

## **CHAPTER 4**

### **RULES, REGULATION, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS**

4.1 The Acts, rules, regulations, manuals, records, etc., used by the employees of the Ministry in the discharge of their functions consist of those relating, in particular, to the work of the Ministry as well as those issued by the Cabinet Secretariat, Department of Personnel & Training, Department of Administrative Reforms & Public Grievances, Ministry of Finance, Ministry of Urban Development, etc., from time to time.

4.2 A list (though not exhaustive) of important Acts, rules, regulations, instructions, manuals and records held by the Ministry of Minority Affairs and used by its employees for discharging their functions, is given below:

1. Constitution of India.
2. Government of India (Allocation of Business) Rules, 1961
3. Government of India (Transaction of Business) Rules, 1961
4. Authentication (Orders & Other Instruments) Rules.
5. Procedure in regard to submission of cases to the Cabinet and its Committees, issued by the Cabinet Secretariat.
6. Official Languages Act and Rules & instructions issued thereunder.
7. Rules of Procedure and Conduct of Business in Lok Sabha and Rajya Sabha.
8. Directions by the Speaker under the Rules of Procedure and Conduct of Business in Lok Sabha.
10. Directions by the Chairman, Rajya Sabha under the Rules of Procedure and Conduct of Business in Rajya Sabha.
11. Procedure to be followed by Ministries in connection with Parliamentary Work, issued by the Ministry of Parliamentary Affairs.
12. Departmental Security Instructions issued by the Ministry of Home Affairs.
13. General instructions issued by the Institute of Secretariat Training & Management.
14. Channels of Communication between the Government of India and State Governments, on the one hand, and Foreign and Commonwealth Governments or their Missions in India, Heads of Indian Diplomatic Missions and Posts abroad and the United Nations and its specialised Agencies, on the other, issued by the Ministry of External Affairs.
15. Standardised Functional File Index including file numbering system relating to establishment, finance, budget and accounts, office supplies and services and other house keeping jobs common to all Departments, issued by the Department of Administrative Reforms & Public Grievances.

16. Schedule of periods of retention for records common to all Departments issued by the Department of Administrative Reforms & Public Grievances.
17. Manual for Handling Parliamentary Work in Ministries.
18. Central Secretariat Manual of Office Procedure
19. Central Civil Services (Leave) Rules.
20. Central Civil Services (Pension) Rules.
21. Central Civil Services (Conduct) Rules
22. Central Civil Services (Classification, Control and Application) Rules
23. Fundamental and Supplementary Rules
24. Delegation of Financial Powers Rules
25. General Financial Rules
26. Leave Travel Concession (LTC) Rules
27. General Provident Fund (GPF) Rules

4.3 Besides the above, the Ministry is the administrative Ministry for the following Acts.

1. The National Commission for Minorities Act, 1992
2. The Wakf Act, 1995
3. The Durgah Khwaja Saheb Act, 1955