

## **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 publications</b>
1.	Delhi Police Act, 1978.	An act to amend the consolidate the law relating to the regulation of the Police in the Union Territory of Delhi.	Act No.34 of 1978	Government publication
2.	Delhi Police Rules, 1980	Regarding the administration of Delhi Police personnel i.e. from Constable to Inspector (non-gazetted posts). For example, their appointment, recruitment, promotion, confirmation, punishment, appeal and general conditions of services.		-do-
3.	Punjab Police Rules, (Volume 1 to III)	The Punjab Police Rules is a revised and enlarged version of its precursor of 1914. The Punjab Police Rules are the most voluminous and detailed of all the states Police Rules.		-do-
4.	BNS, BNSS, Evidence Act & other Local and Special Laws.	Enactment of Parliament specifying offences, procedure of investigation and trial		-do-
5.	CCS (CCA), (Conduct) , (Leave), (Temp. Service), (Medical Attendance) , (Pension), & (Joining Time) Rules as amended or revised from time to time.	CCS (CCA), (Conduct), (Leave), (Temp. Service), (Medical attendance), (Pension) & Joining Time) Rules, 1972. <b>Existing brief of gist:-</b> Delegation of Financial Powers. <b>Changed brief of gist:-</b> Delegation of financial power to HOD, HOO.		-do-
6.	General Financial Rules.	Financial powers of the Head of Deptt. And Head of offices.		-do-
7.	Delegation of Financial Powers.	General Financial Rules-2017.		-do-
8.	Receipts & Payment Rules.	Regarding receipt and payments.		-do-
9.	FR/SR, TA Rules, 1972	Relating to TA/DA etc.		-do-

10.	FR/SR, LTC Rules.	Central Civil Service (LTC) 1960	-do-
11.	Advances to Govt. Servants.	Relating to advances.	-do-
12.	GPF Rules (Central Civil Service)	Rules relating to General Provident Fund (CCS) Rules, 1960	-do-
13.	Income Tax on salaries	Relating to income tax on salary.	-do-
14.	House Building Advance.	Relating to House Building Advance.	-do-
15.	C.G. Employees Insurance Scheme.	Relating to insurance of the employees. Note :- The amount of CGEIS is being regulated by Min. of Finance through a table being released every year.	-do-
16.	Children Education Allowance.	Education Fee.	-do-

17.	Suspension & Reinstatement.	Allowances of suspended police personnel.		-do-
18	Treasury Rules.	Regarding Treasury.		-do-
19.	Office Procedure.	Ministerial job of offices.		-do-
20	Standing Orders/Circulars of Delhi Police.	Instructions containing procedure to be adopted alongwith amendment in laws/by- laws from time to time.		-do-
21.	Central Government Health Scheme Rules.	Relating to medical treatment of the employees.		-do-
22.	Rules for providing immediate relief to the families of Government Servants who die while in service.	Regarding relief to the family of the deceased.		-do-
23.	Civil Pension (Commutation)Rules, 1972	Reg. Commutation.		-do-
24.	The Press and Registration of Books Act 1959	Empowers Addl.CP/Lic. for accepting Printing Presses and Declaration of Newspapers/Magazine/Journals/pe riodicals		-do-
25.	The Cinematograph Act, 1952 and the Delhi Cinematograph Rules-2008.	Empowers Addl.CP/Lic. for grant of License for Cinema Halls in the sphere of U.T. Delhi.		-do-
26.	The Poison Act, 1919 & Delhi Poison Rules -1973.	Empowers Addl.CP/Lic. for issuing Licenses for keeping/storing poison.		-do-
27.	Arms Act, 1959	Empowers Addl.CP/Lic. to grant Licenses for possession/acquisition for NPB weapons in the U.T. of Delhi.		-do-
28.	The Petroleum Rules-2004 & Petroleum Act-1934.	Empowers Addl.CP Lic. to grant licenses for storage of Petroleum Class-A(not exceeding 300 Ltrs.) And Petroleum Class-B (not exceeding 25,000 ltrs.)		-do-
29.	Gas Cylinder Rules-2004	Empowers Addl.CP Lic. For issuing License/NOC for CNG station/Facility.		-do-
30.	Explosives Act,1884 Explosives Rules-2008	Empowers Addl.CP Lic. for issuing License/NOC for Firework License		-do-
31.	The Static & Mobile Pressure vessels (unfired) Rules-1981	Empowers Addl.CP Lic. for issuing NOC for LPG License		
32.	Regulations for keeping places of public amusement in the UT of Delhi.	Empowers Addl.CP Lic. for issuing License for performance public amusement.		-do-
33.	Delhi Eating Houses	Empowers Addl. CP Lic.. for the		-do-

