

Item 4 (1)(b)-(v)

**The rules, regulations, instructions manuals and records, held
by it or under its control or used by its employees for
discharging its function**

5. PLEASE PROVIDE LIST OF THE RULES, REGULATIONS, INSTRUCTIONS MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTION

5.1 TRANSMISSION & DISTRIBUTION DIVISION

- 5.1.1. Operational guidelines for various categories of schemes financed under T&D.
- 5.1.2 Interest Rate circular and other loan policy circulars related to scheme processing, disbursement, security, repayment, terms and conditions of loan etc.
- 5.1.3 Standard Loan Documents.
- 5.1.4 Orders issued by CERC/SERC.

5.2. RGGVY DIVISION

- 5.2.1. Guidelines for formulation of projects, for composite projects in States with balance unelectrified villages to be electrified.
- 5.2.2 Guidelines for formulation of projects for electrified villages in States with 100% village electrification level
- 5.2.3 Guidelines for formulation of projects for supplementary projects for electrified villages in project areas.
- 5.2.4 Guidelines for procurement of goods services and amendments to REC Specifications and Construction Standards

5.3 GENERATION DIVISION

- 5.3.1. Loan Application Form (s) for private IPPs
- 5.3.2 Loan Application Form(s) for Govt./Public Companies/SEBs

5.4 MONITORING DIVISION

- 5.4.1. Guidelines for monitoring of T&D schemes and generation schemes.
- 5.4.2 REC Construction standards and specifications (in electronic form).

5.5 PERSONNEL DIVISION

- 5.5.1 REC Services Rules
- 5.5.2 Conduct, Discipline and Appeal Rules
- 5.5.3 Delegation of powers
- 5.5.4 Formation of new Policy or amendment in existing Policy/Rules are hoisted on REC intranet besides its normal circulation.

5. COMPANY SECRETARIAT DIVISION

- 5.6.1 Memorandum of Association and Articles of Association
- 5.6.2 Annual Reports
- 5.6.3 Loan Policy Circulars
- 5.6.4 Listing Agreement (For wholesale Debt Market)
- 5.6.5 RBI Notification as applicable to NBFCs
- 5.6.6 SEBI Guidelines
- 5.6.7 ISO Apex Quality Manual
- 5.6.8 Updates from the Ministry of Company Affairs
- 5.6.9 Listing Agreement (Capital Market)
- 5.6.10 Policy for Prevention of Frauds in REC
- 5.6.11 Fair Practice Code of REC in terms of RBI Guidelines
- 5.6.12 The Code of Business Conduct & Ethics for Board Members and Senior Management
- 5.6.13 Code for Prevention of Insider Trading in REC's Equity Shares/Securities
- 5.6.14 Prudential norms of REC

5.7 Loans & Recovery Section

- 5.7.1 Loan Policy Circulars
- 5.7.2 Recovery Guidelines
- 5.7.3 Prudential Norms
- 5.7.4 Fair Practice Code
- 5.7.5 Short Term Loan Appraisal Policy.

5.8 Internal Audit Division

- 5.8.1 Internal Audit Manual
- 5.8.2 Internal Audit Programme for the year

5.9 Vigilance Division

Vigilance Division adheres to the rules, regulations, instructions, manuals etc. being circulated /issued by the CVC and/ or Ministry of Power. The rules being circulated /issued by the CVC are available for public on its website which is also linked with REC's Web site. Further Vigilance Division also adheres to the rules, regulations, instructions contained in the REC (CDA) Rules.

5.10 Law Division

- i) The rules, regulations, instructions of the Corporation are followed by the Legal Division.
- ii) The record held by the Law Division only relates to the legal matters of the Corporation.
- iii) The manual is only for internal purpose.

5.11 Corporate Planning Division

- 5.11.1 Memorandum of Understanding (MoU) is signed between REC and the Ministry of Power. All the Original signed MoU are kept in CP Division of reference of Sr. Officers.

5.12 Decentralised Distribution Generation Division.

- 5.12.1 Ministry of Power has issued DDG Guidelines for impenetation of DDG projects, preparation of DPR, Procurement guidelines etc.