

3. OPERATIONAL GUIDELINES

3.1. RATIONALE

To introduce and orient the employees of NICDC to operative Guidelines at the Company and to assist in addressing operational issues and queries.

3.2. OBJECTIVE

For achieving effectiveness of employees, these guidelines aim to provide them assistance in addressing basic operational queries.

These guidelines answer queries regarding joining formalities that have been mentioned in the employment letter and operational policies and procedures that must be followed throughout the employee's stay in the Company.

3.3. APPLICABILITY

These guidelines are applicable to all permanent and temporary employees and management trainees and engineer trainees of the Company.