

Section 4(1)(b)(v)- Rules, Regulations, Instructions, Manuals and Records Held or Used for Discharging Functions:

The Manual of Office Procedure issued by the Chief Secretariat, Department of Personnel and Administrative Reforms, Puducherry is available at <https://dpar.py.gov.in/Archives/Office%20Manual%20-%20FULL%20BOOK.pdf>

The Recruitment rules of various posts under the cadre control of Department of Personnel and Administrative Reforms (Personnel Wing) is available at <https://dpar.py.gov.in/RR/RR.htm>

The Puducherry Civil Service Rules, 2025 is applicable for PCS officers. The I.A.S. / I.P.S. / I.F.S. officers are governed by the All India Service Rules and other DoPT / MHA orders issued from time to time.

In addition the officers and employees are governed by the following Rules, Regulations, Instructions, Manual etc., for discharging the functions:

I. Service Rules & Conduct

1. Central Civil Services (Fundamental Rules and Supplementary Rules)
2. Central Civil Services (Temporary Service) Rules, 1965
3. Central Civil Services (Classification, Control and Appeal) Rules, 1965
4. Central Civil Services (Conduct) Rules, 1964
5. Manual on Establishment and Administration

II. Leave, Travel & Medical Rules

6. Central Civil Services (Leave) Rules, 1972
7. Central Civil Services (Leave Travel Concession) Rules, 1988
8. Central Services (Medical Attendance) Rules, 1944
9. Central Civil Services (Educational Assistance) Orders, 1988

III. Pension, Provident Fund & Insurance

10. Central Civil Services (Pension) Rules, 1972
11. Central Civil Services (Extraordinary Pension) Rules

12. General Provident Fund (Central Services) Rules, 1960
13. Orders on Dearness Allowance, Dearness Relief, and Ex-Gratia for GPF Beneficiaries
14. National Pension System (NPS)
15. Central Government Employees Group Insurance Scheme, 1980

IV. Pay, Advances & Allowances

16. Central Civil Services (Revised Pay) Rules, 2008 (include reference to 2016 update for 7th CPC)
 17. Orders on Uniforms for Group 'C' and Group 'D' Employees
 18. Travelling Allowance (TA) Rules
 19. Overtime Allowance Rules
 20. House Building Advance Rules
 21. Compendium of Rules on Advances to Government Servants
 22. Income Tax Rules Relating to Salaries
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V. Financial Administration

23. General Financial Rules, 2017
 24. Delegation of Financial Powers Rules, 1978
 25. Government Accounting Rules, 1990
 26. Civil Accounts Manual (Volume I & II)
 27. Pay and Accounts Office (PAO) Manual
 28. Central Government Account (Receipts and Payments) Rules, 1983
 29. Treasury Rules of the Central Government
 30. Suspense Manual
 31. Accounting Rules for Treasuries, 1992
 32. Account Code for Accountants General
 33. List of Major and Minor Heads of Account of Union and States (Vol I & II)
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VI. CPWD & Infrastructure-Related Manuals

34. CPWD Manual (Volume I & II)
 35. CPWD Works Manual ('A' Code)
 36. CPWD Accounts Manual ('D' Code)
 37. Rules on Allotment and Licence Fee of Government Residences
 38. Staff Car Rules
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The above records are available in the open market.