



HSI IDC
Your Partner in Progress

official Website of

**Haryana State Industrial & Infrastructure
Development Corporation Limited**

**(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY
THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR
DISCHARGE OF THEIR FUNCTIONS**

and

**(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY
THE COMPANY OR UNDER ITS CONTROL**

For discharging various functions, employees of the Corporation use various manuals, circulars and Govt. instructions issued from time to time. All manuals and circulars are available in the library/respective divisions in the head office in the Corporation. Some of the important documents are :-

- **Delegation of powers**
- **Guidelines, circulars, directions issued by the State Govt. from time to time**
- **Service-Bye-Laws of the Corporation**
- **HSI IDC Employees Conduct, Punishment & Appeal Rules,1993**
- **Memorandum & Articles of Association of the Corporation**
- **Annual Reports .**
- **Estate Management Procedure, 2005**
- **Estate Management Procedure, 2011**
- **Govt. instructions issued by the State Govt. from time to time.**