MANUALS and BOOKS REFERRED

Since it is purely Central Government organisation under Dept. of Animal Husbandry, Dairying and Fisheries, Ministry of Agriculture and Farmer's Welfare, this organisation follows the Rules and Regulations as prescribed by the Central Government under Central Civil Services Service Conduct Rules.

The Manuals and Rules that referred for completing the day-to-day tasks by the Administration and Finance Sections are given below:

S. No.	Manual / Book	Custodian
1	Establishment and Administration – for Central Government Offices	Administration / Establishment
2	Hand Book for Central Government Staff	
3	Central Civil Services – for Leave Travel Concession	
4	Fundamental Rules and Supplementary Rules – for Leave Rules	
5	Fundamental Rules and Supplementary Rules – for General Rules	
6	Central Civil Services Revised Pay Rules – for pay Commission	
7	Seventh Pay Commission Report – Recommendations Except Pension	
8	CCS Conduct Rules	
9	General Financial Rules – for advances	
10	Pension Compilation – Incorporation CCS Pension Rules	
11	Office Procedures	
12	Group Insurance Schemes for Central Government Employees	
13	Reservations and Concessions – SC/ST/OBC/Ex-Servicemen, Sportsmen, Compassionate Appointments & Physically Handicapped	
14	Compendium of Orders under CGHS – for Medical reimbursement	Accounts / Finance
15	Income Tax on Salaries – for Income Tax Calculations	
16	TA Rules Made Easy – for Travelling Allowance claims	
17	House Building Advance Rules – for HBA	
18	Leave Travel Concession Rules – for LTC	
19	General Financial Rules – for financial powers	
20	Fundamental Rules & Supplementary Rules – for Travelling Allowances	
21	Receipts & Payment Rules (Central Government Account)	
22	Children Education Allowances – for Children Education allowance	
23	Medical Attendance Rules – for Medical & AMA	
24	General Provident Fund Rules – for GPF	
25	Direct Taxes – Ready Reckoner – as reference for Tax calculations	
26	Vessels Service Manuals	Planning & Development
27	Marine Engineering Manuals	