CATEGORIES OF DOCUMENTS

(MANUAL. 6)

NAME OF THE DOCUMENTS:
1. Gridco Officers Service Regulations
2. Gridco Officers Recruitment Policy
3. Gridco Officers Promotion Policy
4. OSEB Ministerial Service (Methods of Recruitment, Seniority and Promotion in the head Office of the Board) Regulations 1983
5. The ministerial Services (Methods of Recruitment Seniority and Promotion in the office of the Chief Engineer) Regulations 1982
6. OSEB Sub ordinate Audit and Account Service Regulations 1070
7. OSEB NMR Absorption regulation, 1989
8. OSEB Medical Service Regulations 1985
9. OSEB employees leave Regulations1983
10. OSEB employees pension (Including old age and Family Pensions) Regulations 1992
11. Certified standing orders of the OSEB, Bhubaneswar (Orissa) under Industrial employment (Standing Orders) Act 1946 as adopted by Gridco.
12. Gridco Rehabilitation assistance Regulations 1997
13. Notifications and Office orders issued from time to time relating to the Implementations of the above regulations.

FORMULATIONS OF POLICY

(MANUAL. 7)

- The basic policies of the company are formulated at the Board of Directors level, which is laid down in consonance with the instructions, guidelines and policies received from the Government from time to time.
- The policies and decisions taken by the Board are communicated to all concerned department/ functional heads for information and implementation. For this purpose, office orders and circulars are issued.

- The three functional Directors viz. Directors (Finance), Director (Engineering) and Director (HRD) oversees the formulation of the policies and their implementation through respective departmental heads i.e. CGM, Sr. GM, GM and rest of the officers and support staff for this purpose.
- Different cases pertaining to different departments are handled as per the set Procedure and policy and in tune with the laid down delegation of powers. The matters are processed and reached up to the respective competent authority and after the decision the same is implemented accordingly.