

**Manual 5**  
**Rules, regulations, instructions, manuals and records for discharging functions**  
**[Section 4(1)(b)(v)]**

Sl No.	Name of the Act, Rules, Regulations etc	Brief gist of the contents	Reference No. if any	Price in case of priced publications (Rs.)
1.	The Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975	Bare Act containing the provisions for implementing reservation benefits to ST & SC communities in both initial recruitment and promotion in Govt jobs.		
2.	The Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Rules, 1976	Provision of a 80-point Model Roster for guidance while filling up vacant posts of different cadres. Also contains consequential provisions in case of violation.		
3.	80- Point Model Roster	Model 80-point roster showing the points to be reserved for ST & SC candidates in initial appointments as well as promotion to posts and services in the State.	Orissa Gazette Notification No. 439 dt. 21-4-1994	
4.	Presence of a Departmental representative in the Board/ Committee in initial and promotional appointment	Association of a representative of S.T. & S.C. Development Department in the Selection Board for selection of candidates in the Department and other offices of	Letter No. 13883 dated 29-4-1999	
5.	Clarification	Regarding the participation of reserved category candidates against the unreserved vacancy	Letter No. 21666 dt. 23-7-1997 & No. 8767 dt. 15.3.1999.	
6.	Dereservation of vacancies	Regarding de-reservation of reserved vacancies	Letter No. 26239 dt. 25.7.2002	
7.	Clarification regarding Exchange of vacancies between STs and SCs	Applicability of exchange of reservation between ST & SC in case of promotion from Class – III to Class –II and above posts and services	Letter No. 21429 dt. 3-4-2003	
8.	The Protection of Civil Rights Act, 1955	Contains provisions for protection of civil rights of SCs	Act No. 22 of 1 <sup>st</sup> September, 1977	Rs. 1.60
9.	The Protection of Civil Rights Rules, 1955	Contains provisions for protection of civil rights of SCs		

9.	The ST & SC (Prevention of Atrocity) Act, 1989	Contains provision for enquiry the suit instituted under the Act and monetary relief to the victims of atrocity.	Act 33 of 1989	
10.	The ST & SC (Prevention of Atrocity) Act, 1995	Contains amendment provisions regarding enhancement of monetary relief to the victims of atrocity		
11.	The Orissa Caste Certificate Rules, 1980	Contains procedures for issue of Caste Certificates.		
12.	Legal Aid Advice Scheme, 1981	Legal Aid to ST & SC persons to appear in Court cases for establishment of their rights, title, interest, possession of the disputed land		
13.	Office Order No. 25232/dt 7-8-1992	Revised procedure for smooth and timely disbursal of scholarship and boarding charges to ST & SC students through Bank Accounts	Orissa Gazette No. 38/ dt. 18-9-1992	
14.	Office Order No. 4881 dt. 20-2-1995	Modification of sanctioning, drawing, disbursal authority in respect of Post-matric scholarship		
15.	Office Order No. 34551/dt 12-12-1997	Modification of procedure for Post-matric scholarship		
16.	Office Order No. 18461 dt. 10.6.1999	Modification of procedure of award of Pre-matric scholarship in respect of S.T. & S.C. Development Department schools		
17.	Office Order No. 28732/dt 28-9-1999	Modification of procedure for disbursement of scholarship to Ashram School, Kanyashrams, Residential Sevashrams and Primary School Hostels		
18.	Office Order No. 21360/dt 20-7-2004	Contains declaration of sanctioning, drawing and disbursement authorities to the students of 40-seated ST Girls hostel in KBK district.		
19.	Resolution No. 19896 dt. 30-6-1999	Enhancement of Pre-matric scholarship of boarder student		
20.	The Orissa Sub-ordinate Tribal Welfare Education (Recruitment and Conditions of Service) Rule, 1993.	Contains rules to regulate the method of recruitment and conditions of service of persons appointed to the Orissa Subordinate Tribal Welfare Education Services		

21	Resolution No-24128/ dt 4.8.1989	Recruitment to the Gazetted class-II post of Headmasters and District Inspector of Schools		
22	Resolution No-14274/ dt 3.5.1999	Recruitment to the post of Inspector of Schools (Class-I)		
23.	Circular No. 30308 dt. 21-6-2003	Filling up of the vacancies of Matric CT & IA CT teachers in non-residential Sevashrams in Swechhasebi Sikshya Sahayaka		
24.	Resolution No. 18189 dt. 25.7.1995	Principles for filling up of vacancies in different cadres of teachers by way of inter-district transfer	Orissa Gazette Notification No. 946/ dt. 18.8.1995	
25.	Circular No. 25466 dt. 18.8.1994	Regarding transfer of Teachers/ Mistresses/ Other Class III staff in respect of S.T. & S.C. Dev. Department		
26.	Letter No. 1782 dt. 11.6.1986	Contains rules for fixation of seniority of Sevaks		
27.	Letter No. 35035 dt. 1-8-2003	Guidelines issued for supply of Textbooks and writing materials to students		
28.	Letter No. 39682 dt. 18.12.2004	Contains instructions on sanction of GPF advance by the Head of Offices/ Head of Department in the offices of the educational functionaries.		
29.	Letter No. 10740 dt. 26.3.1999	Contains instructions regarding purchase of garments for ST/ SC students of educational institutions functioning under the Department		
30.	OWS (MR & CS) Rules, 1992	Recruitment Rules for OWS Officers.		
31.	The Orissa State Welfare Services	Recruitment Rules for ADWOs and WEOs		
32.	Guidelines	Duties and functions of the field functionaries of OWS and OSWS officers		
33	Special Scheduled Tribe Hostels Admission and management rules -1988	Contains admission procedures in to the Pre-matric and Postmatric hostels and guidelines of management of hostels		
34	The G.P.F (Orissa) Rules,1938	Procedure for withdrawal of GPF advance		
35	Instruction for recording of CCRs	Contains schedule of instructions on recording of confidential remarks on the work of Grade 'B' and 'C' Officers of State Govt.		
36	Book Circular No.46			

