

## MANUAL – 5

### List of Rules, Instructions, Manuals and Records for Discharging Functions

Sl. No.	Name of the Act, Rules, Regulations	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1	2	3	4	5
1.	Orissa Service Code	Condition of services and financial impact of Govt. Servants		
2.	O.C.S.(CCA) Rules – 1962	Disciplinary Proceedings /Suspension.		
3.	O.C.S. Govt. servant conduct Rule-1959	Conduct Rules relating to State Govt. employees		
4.	Orissa Secretariat Instructions	Rules & Regulations pertaining to management of Secretarial administration		
5.	Orissa Civil Service Pension Rule – 1992 & 2008	Rules pertaining to post retirement benefit of G/S.		
6.	O.C.S. commutation of pension Rule – 1992 & 2008	-do-		
7.	Orissa Traveling Allowances Rule	T.A. Claim of G/S		
8.	Orissa Reservation of Vacancies Act-1975 (Posts & Services) and Rules 1976 there on	Rules relating to Reservation of posts for different categories such as General / S.C. & S.T. categories.		
9.	O.C.S. Criteria for promotion Rule – 1992	General criteria for promotion and appointment to Gr.A, B & C employees.		
10.	Orissa Civil Services (Zone of consideration for promotion) Rules, 1988.	Zone of consideration Rules for promotion to different rank/Group		
11.	Orissa Ministerial Services Rule – 1963	Appointment of different Ministerial staff of district Offices		
12.	Orissa Rehabilitation Assistance Rule – 1990	Rules & Regulations for appointment under R.A. scheme		
13.	O.G.F.R. Vol-I & II	Rules governing financial transaction of Govt. offices & financial aspect of Govt. servants.		
14.	Orissa Service Manual Vol-I	General service conditions of govt. servants prescribed by G.A. Deptt.		
15.	Orissa Service Manual Vol-II	-do-		
16.	Orissa Information (Recruitment and conditions of Services) Rules-1995.	Rules regulating to promotion / appointment to the post of OIS Class-I/(Sr)/ OIS Class-I (Jr.Br.) / Class-II under I&P.R. Deptt.		
17.	Criteria for selection to the post of programme co-ordinator	Resolution No.16090 / I&PR dated 1.7.04		

		<b><u>Relating to O.E.-II Section</u></b>		
18.	The Orissa G.P.F. Rules	Sanction of G.P.F. Advance		
19.	F.D. Resolution No.21246/ Codes-22/59/F dated 22.6.1959/ HBA Rules	Sanction of H.B.A.		
20.	F.D.O.M.No.40279/F dated 17.9.98	Sanction of Bi-cycle/Moped/Motor Cycle Adv.		
21.	O.G.F.R. Rules	Sanction of House Rent for private building taken on rent basis		
22.	F.D.O.M.No.36459/F dated 24.8.1998	Sanction of House rent Allowance		
23.	Orissa Service (Medical Attendance) Rules 1947	R.C.M. / Medical Advance		
24.	F.D. Resolution No.8754/F dated 3.4.99	G.I.S.		
		<b><u>Relating to Vehicle Section</u></b>		
25.	Rules regulating to control and use of Govt. vehicles			
26.	O.G.F.R.			
27.	Orissa Treasury Code			
28.	Orissa T.A. Rules			
29.	Budget Manual			
30.	Orissa Secretariat Instructions			
31.	Rules of Business			
32.	Book circular			
33.	Delegation of Financial power Rules, 1978			
34.	Orissa Motor Taxation Act and Rules			
35.	M.A. Act, 1988 and C.M.V. Rules, 1989.			