

## CHAPTER 6

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

[In pursuance of section 4(i) (b)(v) of The Right to Information Act, 2005]

The Rules, Regulations, Instructions, Manuals and Records, which are issued by the nodal Ministries and Departments of Government of India and which are of direct concern of this institute, are held and used by the officials posted in the various Divisions of this Department handling the relevant subjects as per Handbook of Work Allocation for discharge of their respective functions and duties. Given below is a list of such common Rules, Regulations, Instructions, Manuals, etc. which are in use:

1. Authentication (Orders and Other Instruments) Rules, 2002.
2. Central Civil Services (Leave) Rules, 1972
3. Central Civil Services (Pension) Rules, 1972.
4. Central Civil Services (Commutation of Pension) Rules, 1981
5. Central Govt. Employees' Group Insurance Scheme, 1980
6. Fundamental Rules and Supplementary Rules
7. Central Services (Medical Attendance) Rules, 1944
8. Central Civil Services (Classification, Control & Appeal) Rules, 1965
9. Central Civil Services (Conduct) Rules, 1964
10. General Provident Fund (Central Services) Rules, 1960
11. General Financial Rules, 2005
12. Delegation of Financial Power Rules, 1978
13. Central Civil Services (Revised Pay) Rules, 1997
14. Central Civil Services (Temporary Service) Rules, 1965
15. Central Administrative Tribunal Act, 1985 and Rules framed thereunder.
16. Central Government Accounts (Receipts and Payments) Rules, 1983
17. Compendium on Reservations and Concessions for SCs and STs and OBCs, etc.
18. Handbook for Establishment Officers
19. Vigilance Manual (Vol. I & II)
20. Civil Accounts Manual
21. Handbook on Recruitment Rules
22. The Salaries and Allowances of Ministers Act, 1952
23. The Ministers (Allowances, Medical Treatment and Other Privileges) Rules, 1952
24. Instructions regarding provisions of telephone facilities to Ministers in their Constituencies/Usual place of residence.
25. Manual of Office Procedure
26. Manual of Parliamentary Procedure
27. Rules of Procedure and Conduct of Business in Lok Sabha/Rajya Sabha
28. All India Service Manual
29. Central Secretariat Service Rules
30. Government of India (Allocation of Business) Rules, 1961

31. Constitution of India
32. Manual on Establishment & Administration
33. Assured Career Progression Scheme – 1999/Modified Assured Career Progression Scheme - 2008
34. Income Tax Act, 1961 and Rules framed thereunder.
35. The Public Records Act, 1993 and Rules framed thereunder.
36. Compendium of Welfare Measures.
37. Guidelines on Recognition of Service Association - Matters related to Joint Consultative Committee.
38. The Official Languages Act, 1963.
39. Guidelines for Grievance Redressal Mechanism in Govt. of India.
40. Customs Tariff of India – 2005-06
41. Foreign Trade Policy – 2004-2009
42. Handbook of Procedures (Vol I & II) for Foreign Trade Policy 2004-2009.
43. International Trade Classification (Harmonized System) Classifications of Export & Import Items – 2004-2009
44. The Right to Information Act, 2005.
45. The Right to Information (Regulation of Fee & Cost) Rules, 2005
46. Administration Instruments on Departmental Canteen in Government Offices & Industrial Establishments.
47. In addition, the instructions issued by nodal Ministries/Departments of the Government of India on various matters are used in the Department.