37	Orissa Service Code	Contains Service Rules and terms and conditions of services		
38	Orissa Civil Service (Pension) Rules, 1992	Contains procedures for sanction of provisional and final pension to the retiring employees		
39.	Orissa Traveling Allowance Rules	Contains proforma of tour particulars and procedures and disbursement procedures for traveling allowances		
40.	Orissa Govt. Servant Conduct Rules	Contains procedures for initiating disciplinary proceedings against erring employees and its disposal		
41.	Orissa Civil Services (Classification), Control and Appeal Rules, 1962	Classification of services.		
42.	Orissa Government Financial Rules (OGFR)	Contains rules for expenditure to be made on different purposes and submission of Utilization Certificates (UCs)		
43.	Orissa Treasury Code	Contains procedures for preparation, presentation and passing of Bills through Govt. Treasuries		
44.	Orissa Secretariat Security Rules, 1993	Contains guidelines for issue of Secretariat Entry Pass and maintenance of security measures within the Secretariat premises		
45.	The Orissa Civil Services (Medical Attendance) Rules, 1992	Contains procedure for appearing before the Medical Board by the ailing employees for medical examination		
46.	Orissa Service Manual Volume – II			
47.	Orissa Budget Manual			
48.	Orissa Records Manual	Contains procedure for keeping records and its consignment.		
49.	Guidelines for utilization of S.C.A. and Grants under Article 275(1) of the Constitution	This central grant is meant for family oriented income generating scheme		
50.	Guidelines for implementing developmental schemes for Primitive Tribal Groups (PTGs)			
51.	Guidelines for vocational training in tribal areas			
52.	Guidelines for enhancement of educational facilities in low literacy pockets			

53.	Guideline for establishment of Village Grain Banks			
54.	Guidelines for recommendations of proposals of Voluntary Organization working for the welfare of STs, SCs , OBCs.			
55.	Guidelines for preparation of Annual Action Plan of I.T.D.A.s under S.C.A. to TSP and under Article 275(1)	Preparation of integrated Annual Action Plan for S.C.A. to TSP, Projects under Art 275(1) of the Constitution and for development of PTGs		
56.	Guidelines for work programmes in I.T.D.A.s and Micro Projects	Modified guidelines for works programme in I.T.D.A.s and Micro projects	Letter No. 2210/ dt. 20.1.2005	
57.	Fixation of monetary limit for technical sanction and administrative approval	Contains extent of power of different authorities such as BDOs, P.A., I.T.D.A.s , Special Officers of Micro Projects, Chairman , PLC, I.T.D.A./ Micro Projects , S.T. & S.C. Development Department/ Department with financial concurrence from Finance Deptt, Junior Engineers,/ Assistant Engineers, Executive Engineer, DRDA, Suptd. Engineer/ Panchayati Raj Deptt/ Water Resources Deptt (M.I.) / Chief Engineer R & B / M.I.	Letter No. 2210/ dt. 20.1.2005	
58.	Principles of declaration of I.T.D.A.s/ Micro Projects/ MADA and Cluster pockets	Contains criteria for declaration of certain areas coming under I.T.D.A./ MADA pockets and Clusters		
59	OSCBC Act, 1993 & Amendment Act, 1994 and Rules 2001	Contains provisions for welfare of OBCs		
60.	Guidelines for implementation of economic development schemes for OBCs	Contains guidelines and eligibility criteria to avail economic benefits		
61.	Guidelines for implementation of economic development schemes for Minorities	Contains guidelines and eligibility criteria to avail economic benefits		

62.	State List of SEBCs	Contains list of Caste included under SEBCs	Resolution No. 25453 dt. 10.9.93 and subsequent additions and deletions of Caste/ Communities in the said List	
63.	Central List of OBCs for the state of Orissa issued from time to time	Contains list of Caste included under OBCs		
64.	Resolution No. 35758 dt. 8.12.94	Notification regarding 27% reservation in initial and direct recruitment in SEBCs in civil posts and services under the state		
65.	Resolution No. 15599 dt. 27.6.1996	Contains Roster points for SEBCs		
66.	Resolution No. 122318 dt. 7-10-1994 of GA Deptt	Contains relaxation of Upper age limit for SEBC candidates for entry into Civil Services under State Govt.		
67.	Notification No. 43676 dt. 15.12.2000 of G.A. Deptt.	Contains relaxation in chances in appearing at State Civil Services Examination		
68.	Office Memorandum No. 4030 dt. 29.1.1994	Contains rule of exclusion for determining Creamy layer amongst SEBCs/ OBCs		
69.	Resolution No. 101 dt. 18.2.2002	Contains provision of Special Recruitment drive for OBCs and SEBCs		
70.	Resolution No. 16560 dt. 27.6.1985 & No. 8607 dt. 20.3.1998 (Amended)	Contains provisions for merit-cum-poverty scholarship for students belonging to SEBC categories		

