

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

**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 publications</b>
1.	The Right to Information Act, 2005	How to seek and give information	Govt. of India Act No. 22 of 2005	-
2.	The Delhi RTI Act & Rules, 2001	How to seek and give information	Delhi Act No. 7 of 2001	-
3.	Resolution vide which PGC was set up	Powers and functions of PGC	Resolution No.F.4/14/AR dated 25.9.1997	-

Administrative rules & regulations as followed by GOI are used in the Commission, mutatis mutandis

The Rules, Regulations, Orders under which powers and duties are derived and exercised

Given below is a list of such common Rules, Regulations, Instructions, Manuals, etc. which are in use:

1. Central Civil Services (Leave) Rules, 1972
2. Central Civil Services (Pension) Rules, 1972.
3. Central Civil Services (Commutation of Pension) Rules, 1981
4. Central Govt. Employees' Group Insurance Scheme, 1980
5. Fundamental Rules and Supplementary Rules
6. Central Services (Medical Attendance) Rules, 1944
7. Central Civil Services (Conduct) Rules, 1964
8. General Provident Fund (Central Services) Rules, 1960
9. General Financial Rules, 2017
10. Delegation of Financial Power Rules, 2019
11. Central Civil Services (Revised Pay) Rules, 1997
12. Compendium on Reservations and Concessions for SCs and STs and OBCs, etc.
13. Handbook for Establishment Officers
14. Vigilance Manual (Vol. I & II)
15. Handbook on Recruitment Rules
16. Manual of Office Procedure
17. Manual of Parliamentary Procedure
18. Manual on Establishment & Administration
19. Assured Career Progression Scheme – 1999/Modified Assured Career Progression Scheme - 2008
20. Income Tax Act, 1961 and Rules framed thereunder.
21. The Official Languages Act, 1963.
22. The Right to Information Act, 2005.