

## CHAPTER – 4 (Manual – 3)

### 4.1 Rules, Regulations, Instructions, Manual And Records, For Discharging Functions :

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Name / title of the document	Government of India references Government of Union Territory of Puducherry references (list enclosed)	The of the document	Government of India/Government of Union Territory of Puducherry references- Rules
Brief Write-up on the Document From where one can get a Copy of rules, regulations, Instructions, manual and records.		- List enclosed- <b>ANNEXURE-‘B’</b> - Authorised Book Shop at Puducherry	Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)
		Others :	
Fee charged by the department for a copy of rules book, regulations, mannual and records (if any)			Does not arise

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### ANNEXURE – B

#### The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

This Institution is adopting the rules, regulations and instructions, etc., issued by the Government of India such as:

#### I. Government of India References:-

- (1) Fundamental Rules and Supplementary Rules (Parts I to V).  
Part I – General Rules.  
Part II – T.A. Rules.  
Part III – Central Civil Services (Leave) Rules
- (2) Dearness Allowance, Dearness Relief & Ex-graita to GPF Beneficiaries.
- (3) Part V – HRA, CCA.
- (4) CCS (Pension) Rules.
- (5) CCS (Commutation of Pension) Rules.
- (6) CCS (Extraordinary Pension) Rules.
- (7) Central Government Employees Group Insurance Scheme.

- (8) Staff Car Driver.
- (9) Medical Attendance Rules.
- (10) CCS (CCA) Rules.
- (11) CCS (Conduct) Rules.
- (12) General Provident Fund Rules.
- (13) Leave Travel Concession Rules.
- (14) Children Educational Allowances.
- (15) General Financial Rules.
- (16) Delegation of Financial Power Rules.
- (17) House Building Advance Rules.
- (18) Suspension and Reinstatement.
- (19) Overtime Rules.
- (20) Contributory Provident Fund Rules.
- (21) CCS (Revised) Pay Rules, 1997.
- (22) Central Treasury Rules, Volume I.
- (23) Central Administrative Tribunal (Acts, Rules & Orders).
- (24) Reemployment of pensioners – Civilian and Ex-servicemen
- (25) Advances to Central Government Servants.
- (26) Central Government Accounts (Receipts and Payments) Rules.
- (27) Seniority and Promotion in Central Government service
- (28) Reservation and Concessions for SC/ST & OBC.
- (29) Compilation and Confidential Reports.
- (30) Uniforms to Group C and D employees.
- (31) Manual on Establishment and Administration.,
- (32) Manual on Disciplinary Proceedings.
- (33) Dental Council of India Rules and Regulations.

## **II. Government of Union Territory of Puducherry References:-**

- (1) Puducherry Codes Volume, I, II and III (Compilation of Acts).
- (2) Manual of Office Procedures.