

Chapter - 4 (Manual - 3)

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

Rules, Regulations, Instruction, Manual and Records and Discharging of Functions by the Officers/ Employees are contained in the following reference books of the Punjab Government:-

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4.1 (1)

Name/title: Chief Secretary Manual of Instructions (Vol.I to IV)

Type of document **Instructions**

Brief Write up on the Document

Pertains to General instructions issued by Punjab Govt. from time to time in respect of Estt. Matters

From where one can get a copy of rules, regulations, instructions, manual of records.

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

As specified in the rules

4.1 (2)

Name/title: Punjab Civil Services Rules Volume: I (Part-I, Part-II) & Punjab Civil Services Rules Volume: II and III

Type of document Rules

Brief Write up on the Document :- Deals with pay, leaves, dismissal removal and suspension, joining time Foreign services, Punjab CSR Vol.I Part-1 Deputation out of India, Record of Service etc.

Punjab CSR Vol.I Part-II Pertains to Index to Appendix in respect of CSR Vol.I Part-I.

Punjab CSR Vol. II Pertains to rules regarding GPF and Pension of employees.

Punjab CSR Vol.III Pertains to rules regarding Traveling Allowances.

From where one can get a copy of rules, regulations, instructions, manual of records.

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any) As specified in the rules.

4.1 (3)

Name/title: Punjab Financial Rules Vol.I

Type of document Rules

Brief Write up on the Document: -
of

Pertains to all Financial matters,
handling of Cash and recording
transaction connected therewith,
payments, control over account, inter
Govt. and inter Deptt transactions,
Revenue receipts, Rules regarding pay
allowances and pension, contingencies
Stores, work Budget and powering
sanction etc.

From where one can get a copy of
rules, regulations, instructions,
manual of records.

Fee charged by the department for a
copy of rules regulations, instructions,
Manual and records (if any)

As specified in the rules.

4.1 (4)

Name/title of Departmental Financial Rules

Type of document Rules

Brief Write up on the Document: -

Pertains to Financial powers of Head of Departments and others subordinate offices regarding works

From where one can get a copy of rules, regulations, instructions, manual of records.

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

As specified in the rules.

4.1 (5)

Name/title of **P.W.D. Code with Appendices**

Type of document **Rules**

Brief Write up on the Document: -

Pertains to Rules regarding Estt. works, Public buildings, Misc.rules regarding Office work buildings, Accounts Procedures, power of sanction of Punjab Govt.in P.W.D. and authorities subordinate to it and also Appendices.

From where one can get a copy of rules, regulations, instructions, manual of records.

Fee charged by the department for a copy of rules regulations, instructions, Manual and Records if any.

As specified in the rules.

4.1 (6)

Name/title of **Manual of orders of P.W.D.**

Type of document **Regulations**

Brief Write up on the Document: -

Pertains to Departmental Organization, Office Management and Procedure, Office requirements, Establishment, personal matter and General duty and powers of Departmental Officers, Design and Estimate for works contract and agreement, execution of works, Public buildings, Accounts and Budget and other important returns etc.

From where one can get a copy of rules, regulations, instructions, manual of records.

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

As specified in the rules.

4.1 (7)

Name/title of **Punjab Civil Services (Punishment and Appeal) Rules 1970**

Type of document **Rules**

Brief Write up on the Document: -

Deals with cases of disciplinary action against Punjab Govt. employees

From where one can get a copy of rules, regulations, instructions, manual of records.

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

As specified in the rules.

4.1 (8)

Name/title of **Punjab Public Works Deptt. (Public Health Circle) State Service, Class-III Rules, 1983**

Type of document **Rules**

Brief Write up on the Document: -

Pertains to Class-III Non Gazetted Clerical Establishment
It deals with Establishment matters, appointments terms and conditions etc.

From where one can get a copy of rules, regulations, instructions, manual of records.

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

As specified in the rules.

4.1 (9)

Name/title of **Punjab Department of Public Works (Public Health Branch)**
Draftsman & Tracers (Class-III) Service Rules, 1988

Type of document **Rules**

Brief Write up on the Document: -

Pertains to Class-III Non Gazetted Estt. Drawing (Circle Head Draftsman, Head Draftsman, Draftsman and Junior Draftsman) It deals with Estt. matters, appointments terms and conditions etc.

From where one can get a copy of rules, regulations, instructions, manualof records.

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

As specified in the rules.

