

HEAVY ENGINEERING CORPORATION LIMITED
Hqrs Administration & Personnel Division
Policy Section

No. RR/Misc/III (2)/2011

Dated, the 20th September, 2022

Sub: Circular No. 11 / 2022

- (1) Subject : HEC Ltd. Personnel Manual
- (2) Authority : Item No. 9 of the 344th Meeting of the Board of Directors held on 25.08.2022.
- (3) Order : The amendment in HEC Ltd., Personnel Manual as appended below shall come into force **with effect from 25.08.2022.**

The Para under heading Rule 42 (b) (ii) of Chapter 1: General Terms & Conditions of HEC Ltd. Personnel Manual dated 01.07.2016 (effective from 31st August, 2015) is substituted and replaced as under:-

Rule 42 (b) (ii):

"Executives & Non Executives: No applications for outside employment will be forwarded; during the first year of initial joining in the Company. However, the number of applications for outside employment will be limited to a maximum of ten applications in a calendar year for an employee."

For and on behalf of
Heavy Engineering Corporation Limited

Abhilash R.
20.09.2022

(Abhilash R)
Manager (P)/Hqrs

Distribution: All Heads of Plants/Divisions