

Right to Information Act, 2005

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THE RULES, REGULATIONS, MANUALS AND
RECORDS, HELD BY IT OR UNDER ITS CONTROL
OR USED BY ITS EMPLOYEES FOR DISCHARGING
ITS FUNCTIONS



GOVERNMENT OF ASSAM
ASSAM PUBLIC HEALTH ENGINEERING DEPARTMENT

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The following rules, regulations, instructions, manuals and records are used by the departments:

1. Assam Rules of Executive Business
2. Manual of Office Procedure, Secretariat, 1981
3. Assam Fundamental Rules and Subsidiary Rules
4. Assam Financial Rules
5. Treasury Rules and Subsidiary Orders
6. Delegation of Financial Powers Rules, 2000
7. Assam Contingency Manual
8. Assam Services (Pension) Rules, 1969
9. Assam Services (Discipline and Appeal) Rules, 1964
10. Hand Book of General Circular (A to Y)
11. Revision of Pay Rule, 1998
12. Finance Department Notification and Office Memorandum
13. Assam Services (GPF) Rules
14. Assam S.C. & S. T. (Reservation of vacancies and post) Act & Rules, 1978
15. Assam Services Group Insurance Scheme, 1983
16. Assam Public Service omission Regulation
17. Accounts Code Volume I
18. Public Works Department Code
19. Travelling Allowance Rules
20. Budget Manual of the Govt. of Assam
21. APHE Schedule of Rates
22. APWD Schedule of Rates for Buildings
23. APWD Schedule of Rates for Roads, Culverts and Bridges
24. Drawings, design and sanctioned estimates
25. Tender documents
26. Works orders
27. Measurement Books

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28. Bills and vouchers of the executed works, cash book, receipt book, cheque book.
29. Records of executed works, contractor's ledger, stock register, T & P register, register of works, office furniture & fittings records.
30. Schemes register
31. Audit inspection report from A.G., audit notes, audit observation, replies etc. framed by the department, public accounts committees observations, finding if any.
32. Books of accounts, file of monthly accounts viz. site A/c Numerical A/c, T & P A/c, stock A/c etc.
33. Revenue / tax collected deducted.
34. Minutes and records of meeting of department
35. MB movement register, bill register
36. Departmental establishment records / personal file of employees / annual confidential reports / court cases / monthly salary & wages records & files / annual increment file etc.
37. Destruction of office records files as per rules.

In addition to the above, the following guidelines prepared by Department of Drinking Water Supply, Ministry of Rural Development, Govt. of India are used by the department:

1. Revised Guidelines on Sub-Mission on Water Quality
2. Guidelines for National Rural Water Quality Monitoring & Surveillance Programme
3. ARWSP / NRDWP Guidelines
4. Swajaldhara Guidelines
5. Guidelines on Central Rural Sanitation Programme, Total Sanitation Campaign
6. Policy Guidelines on Research and Development for Rural Water Supply and Sanitation Sector

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7. Guideline on Computerisation and Management Information System (MIS)
8. Guidelines on Communication and Capacity Development in Rural Water Supply and Sanitation Sector
9. Guidelines on Key Resource Centres
10. Guidelines for Implementation of Schemes and Projects on Sustainability under ARWSP (NRDWP) & PMGY- Rural Drinking Water
11. Executive Guidelines for Implementation of Water Testing Laboratories
12. OperatioNal Manual for Water Quality Testing Laboratories