

## **MANUAL-5**

### **Rules, Regulations, Instruction, Manuals and Records for discharging functions {Section 4(1) (b) (v)}**

#### **List of regulations, instructions, manuals & records for discharging functions**

<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>
	Fundamental Rules & Supplementary Rules			Not published by the Deptt. All Books are the publications of Swamy's Publishers which are approved references books (by the C&A.G. of India).
1.	Part-I	General Rules	C-1	
2.	Part-II	T.A. Rules	C-4	
3.	Part-III	CCS(Leave) Rules	C-6	
4.	Part-IV	D.A.&D.R. to Pensioners	C-23	
5.	Part-V	HRA & CCA Rules	C-23-A	
6.	Pension Rules	All Rules related to retirement benefits	C-2	
7.	Commutation Rules	CCS (Commuta-tion) of Pension Rules in details.	C-2-A	

8.	Medical Attendance Rules	All Rules related to reimbursement of medical expenses to Govt. servants	C-7	
8.A	-do-	List of Medicines (Admissible and Inadmissible)	C-7-A	
9.	GPF Rules	Rules regarding subscription, advances, refunds and withdrawals etc.	C-10	
10.	LTC Rules	Regarding Leave Travel Concessions	C-11	
11.	General Financial Rules	All Rules regarding financial propriety of the Govt. money	C-13	
12.	D.F.P. Rules	Regarding delegation of financial powers to the Head of Departments, Head of Offices etc	C-14	
13.	House Bldg., Advances Rules	Regarding Sanction of Advances to Govt. servants for building or purchase of house/ flat etc.	C-15	
14.	CCS (revised Pay) Rules 1997	Recommendations of Vth Central Pay Commission	C-20-A	
15.	Central Treasury Rules	Regarding dealing of Govt. money	C-21	
16.	Income Tax on salaries	Regarding deduction of Income Tax from salaries of Govt. servants	G-7	
17.	Old Age Assistance Rules 2009	Under this scheme the residents of Delhi who have attained the age of 60 years and are having income of less than Rs.60000/- annum are covered	N.A.	N.A.



35.		Service Rules for Postal Extra- Departmental Staff	C-31	
36.		Central Administrative Tribunal (Act, Rules and Orders)	C-36	
37.		Re-employment of Pensioners-Civilians and Ex-Servicemen	C-40	
38.		Advances to Central Govt. Servants	C-42	
39.		Central Govt. Accounts (Receipts and Payments) Rules	C-43	
40.		Seniority and Promotion in Central Govt. Service	C-44	
41.		Reservations and Concessions for SCs and STs, OBC (Mandal Commission) etc.	C-45	
42.		Confidential Reports	C-53	
43.		Uniforms for Group "C" and 'D' Employees	C-56	

44.		Pension Revision Manual and Updating of Pre-1986 Pensions	C-59-C	
45.		Compendium of Orders on Fifth Pay Commission's Recommendations	C-61	
48.	The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.	To give effect to the proclamation on the full participation and equality of the people with disabilities in the Asian and Pacific Region. Matters relating to constitution of coordination committees, provide for prevention and early detection of disabilities, education, employment, affirmative action, non-discrimination, research and man-power development, social security, recognition of institutions, appointment of Chief Commissioner and Commissioners for Persons with Disabilities and miscellaneous matters.	Act-1 of 1996 dated 1.1.96.	
49.	Delhi Persons with Disabilities (Equal opportunities, Protection of Rights and full participation) Rules, 2001.	Rules framed under Section 73 of the Persons with Disabilities Act, 1995, relating to evaluation of disabilities and issue of Disabilities Certificate, State Coordination Committee, State Executive Committee, Employment, Recognition of Institutions, Appointment of Commissioners for Persons with Disabilities.	Notifica- tion No. F.2 (DDHW)/DS W/PDA/Pt.I /1949 dated 27.12.2001	
50.	The National Trust for Welfare	To provide for constitution of the	Act 44 of 1999 dated	

	of Persons with Autism, Cerebral, Palsy, Mental Retardation and Multiple Disabilities Act, 1999.	National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities and matters connecting therewith and incidental thereto.	30.12.99.	
51.	The National Trust for Welfare of Persons with Autism, Cerebral, Palsy, Mental Retardation and Multiple Disabilities Rules, 2000.	Rules framed in exercise of the powers conferred by Section 34 of the National Trust Act 1999 and matter related thereto.	GSR 639(E) dated 26.7.2000.	
52.	The Probation of Offenders Act, 1958	Provisions relating to release, super-vision compensa-tion to offenders on Probation or after due admonition and for matters incidental therein.	Act No20 dated 16.5.1958	-
53.	Delhi Probation of Offenders Rules, 1960	Rules framed to implement the provisions of the Act.	-	-
54.	The Good Conduct Prisoner's Probation Release Act, 1926	Provisions for premature release of prisoners and matters incidental therein.	-	-
55.	Delhi Financial Assistance to the Incarcerated or Released Prisoners Rules 1991	Provisions relating to financial assistance to released prisoners and family members (Rehabi-litation Grant).	-	-

60.	CCS(CCA) Rules, 1965	To initiate disciplinary proceedings.	-	-
61.	CCS (Conduct ) Rules, 1964	-do-	-	-
62.	Vigilance Manual	-do-	-	Govt. of India Publication
63.	The Bombay Prevention of Begging Act, 1959 as extended to Delhi 1961	An Act to consolidate and append the law relating to beggars for the purpose of making uniform and better provisions for the prevention of begging in the State of Bombay (as extended to NCT of Delhi) and for matters connected therewith.	No.X dated 1.3.1961	-

64.	The Delhi Prevention of Begging Rules, 1960	Rules framed under Section 35 of Bombay Prevention of Begging Act, 1959.	-	-
66.	The Delhi Grants to Social Welfare Institutions/ Organizations Rules, 1975.	Rules to provide grants for residential institute/destitute Homes to organizations registered under the Societies Registration Act, 1860.	No. F.73(16)/69 -75/DSW dated 20.9.1975.	-
67	Sexual Harassment of Women at Work Place	Implementation of Supreme Court Judgment for prevention of sexual harassment of women at work place	-	-