

**Section 4(1)(b)(v)**

**1.5 Rules, regulations, instructions, manual and records for discharging functions [Section 4(1)(b)(v)]**

**i) Title and nature of the record/manual / instruction**

The various files, documents/ record at ICAR-CIPHET are maintained by relevant sections along with the references and correspondence.

**ii) List of rules, regulations, instructions manuals and records**

- ❖ Rules and Bye-laws of the ICAR Society
- ❖ ARS Rules & TSR Rules
- ❖ Manual of Office Procedure
- ❖ Audit Manual of ICAR
- ❖ Establishment & Administration Manual
- ❖ Fundamental Rules & Supplementary Rules (General Rules)
- ❖ Fundamental Rules & Supplementary Rules (Traveling Allowance Rules)
- ❖ Fundamental Rules & Supplementary Rules (Leave Rules)
- ❖ General Financial Rules
- ❖ Delegation of Financial Powers Rules
- ❖ Pension Rules
- ❖ Seniority & Promotion Rules
- ❖ Conduct Rules
- ❖ House Allotment Rules
- ❖ CCS (CCA) Rules
- ❖ Instructions, guidelines etc. issued by the Department of Personnel & Training, Ministry of Finance etc. from time to time.
- ❖ Delegation of Powers
- ❖ Handbook on Technical Service Rules
- ❖ Recruitment Rules framed for different posts in ICAR/ASRB
- ❖ ACRs / Assessment Reports of employees

**iii) Acts/Rules manuals etc.**

ICAR's Acts/Rules manuals followed by this Institute, which are time to time updated on ICAR's website.

**iv) Transfer policy and transfer orders:** Attached in the 'Transfer policy and transfer orders' Tab in the MANDATORY DISCLOSURE UNDER SECTION 4(1)(B) OF THE RTI ACT.