

RIGHT TO INFORMATION ACT MANUAL



Chapter-V

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MANUAL-V

RULES, REGULATIONS, INSTRUCTIONS, MANUAL

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➤ **RULES, REGULATIONS & INSTRUCTIONS MANUAL ETC.**

❑ **SERVICE RULE BOOK**

MECON has a manual on service rules as applicable to regular employees which deals with Leave rules, Medical rules, Traveling allowance rules, city compensatory allowance, reimbursement of education fees, Leave travel concession, scholarship scheme for children of employees, conduct discipline and appeal rules etc. and all regular employees of MECON are governed by these rules. The manual on service rules is accessible to the regular employees on meconinfo.

❑ **VENDOR DEVELOPMENT**

MECON Limited being an ISO:9001 Company has a set procedure for selection of vendors. The vendor registration information is available in MECON Website www.meconlimited.co.in

❑ **PURCHASE PROCEDURE**

MECON has a set purchase procedure.

❑ **BIS/ASTM STANDARDS**

MECON for the benefit of employees have the BIS/ASTM standard in the intranet and these standards are being referred by the employees in their designing work.

❑ **APEX QUALITY MANUAL AND PRODUCT QUALITY PLAN**

MECON being an ISO:9001 Company follows the Apex Quality Manual which elaborates the working procedure of MECON. These Quality Manual are updated on regular frequency.