

## Manual 5

### **Rules, regulations, instructions, manuals and records for discharging functions**

[Section 4(1)(b)(v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

#### **List of regulations, instructions, manuals and records**

<b>S.No.</b>	<b>Name of the act, rules, regulations etc.</b>	<b>Brief gist of the contents</b>	<b>Reference No. if any</b>	<b>Price in case of priced publications</b>
1.	General Financial Rules	General rules reg. financial propriety.	Swamy's Compilation of General Financial Rules	Rs. 210/-
2.	FRSR - Part I, General Rules	General rules reg. conditions of service, pay, deputation, retirement etc.	Swamy's Compilation of FRSR – Part I	Rs. 320/-
3.	FRSR – Part II, T.A. Rules	Rules reg. entitlement & payment of traveling allowance and daily allowance	Swamy's Compilation of FRSR – Part II	Rs. 145/-
4.	FRSR – Part III, Leave Rules	Rules reg. entitlement and sanction of various types of leaves admissible to Govt. servants	Swamy's Compilation of Leave Rules	Rs. 105/-
5.	NDMC Act, 1994	Legal position reg. formation of New Delhi Municipal Council, its various obligatory & discretionary functions, budget etc.	Akalank Publication	Rs. 175/- (approx.)
6.	Pension Rules	Rules reg. admissibility, rates of various types of pension, gratuity etc.	Swamy's Pension Compilation	Rs. 225/-
7.	CPWD Manual – Volume II	Various rules & procedure reg. works and contracts including procurement of stores mutatis mutandis applicable in NDMC.	CPWD Works Manual	Rs. 400/- (approx.)

8.	CPWA Code	Rules reg. accounting of work contracts.	Bahri's CPWA Code	Rs. 150/- (approx.)
9.	Staff Car Rules	Rules reg. provision of staff cars to officers.	Swamy's Compilation of Staff Car Rules	Rs. 62/-
10.	Leave Travel Concession Rules	Rules reg. admissibility and payment of LTC to employees for visiting home towns and any place in India.	Swamy's Compilation of Leave Travel Concession Rules	Rs. 80/- (approx.)
11.	House Building Advances	Rules reg. admissibility, quantum, payment & recovery of HBA to employees.	Swamy's Compilation of HBA Rules	Rs. 175/-
12.	Pay fixation rules 1986	CCS revised pay rules 1986	Swamy's Compilation of Pay Rules	Rs.
13.	Pay fixation rules 1997	CCS revised pay rules 1997	Swamy's Compilation of Pay Rules	Rs.
14.	NDMC (Budget Estimates) Regulations, 2010.	Regulations on NDMC Budget.	--	--
Besides above, various rules and orders of Govt. of India are consulted for discharging the functions in Finance Department.				