

**MANUAL – 5**

**List of Rules, Instructions, Manuals and Records for Discharging Functions  
[Section 4(1) (b) (v)]**

<b>Sl. No.</b>	<b>Name of the Act, Rules, Regulations</b>	<b>Brief gist of the contents</b>	<b>Reference No. if any</b>	<b>Price in case of priced publications</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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 Civil Service Pension Rule-1992 & 2008	Rules pertaining to post retirement benefit of G/S.		
5.	O.C.S. commutation of pension Rule-1992 & 2008	-do-		
6.	Orissa Traveling Allowances Rule	T.A. Claim of G/S		
7.	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		
8.	O.C.S. Criteria for promotion Rule – 1992	General criteria for promotion and appointment to Gr.A, B & C employees.		
9.	Orissa Civil Services (Zone of consideration for promotion) Rules, 1988	Zone of consideration Rules for promotion to different rank/Group		
10.	Orissa Ministerial Services Rule – 1963	Appointment of different Ministerial staff of district Offices		
11.	Orissa Rehabilitation Assistance Rule – 1990	Rules & Regulations for appointment under R.A. scheme		
12.	O.G.F.R. Vol-I & II	Rules governing financial		

		Transaction of Govt. offices & financial aspect of Govt. servants.		
13.	Orissa Service Manual Vol-I	General service conditions of govt. servants prescribed by G.A. Deptt.		
14.	Orissa Service Manual Vol-II	-do-		
15.	Orissa Technical Education & Training) Rules- 1985.	Rules regulating to Promotion / appointment to the post of OTE&T Class-I/ (Sr) / Class-I (Intr.) /Class-II under Industries Deptt.		
<b>Relating to Establishment Section</b>				
16.	The Orissa G.P.F. Rules	Sanction of G.P.F. Advance		
17.	F.D. Resolution No.21246/ Codes-22/59/F dated 22.6.1959/ HBA Rules	Sanction of H.B.A.		
18.	F.D.O.M.No.40279/F dated 17.9.98	Sanction of Bi- cycle/ Moped/Motor Cycle Adv.		
19.	O.G.F.R. Rules	Sanction of House Rent for private building taken on rent basis		
20.	F.D.O.M.No.36459/F dated 24.8.1998	Sanction of House rent Allowance		
21.	Orissa Service (Medical Attendance) Rules 1947	R.C.M. / Medical Advance		
22.	F.D. Resolution No.8754/F dated 3.4.99	G.I.S.		
<b>Relating to Vehicle Section</b>				
23.	Rules regulating to control and use of Govt. vehicles			
<b>Relating to Accounts &amp; Budget Section</b>				
24.	O.G.F.R.			
25.	Orissa Treasury Code			
26.	Orissa T.A. Rules			
27.	Budget Manual			
28.	Rules of Business			

29.	Book Circular			
30.	Delegation of Financial power Rules, 1978			
<b>Others</b>				
31.	Orissa Motor Taxation Act and Rules			
32.	M.A. Act, 1988 and C.M.V. Rules, 1989.			
33.	Apprenticeship Act'1961			
34.	Craftsman Training Manual			
35.	AICTE Guideline			
36.	DGET Guideline			
37.	Orissa Education Manual			
38.	Any other Rules/Guidelines issue by Govt of Orissa			