

MANUAL-5
RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING
FUNCTIONS
[Section 4 (1) (b)(v)]

Sl. No	Title and nature of the record/ manual/instruction.	List of Rules, regulations, instructions manuals and records	Acts/ Rules manuals etc.
1.	Leave to Govt. employees	CCS (Leave) Rules	Swamy Publications
2.	Code & Conduct of Staff	CCS (Conduct) Rules	Swamy Publications
3.	Disciplinary Rules	CCS (CCA) Rules	Swamy Publications
4.	Day to Day Service Matters	Establishment & Advice Rules	Swamy Publications
5.	Pay Fixation, Accounts Procedures	FR/SR	Swamy Publications
6.	LTC benefit to employees	CCS (LTC) Rules	Swamy Publications
7.	Medical facilities to Govt. Staff	CCS (M.A.) Rules	Swamy Publications
8.	Retirement Pension	CCS (Pension) Rules	Swamy Publications

Transfer policy and transfer order

The transfer of the employees of the institute has been decided by DSEU/DTTE and accordingly the transfer order is also issued by the DSEU/DTTE.