

Manuals/Guidelines:

REC Ltd. has procedural manuals/guidelines covering all important activities viz. procurement guidelines, Human Resources Manual, DDUGJY, DDG guidelines etc. These guidelines 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 guidelines, the officers follow the provisions of these guidelines.

Guidelines of Department of Public Enterprises.

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

Guidelines of Chief Vigilance Commission.

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

Listing requirement

REC Ltd. being a listed company complies with the provisions of listing agreements executed with the stock exchanges and rules and regulations of SEBI.

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.

The functions of the corporation are sought to be discharged in an efficient and effective manner through a variety of norms, rules and guidelines set or the purpose, such as-

- a) Adherence to Business ethics,
- b) Zeal to Excel and Zest for Change,
- c) Focus on Customer requirements,
- d) Strict adherence to Commitments,

- e) Adherence to Prudential norms of the corporation,
- f) Compatibility with national plans and priorities, availability & adequacy of all inputs needed to judge Financial & Techno economic viability as also necessary and appropriate clearances,
- g) Integrity and fairness in all matter,
- h) Respect for Dignity and Potential of Human beings,
- i) Ensure speed of response,

These norms, in general, underscore the necessity of discharging of business and responsibility in an efficient and speedy manner with due adherence to the canons of financial propriety, economy, austerity, fair play, transparency, natural justice etc. in various affairs of the Corporation. Being a commercial organization, commitment to deliver quality service and product to clients and stakeholders get high priority in the norms and rules for disposal of business.

Process by which these services can be accessed: - The relevant information on the process by which these services can be accessed is given under Fair Practice code of REC, the link of which is given below: -

[Fair Practice Code of REC](#)

Time-limit for achieving the targets: - The relevant information on time limit for achieving the targets is mentioned in Fair Practice code of REC of REC Ltd.

Process of redress of grievances: - The mechanism related to grievances is mentioned in Fair Practice code of REC Ltd.