

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, regulations, rules etc.</i>	<i>Brief gist of the contents</i>	<i>Reference No. if any</i>	<i>Price in case of priced publications</i>
1.	Nizarat Mannual	Functioning of Nizarat Section		
2.	OGFR-I	Procedure for transaction of Govt. Money		
3.	OTC-II	Procedure for preparation of bills and drawal and disbursement of Govt. Money.		
4.	M.V. Act	Condemnation of Govt. Vehicle through public auction and correspondence thereof.		

<i>Sl. No</i>	<i>Category of Requisition</i>	<i>Rate for 1 Hour to 20 Hours (*)</i>			
		<i>Suit Charge</i>	<i>A/c Charge</i>	<i>User fee</i>	<i>Total</i>
1.	Entitled persons	20.00	30.00	10.00	60.00
2.	Non-Entitled persons	125.00	30.00	10.00	165.00
3.	Entitled persons for private purpose	60.00	30.00	10.00	100.00
4.	Ex-MP/MLA	60.00	30.00	10.00	100.00

(*) Rate fixed as per Resolution No. 8867/R dtd. 03.03.2004.

Rate chart for Reservation of Collectorate Conference hall.

Within 4 Hour :- Rs. 500-00

Above 4 Hour :- Rs.1000-00