



**NewSpace India Limited**  
(A Govt. of India Company under Department of Space)

**Mandatory Information**  
**Under RTI, Act 2005**

## **1.5 RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY NSIL OR USED BY ITS EMPLOYEES FOR DISCHARGING THEIR FUNCTIONS**

The overall objectives and framework of rules and regulations of the Company are laid down in the Memorandum and Articles of Association of the Company. Each department of the Company, while discharging its functions, is guided by Delegation Powers, manuals, policy and guidelines, which are periodically reviewed and updated. The conduct of the employees is regulated by the NSIL Conduct, Discipline and Appeal Rules, 2020 (CDA) and Standing Orders. In addition, the Company follows the directives and guidelines issued by the Department of Space/ Government of India on various matters.

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

### **a. Matters pertaining to Company Affairs**

- Memorandum & Articles of Association;
- Department of Public Enterprises & Government Guidelines
- DIPAM Guidelines on Capital Restructuring of Central Public Sector Enterprises (CPSEs)
- Decisions of shareholders in the General Meetings
- Decisions of the Board of Directors & Sub-Committees of the Board taken from time to time
- Delegation of Powers
- Code of Business Conduct & Ethics for Board Members and Senior Management
- Risk Management Policy
- Whistle Blower Policy
- MoU targets
- Citizen's charter



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**b. Matters pertaining to Finance & Accounts**

- Accounting Policies;
- Accounting standards;

**c. Matters pertaining to Human Resource**

- HR Manual
- NSIL Conduct, Discipline and Appeals Rules, 2020(CDA)
- Policy on Prevention of Sexual Harassment (POSH Policy)
- Equal opportunity Policy
- Grievance redressal Procedure
- Policy for training of Board members

**d. Matters pertaining to Commercial, procurement**

- Purchase Manual

**e. Matters pertaining to Corporate Social Responsibility**

- NSIL Corporate Social Responsibility & Sustainability Policy

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