



## **TRAINING POLICY FOR BOARD MEMBERS**

of

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA**  
**(CIN U85110UP1972NPL003646)**

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**( A Govt. Of India Miniratna –II CPSE under Department of Empowerment of  
Persons with Disabilities, Ministry of Social Justice and Empowerment, Govt. of India)  
G .T. Road, Kanpur -209217**

## **TRAINING POLICY FOR BOARD MEMBERS**

### **1.0 PREAMBLE**

1.1 This policy is to provide for training of Board members comprising of Whole-time Directors, Independent Directors and Nominee Directors appointed by Government of India.

### **2.0 COMPOSITION OF THE BOARD OF ALIMCO**

2.1 The Board of Directors of ALIMCO have an optimum combination of Executive (Functional) and Non Executive Directors with 50% of the Board of Directors comprising of Non-Executive Directors.

### **3.0 PROFILE OF THE BOARD MEMBERS**

3.1 The Functional Directors appointed by the Government of India are senior level executives of ALIMCO who have professional qualification not only in their core area of functioning but also have vast experience in the business model of the Corporation. So also the Nominee Directors appointed by DEPwD MOSJE who are professionals having an in depth knowledge and experience in the core area of the industry.

3.2 The nominees of the Government of India are professionally qualified senior bureaucrats having wealth of experience in various areas of administration.

3.3 The Independent Directors are eminent personalities having wide experience in the field of business, education, industry, commerce and administration.

### **4.0 DPE GUIDELINES ON TRAINING OF DIRECTORS**

4.1 DPE Guidelines: The Guidelines on Corporate Governance for Central Public Sector Enterprises 2010, issued by Government of India, Ministry of Heavy Industries and Public Enterprises, Department of Public Enterprises provides with regard to Training of Directors as under:

4.2 **Clause 3.7 Training of Directors** The Corporation concerned shall undertake training programme for its new Board members (Functional, Government, Nominee, and Independent) in the business model of the Corporation including risk profile of the business of Corporation, responsibility of respective Directors and the manner in which such responsibilities are to be discharged. They shall also be imparted training on Corporate Governance, model code of business ethics and conduct applicable for the respective Directors.

### **5.0 TRAINING REQUIREMENT**

5.1 In the light of the varies profile of the Directors of the Board as indicated in Para 3.0 above the training requirement of the directors would also vary. According, ALIMCO shall have two-tier training policy for the Directors as under:

#### **5.2 INTERNAL TRAINING :**

5.2.1 With a view to familiarize the Directors with the rules and regulations of ALIMCO, the following documents shall be provided to the Board of Directors on their induction:

(i) Memorandum & Articles of Association of the Corporation

- (ii) Latest Annual Reports of the Corporation *inter alia* for understanding business operations and performance
- (iii) Code of Conduct for Board Members and Senior Management Official
- (iv) DPE's model role & responsibilities of non-official directors on the Board of CPSEs and
- (v) Any other related document

5.2.2 The training programs may be arranged on induction of the part-time non-official Directors and Government Nominees by the Government of India, a detailed presentation on the business module, risk profile, performance, plans etc of ALIMCO shall be made. This shall be an induction training for the Directors appointed on the Board of ALIMCO for the first time.

5.2.3 At the convenience of the part-time non-official Directors and Government Nominees, a visit to ALIMCO office and other site visits shall be arranged to familiarize them with the working of ALIMCO.

5.2.4 As a good measure of ongoing training, Directors shall be updated through presentations and written material at the meeting of the Board of Directors and meetings of Committee of Directors on all business related matters including Operations, Technical aspects, Risk Assessment & Minimization practices and procedures, Safety snapshots, Finance, Marketing, HR etc. and new initiatives proposed by the Corporation.

### **5.3 EXPERTNAL TRAINING**

5.3.1 At the convince of the part-time non-official Directors, Government Nominees and Functional Directors, they may be nominated for such trainings, seminars, conferences, conventions including foreign training programmes held at the auspices of premium institutions, viz., Institute of Directors (IOD), Standing Conference of Public Enterprises (SCOPE), Ministry of Corporate Affairs (MCA), Department of Public Enterprises (DPE), India Institutes of Management (IIMs), Institute of Corporation Secretaries of India (ICSI), Institute of Chartered Accountants of India (ICAI), Institute of Public Enterprise (IPE), Indian Institute of Science (IISc), Indian Institutes of Technology (IITs), Indian Institute of Corporate Affairs and other leading institutions on matters covering the relevant areas including Corporate Governance, business ethics and conduct, Director's duties & responsibilities, leadership excellence, Creating high performing organizations, International business, Strategies for growth, Competitive performance, Board room practices, Risk Management & Risk Mitigation, Sustainability Development, Corporate Social Responsibility etc.

6.0 All expenditure incurred on Training Programme for Board Members with respect to faculty honorarium, transport, boarding and lodging, course material, hospitality, venue, etc. will be borne by ALIMCO. All Directors will be eligible for boarding, lodging, fooding and travelling expenses for attending the Training/official visit at the same rates as are applicable to whole-time Directors of the Corporation as per existing provision.

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