

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

List of regulations, instructions, manuals and records

Sl.No.	Name of the act, rules, regulations, instructions, manuals and records for discharging functions	Brief gist of the contents	Reference No., if any	Price in case of priced publications
1	2	3	4	5
1.	(i) Rules & Regulations	The Rules & Regulations are followed by the Institute . As per provision of Govt. of NCT Delhi		
2	Service Rules	Service conditions of the employees of the Institute As per Govt. of NCT Delhi Rules	As per Govt. of NCT of Delhi	
3	Leave Provisions (Schedule-A)	Leave rules As per Govt. of NCT Delhi Rules	- do - -	
4	Medical Attendance and Treatment (Schedule-B)	As per Medical rules of NCT Delhi	- do - -	
5	Service Conduct & Appeal Rules	Govt. of NCT Delhi CCA (CCS) Conduct Rules	Govt. of India CCA (CCS) Conduct Rules applicable	
6	GPF-cum-Pension-cum-Gratuity Scheme	GPF scheme for Institute employees as per Govt. of NCT Of Delhi		
7	CPF-cum-Gratuity Scheme	CPF scheme for the Institute employees as per Govt. of NCT Of Delhi	- do - -	
8	Profile of Growth	Govt. Institute		
9	Annual Report (Prepared every previous	Activities of the Institute (containing all academic, admn. activities, list of all the statutory	As required	- do -

	financial year's report)	bodies/members and list of faculty and officers of the Institute.		
10	Procedure for Purchase through Institute non- recurring and recurring grants and funds	Purchase rules as for GFR		. - do -

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

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

**List of regulations, instructions, manuals and records.**

<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 Publication.</b>
1.	CCS RULES			