

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 function available with the public authority for the smooth discharge of its functions.

LIGHT OF REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS

<i>Sl. No</i>	<i>Name of the Act, rules, regulations etc.</i>	<i>Brief gist of the contents</i>	<i>Reference No, if any</i>	<i>Price in case of priced publications.</i>
01	As per Nizarat manual	Maintenance of Cash Book	-	-
02	As per guide lines (Book let) issued by Head Office, OSFDC Ltd. BBSR	Follow up different schemes	-	-