4.1 (10)

Name/title of **Punjab Department of Public Works Junior Engineers (Public Health Branch) Class-III, Service Rules 1991**

Type of document **Rules**

Brief Write up on the Document: -

Pertains to Class-III Establishment (Non Gazetted) (Junior Engineers) in the felid offices, regarding appointments and other terms and conditions etc.

From where one can get a copy of rules, regulations, instructions, manual of records.

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

As specified in the rules.

4.1 (11)

Name/title of **Punjab Department of Public Works, Public Health Branch,
Chief Engineer's Office (Class-II) Service Rules 1988.**

Type of document **Rules**

Brief Write up on the Document: -

Pertains to Class-II Gazetted Estt. (Superintendent/Registrar)in the Office of Chief Engineer Punjab Water Supply and Sanitation Deptt., regarding appointments and other terms and conditions etc.

From where one can get a copy of rules, regulations, instructions, manual of records.

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

As specified in the rules.

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Name/title : Manual of Order of the Public Works Department, Building and Roads Branch,
Punjab (Revised 1962).

Type of document **Instructions**

Brief Write up on the Document :-

Procedure for sanctioning Estimate,
Tenders, Rent cases and other
proceedings regarding

From where one can get a copy of rules,
regulations, instructions, manual of
records.

Fee charged by the department for a
copy of rules regulations, instructions,
Manual and records (if any)

Cost as notified by the Punjab
Government

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4.1 (13)

Name/title : Common Schedule of Rates (revised) 1987. Issued by Chief Engineer, PWD, B&R Branch, Patiala.

Type of document **Instructions**

Brief Write up on the Document :-

Rates for various items of works being carried out by PWD (B&R) and Water Supply & Sanitation Department
Chief Engineer, PWD B&R, Patiala

From where one can get a copy of rules, regulations, instructions, manual of records.

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

As prescribed by Chief Engineer, PWD B&R, Patiala.

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4.1 (14)

Name/title : Confidential Schedule of Rates, 1987. Issued by Chief Engineer, PWD, B&R Branch, Patiala.

Type of document **Instructions**

Brief Write up on the Document :-

Detailed analysis of rates for each item provided in common schedules of rates.

From where one can get a copy of rules, regulations, instructions, manual of records.

Chief Engineer, PWD B&R, Patiala

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

As prescribed by Chief Engineer, PWD B&R, Patiala.

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4.1 (15)

Name/title : Manual of Water Supply & Treatment Third Edition - Revised and updated, May 1999 (issued by Central Public Health and Environmental Engineering organization, Ministry of Urban Development, New Delhi.

Type of document **Instructions**

Brief Write up on the Document :-

Planning, Designing of water Supply schemes disinfection, specifications/ type of pipe to be used.

From where one can get a copy of rules, regulations, instructions, manual of records.

Central Public Health and Environmental Engineering organization Ministry of Urban Development, New Delhi (urbanindia.nic.in) or Jain Book Centre C-9 Canaught Place, New Delhi-1.

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

250/-

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4.1 (16)

Name/title : Manual of Sewerage and Sewage Treatment and (Issued by CPHEEO, Ministry of Urban Development, New Delhi) December 1993.

Type of document **Instructions**

Brief Write up on the Document :-

Planning, Designing of water Supply schemes disinfection, specifications/ type of pipe to be used sewerage system disposal and treatment

From where one can get a copy of rules, regulations, instructions, manual of records.

Central Public Health and Environmental Engineering organization Ministry of Urban Development, New Delhi (urbanindia.nic.in) or Jain Book Centre C-9 Canaught Place, New Delhi-1.

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

250/-

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4.1 (17)

Name/title : ISI code for Reinforce of cement Concrete, Steel, Water Retaining structure, Machinery, Stainless steel wire wound Strainer, PVC pipes and Specials MS Pipe, GI pipe and Specials, CI pipe and specials, CID joints, AC Pressure pipes and AC couplings, Earthquake, Resistant Buildings and overhead structures, Drilling and Installation of Tubewells.

Type of document **Instructions**

Brief Write up on the Document :-

Specifications for various types of materials being used by the department.

From where one can get a copy of rules, regulations, instructions, manual of records.

Bureau of Indian Standard Sector-34, Chandigarh

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

Fees as prescribed by Bureau of Indian Standards

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4.1 (18)

Name/title : | PWD Specifications year 1965

Type of document **Instructions**

Brief Write up on the Document :-

Specification for various items of execution of works

From where one can get a copy of rules, regulations, instructions, manual of records.

Fee charged by the department for a copy of rules regulations, instructions, Manual and records (if any)

As prescribed by Punjab Govt.