

5. The Rules, Regulations, instructions, manuals and records, held by MTI or under its control or used by its Employees for discharging its functions

- Personnel Manual (contains rules, regulations, policies, procedures, benefits etc. for information/use of employees as well as by management)
- Annual Training Plan of SAIL
- Accounts Manual
- MTTTS Induction Manual
- MDP Manual
- SDP Manual
- Induction Manual for Junior Executives
- Unit Training Manual
- Basic Engineering Skills Manual
- Micro-planning Manual
- Procedure for Maintenance
- Procedure for operation of Utilities Machines
- Work Instruction for Maintenance of Equipments
- Work Instruction for Maintenance of Solar Water Heating System
- Work Instruction for Maintenance of Diesel Boiler
- Work Instruction for operation of AC Plant
- Work Instruction for operation of Diesel Boiler
- Work Instruction for operation of Solar Water Heating System
- Purchase & Contract Procedure 2009
- Procedure for purchase of Materials
- Purchase Order Format
- List of critical Items
- List of acceptable suppliers
- Purchase Order Register
- Performance Record of suppliers
- Procedure for preparation of Dining Hall
- Procedure for preparation of food
- Procedure for preparation of Rooms
- Procedure for serving Tea and Coffee
- Procedure for storage, preservation, disposal of records
- Procedure for inspection
- Instructions for preparation of Dining Hall
- Instructions for preparation of food
- Instructions for serving Tea and Coffee
- Instructions for preparation of rooms for accommodation
- Format for Menu Card
- Format for issue of raw materials for preparation of food
- Checklist for cleaning of kitchen and accessories therein
- Checklist for checking rooms for allotment
- Checklist for inspection of vegetables and fruits
- Work Instruction for Maintenance of Water Supply System