

MANUAL – 5**List of Rules, Instructions, Manuals and Records for Discharging Functions****[Section 4(1) (b) (v)]**

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 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.		

Relating to Establishment Section			
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.	
Relating to Vehicle Section			
23.	Rules regulating to control and use of Govt. vehicles		
Relating to Accounts , Budget Section & Audit Section			
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		
31.	Orissa Service Code(OSC)		
32.	Orissa Treasury Code(OTC)		
33.	Orissa General Financial Rules(OGFR)		
34.	Orissa Pension Rules (OPR)		
35.	Circular issued by finance Department and other Departments from time to time.		
Others			
36.	Orissa Motor Taxation Act and Rules		
37.	M.A. Act, 1988 and C.M.V. Rules, 1989.		
38.	Apprenticeship Act'1961		
39.	Craftsman Training Manual		
40.	AICTE Guideline		
41.	DGET Guideline		
42.	Orissa Education Manual		
43.	Any other Rules/Guidelines issue by Govt of Orissa		