	Registration Regulations 1980-	registration of Licensing for Eating Houses.		
34.	The Regulations for Licensing and Controlling of Places of Public amusement (other than Cinemas) and performance for Public Amusement 1980.	Empowers Addl. CP/Lic. for licensing and controlling place of public Amusement (other than Cinemas) and performance for Amusement in the sphere of U.T. of Delhi.		-do-
35	The Union Territory of Delhi of Swimming Pools (Licensing & Controlling Regulations, 1980).	Empowers Addl.CP/Lic. for Licensing & Controlling Swimming Pools in the sphere of U.T. of Delhi.		-do-
36.	The Immoral Traffic (Prevention) Act-1956	Enactment of Parliament specifying offences, procedure of investigation and trial (Section 3,7,8)		-do-
37	Delhi Public Gambling Act-1955	Enactment of Parliament specifying offences, procedure of investigation and trial ( Sec. 3, 4 & 15)		-do-
38.	The NDPS Act, 1985	Enactment of Parliament specifying offences, procedure of investigation and trial ( Sec. 31 & 31-A)		-do-
39.	Motor vehicle Act-1988	Enactment of Parliament to consolidate and amend the law relating to motor vehicle in India.	Act No. 59 of 1988	-do-

		192-A, 193 & 195)		
40.	The Prevention of cruelty to animals Act-1960	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 11 )		-do-
41.	The Provision of Food Adulteration Act-1954	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 16 )		-do-
42	The Railways Act, 1989	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 150 )		-do-
43.	The Post Office Act-1898	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 58 & 59 )		-do-
44.	The Stage Carriages Act,1861	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 7 & 8)		-do-
45.	Indian Telegraph Act-1885	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec.5 (B)		-do-
46.	The Wild life (Protection) Act-1972	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec.51 )		-do-
47.	The Cotton Transport Act-1923	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 6)		-do-
48.	The Lepers Act-1989	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 10)		-do-
49.	The Destructive Insects and Pests Act - 1914	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec.5-A)		-do-
50	Medical Degree Act-1916	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec 6 )		-do-
51	The Metal Tokens Act-1889	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 4)		-do-
52.	The Mines and Minerals (Regulation and Development) Act-1957	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 21)		-do-
53	The patents Act-1970	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 128 )		-do-
54	Northern India Ferries Act - 1878	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec.26)		-do-
	Bombay Prevention of	Enactment of Parliament		

55	Begging Act- 1959	specifying offences, procedure of investigation and trial (Sec. 5)		-do-
56.	The Standards of Weights and Measures (Enforcement) Act-1985	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 36 to 42 & 44 to 52 & 56, 61)		-do-
57.	The Protection of Civil Rights Act- 1955	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 11)		-do-
58.	The forward Contract Control( Regulation) Act- 1952	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 20 & 21)		-do-
59.	The Indecent Re-Presentations of Women (Prohibition) Act-1986	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec.6)		-do-
60.	The copy Right Act-1957	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 63-A)		-do-
61.	The Trade Mark Act-1999	Enactment of Parliament specifying offences, procedure of investigation and trial (Sec. 115 )		-do-