



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

**Mandatory
Information
Under RTI, Act
2005**

1.4 NORMS SET BY THE COMPANY FOR DISCHARGE OF ITS FUNCTIONS

The Company has well defined procedures and guidelines in the form of delegation of powers, laid down policies and guidelines, manuals, compliance of provisions of various statutes, rules and regulations, guidelines of Department of Public Enterprises and guidelines of Chief Vigilance Commission for smooth operations of the Company.

THE NORMS SET FOR DISCHARGE OF FUNCTIONS

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

A. Delegation of Powers:

The powers of the Chairman and Managing Director and functional Directors, the officers of the Company at various levels discharge their functions & responsibilities within the powers delegated to them by the Board of Directors.

The exercise of powers should not infringe the Companies Act, Govt. Guidelines and any other statutory/regulatory requirement. The delegation of powers is subject to observance of Memorandum of Association, Articles of Association, relevant policy, guidelines and administrative instructions of the Company. Subject to these, the CMD may exercise the full powers of the Board in between two Board meetings within the ambit of immediate exigencies where the decision cannot be processed through circular resolution. However, such decisions will be reported to the Board preferably at its next meeting.

B. Laid down Policies and Guidelines:

NSIL is having laid down policies and guidelines governing major activities of the Company. While discharging the functions, the officers need to follow these laid down policies and guidelines.

C. Manuals/Instructions/ Guidelines:

NSIL has procedural manuals covering all important activities. Manual ensures carrying of activities in a systematic and standardized manner and eliminate the scope of discretion. While discharging the functions covered by these Manuals, the officers are obliged to follow the provisions of these Manuals/Instructions/Guidelines.



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D. Guidelines of Department of Public Enterprises:

NSIL being a PSU follows the guidelines of Department of Public Enterprises and directives of Government of India issued from time to time.

E. Guidelines of Chief Vigilance Commission:

NSIL being a PSU follows the guidelines of Chief Vigilance Commission (CVC)

F. Process of redress of grievances:

NSIL has formulated "NSIL grievance redressal procedure" as per the directives of Department of Public Enterprises for redressal of grievance.

G. Compliance with provisions of Statutes, etc:

While discharging the respective functions, officers are required to comply with the applicable provisions of Indian Constitution, Statutes, Rules & Regulations.

H. Time-limit for achieving the targets

Time limits prescribed is different for various purposes. For recruitment purposes the last date for submitting the application will be stipulated in the notification itself. Similarly for submitting the bid for procurement of various materials and availing various services, the last date will be mentioned in the tender notice. The time limit for submission of final bill against procurement will also be mentioned in the purchase order.
