

## **CHAPTER – 4 (Manual – 3)**

### **Rules, Regulations, instructions, Manual and record for discharging functions.**

Sl. No.	Name title of the document	Type of document	Brief write-up the document	From where are get a copy of rule, regulation, instruction, manual & records.	Address telephone no. FAX, e-mail and others	Free charge
1.	Pay Roll	A Class	1. S.I.S. and staff 2. O.B., UGME T.O. MEs. 3. Ex-DNK Pry, Ex-DNK ME, GIA, Cash Records	Act-III Sec. Act-I Sec. Act-II Sec.	DIS	As per instruction of RTI rule and act 2005
2.	Service Book	A Class	1. S.I.S., O.B. Teacher and Office Staff 2. H.M. of UGMEs T.O. MEs 3. H.M. of Ex-DNK, MEs.,GIA 4.Ex-D.N.K. Primary Schools	Estt. Sec.  Sec-Sec.  Primary Section Esst Section	DIS	
3.	Court Cases	A Class	All SIS, Staffs & OB Trs. Pry. Trs. M.E. Trs.	Estt.-Sec. Primary Sec. Secondary Sec.	DIS	
4.	Pension Cases	B Class	All SIS, Staff, Trs.	Pry Sec.	DIS	
5.	Rehabilitation Cases	B Class	All SIS, Staff, OB Trs. Pry. Trs. M.E. Trs.	Estt. Sec. Pry Sec. Secondary Sec.	DIS	
6.	Appointment & transfer posting Gradation of HM/SIS/Trs. Etc.	B Class	All SIS, H.M., Trs	Pry Sec.	DIS	
7.	Examination	B Class	Description rol of UP, LP, Scholarship examination ME Common Examination	Examination Section	DIS	
8.	Misc. Corr.	C Class	1. all types of meeting 2. Collection of information 3. Assembly question 4. A.I.S.E.S. 5. Permission and Recognition of private School. 6. Sports & Game 7. JRC / Scouts 8. Science Exhibition 9. Building on School Edn. 10. census	Statistic Sec      Misc. sec	DIS	DIS (M)

			11. Election 12. State Level Conference 10. Allegation of enquiry.	Establishment Sec. Primary Sec.		
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