

## **POWERS & DUTIES OF HLL OFFICERS AND EMPLOYEES**

The powers of Company Officials are well defined at all levels in the organization. Duties are assigned to its Officers & Workmen from time to time which are in line with the objectives specified in the Memorandum of Association of the Company. The powers and duties of employees of the Company are derived from the job descriptions, manuals, terms & conditions of appointments and delegation of powers enunciated by the Company.

The powers have been delegated to the Chairman & Managing Director, Functional Directors, Senior Vice President, Vice president/ Executive Directors, General Managers/Associate Vice President, Functional Heads and Department/Group Heads of the Company to empower them to discharge their duties & functions commensurate with the responsibilities. These powers are revised from time to time depending upon Organizational requirements and also as per Guidelines of the Department of Public Enterprises (DPE) & Administrative Ministry i.e. Ministry of Health & Family Welfare. The prevailing DoP was revised in 2012. Powers have been reserved for the Board of Directors and its Sub-Committees also.

While discharging the duties and responsibilities, employees are complying with the provisions of the Companies Act & other applicable statues, rules and regulations.