

## **CHAPTER-IV**

### **NORMS SET BY THE OFFICE FOR DISCHARGE OF ITS FUNCTIONS**

The Ministry follows the procedure prescribed by the Government from time to time as well as those prescribed under different manuals, rules like Fundamental Rules(FRs) and Supplementary Rules(SRs), delegation of Financial Powers and Rules (DFPRs), General Financial Rules ( GFR), CCS (CCA) Rules, Central Civil Service (CCS) (Conduct) Rules, etc. Some of the commonly used ones include :-

1. All India Services Rules, etc.
2. Fundamental Rules and Supplementary Rules (FR & SR)
3. Central Civil Services Conduct Rules, 1964
4. Central Civil Services (Pension Rules), 1972
5. Central Services (Medical Attendance) Rules, 1944
6. Central Civil Services leave Rules, 1972
7. Central Civil Services Leave Travel Concession rules
8. Staff Car Rules

The financial business of the Ministry are executed as per the Financial Rules including the following:-

1. General Financial Rules 2017 as amended from time to time
2. Delegation of Financial Power Rules, 2024 as amended from time to time.
3. Fiscal Responsibility and Budget Management Act and rules made thereunder.

The instructions made by the Government from time to time also govern the financial business.