

CHAPTER – 4 (Manual -3)

Rules, Regulations, Instructions, Manual and records, for Discharging Functions

Name/ Title of the document:	Memorandum and Articles of Association of the company
Brief Write-up on the Document:	Defines the object of the company and its Articles.
From where one can get a Copy of rules, regulations, Instructions, manual and records	Address: The Company Secretary, PDL Ariyalayam, Villianur, Puducherry –605 110 ----- Telephone No: 2667578/2666844/2667222 ----- Fax: 2661556 ----- E-Mail: pdl@dataone.in ----- Others: -----
Fee charged by the department for a copy of rules, Regulations, instructions, manual and records(if any)	Rs. 2/ per page.

Name/ Title of the document:

Standing Orders

Brief Write-up on the Document:

Defines the rights and responsibilities of employee.

From where one can get a Copy of rules, regulations, Instructions, manual and records

***Address: The Managing Director, PDL
Ariyalayam, Villianur,
Puducherry -6050110***

Telephone No: 2667578/2666844/2667222

Fax: 2661556

E-Mail: pdl@dataone.in

Others:

Fee charged by the department for a copy of rules, Regulations, instructions, manual and records (if any) Rs.2 per page.