

**OFFICE OF THE MEDICAL SUPERINTENDENT
ATTAR SAIN JAIN EYE & GENERAL HOSPITAL,
LAWRENCE ROAD INDL. AREA,
NEW DELHI – 110015.**

MANUAL - 5

Rules, Regulation, Instructions, Manual and Records for discharging functions
(Section 4 (1) (b) (iv))

List of Regulation, Instructions, Manual and Records

S. No.	Name of the act, rules regulations etc.	Brief list of the contents	Reference No. if any
1.	CCS (CCA) Rules	For disciplinary control over staff	CCS (CCA) Rules, 1965
2.	Medical Attendance Rules	Control medical facilities of staff	CS (MA) Rules, 1944
3.	FR & SR Rules (Part –I)	Control financial expenditure of Government	FR & SR, 1922
4.	FR & SR Rules (Part –II)	Control financial expenditure of Government	FR & SR, 1922
5.	FR & SR Rules (Part – III)	Leave Rules	FR & SR, 1922
6.	FR & SR Rules (Part – IV)	DA, HRA & CCA	FR & SR, 1922
7.	FR & SR Rules (Part – V)	HRA & CCA	FR & SR, 1922
8.	General Provident Fund	Controls contributions, advance & withdrawal	GPF (Central Services) Rules, 1960
9.	L.T.C.	Disposal of LTC Cases	CCS (LTC) Rules, 1988
10.	O.T Allowance	Regulates payment for overtime work	
11.	Group Insurance Scheme	Covers rules for employee insurance	CGE GIS, 1980
12.	Children's Education Assistance	Provides assistance for children education	
13.	CCS (Pension) Rules	Governs Payment of pension	CCS (Pension) Rules, 2021
14.	MCI Rules	Registration of Doctors	
15.	PC PNDT Act	Prevention of Pre- natal Sex Determination	
16.	Biomedical Waste (Management and Handling) Rules, 1996	Disposal of Biomedical Waste	
17.	Delhi RTI Act,	To provide information to public	
18.	RTI Act 2005	- do -	
19.	Delhi Prohibition of Smoking and Non-Smokers Health Protection Act, 1996	To motivate the public not to smoke.	
20.	Circular/Information	For public and staff members regarding betterment of services and directions are issued from time to time and are made available on Notice Board.	
21.	Birth & Death Certificate	Information regarding Birth & Death are sent to MCD on line.	