

CHAPTER -4 (Manual – 3)

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

4.1. A list of rules, regulations instructions manual and records, held by the Pondicherry Municipality or under its control or used by its employees for discharging functions:

Name /title: **THE PONDICHERRY MUNICIPALITIES ACT-1973(ACT)**

Brief Write-up on the Document:

It explains the constitution of Municipalities, Duties and functions of the Municipal Authorities.

Copy of the Act can be got from:

THE DIRECTOR,
LOCAL ADMINISTRATION DEPARTMENT
21, EVECHE STREET, PONDICHERRY
Telephone:2336469
Fax
Email

Fee chargeable by the Department for a copy of the Act: Rs.

Name /title: **THE PONDICHERRY MUNICIPAL MANUAL VOLUME- I & II
(MANUAL)**

Brief Write-up on the Document:

It reproduces various provisions of Municipal Acts, Administrative Instructions, and Government Orders relevant to the Municipalities.

Copy of the Manual can be got from:

THE DIRECTOR,
LOCAL ADMINISTRATION DEPARTMENT
21, EVECHE STREET, PONDICHERRY
Telephone:2336469
Fax
Email

Fee chargeable by the Department for a copy of manual: Rs.

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I. Government of India Reference: - (Prized copies)

- (1) Fundamental Rules and Supplementary Rules
(Parts I to V)
Part- I General Rules
Part- II T. A Rules
Part- III – Central Civil Service (Leave) Rules
- (2) Dearness Allowance, Dearness Relief & Exgratia to GPF Beneficiaries
- (3) Part- V – H R A, C C A
- (4) CCS (Pension) Rules
- (5) CCS (Commutation of Pension) Rules
- (6) CCS (Extraordinary Pension) Rules
- (7) Central Government Employees Group Insurance Scheme
- (8) Staff Car Driver Rules
- (9) Medical Attendance Rules
- (10) CCS (C C A) Rules
- (11) CCS (Conduct) Rules
- (12) General Provident Fund Rules
- (13) Leave Travel Concession Rules
- (14) Children Education Allowances
- (15) General Financial Rules
- (16) Delegation of Financial Rules
- (17) Housing Building Advance Rules
- (18) Suspension and Reinstatement
- (19) Overtime Rules
- (20) Contributory Provident Funds Rules
- (21) CCS (Revised) Pay Rules, 1997
- (22) Central Treasury Rules (Volume -.I)
- (23) Re-employment of pensioners – Civilian and Ex-servicemen
- (24) Advances to Central Government Servants
- (25) Central Government Accounts (Receipt and Payment) Rules
- (26) Seniority and Promotion in Central Government service
- (27) Reservation and Concessions for SC/ST & O B C
- (28) Compilation and Confidential Reports
- (29) Uniforms to Group C and D employees
- (30) Manual of Establishment and Administration
- (31) Manual on Disciplinary Proceedings
- (32) CPWD manual.

Souces:-

Swamy Publishers (P) Limited,
236, R.K. Mutt Road,
Post Box No.2468
Raja Annamalaipuram
Chennai – 600 028. Ph: (044) 24938365 Fax (044) 24938363

II. Government of Union Territory of Pondicherry References

- (1) Pondicherry Codes Volume I, II & III (Compilation of Acts)*
- (2) Manual of Office Procedures **
- (3) Functional Filling System **
- (4) Redressal of the Public Grievances**
- (5) Pondicherry Municipalities Act, 1973 @
- (6) Pondicherry Municipal Manual -Vol -I @
- (7) Pondicherry Municipal Manual – Vol-II @

Sources

- (1) Law Department, Pondicherry 8*
- (2) Administrative Reforms Wing, Chief Secretariat Pondicherry**
- (3) Local Administration Department, Pondicherry.@

III Details of records used by the Municipal employees for discharging their functions:

- (1) Register of Service Book
- (2) Register of Periodical increment
- (3) Register of Nomination for Death cum Retirement Gratuity (DCRG)
- (4) Register of Government servants sent to on Deputation etc
- (5) Register of Liveries
- (6) Register of Security Deposit and fidelity bond by the cashier
- (7) Register of Retirement of Government servants
- (8) Register of Bill Received
- (9) Pay Bill Register
- (10) Traveling Allowance bill Register
- (11) Leave Travel Concession Advance Register
- (12) Register of Overtime Allowance
- (13) Medical Reimbursement Register
- (14) Motor Cycle Advance / House Building Advance / Cycle Advance etc Recovery Register
- (15) Bill Drawn Register
- (16) Token Register
- (17) Contingent Audit Register
- (18) Budget Check Register
- (19) Register of Monthly Reconciliation
- (20) Register of Cheques
- (21) Receipt Books
- (22) Cash Books
- (23) Acquaintances
- (24) Register of Valuables
- (25) Chalan Register
- (26) Register of Permanent advance
- (27) Un-disbursed Pay & Allowance Register
- (28) Register of Trunk call charges
- (29) Petrol Indent Register
- (30) Stamp Account Register
- (31) Stock Register for Furniture & Stationeries

- (32) AuditObjectionsRegister
- (33) ConfidentialReportsRegister
- (34) Dispatch / Receipt Register
- (35) Log Book/ for Drivers
- (36) Tender Register.
- (37) MeasurementBooks.
- (38) EMDRegister.
- (39) Work AuditRegister.
- (40) Contractor's Ledger.
- (41) AgreementRegister.
- (42) Grant- in aid Register.
- (43) Loan Register.
- (44) EstimateRegister.
- (45) HindranceRegister.
- (46) NITRegister.
- (47) AssetRegister.
- (48) AssessmentRegister
- (49) AuctionRegister.
- (50) Security Deposit Register.