

## MANUAL -5

### RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS

(Section 4(I)(b)(v))

Prepare a list of rules, regulation, instructions, manuals and records for discharging Functions available with the public authority for the smooth discharge of its functions.

List of regulations, instructions, manuals and records

Sl. No.	Name of the act, rules regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1	Orissa Service Code	Condition of Service and financial impact of Govt. Servants		
2	O.C.S. (C.C.A) Rules 1962	Disciplinary proceedings/ suspension.		
3	O.C.S. Govt. Servant conduct Rule 1959	Conduct Rules relating to H.M.Os and Inspector of Homoeopathy.		
4	Orissa Travelling Allownces Rules	T.A. claim of Inspector of Homoeopathy		
5	Orissa Reservation of vacancies Act 1975 (post and services) and Rules 1976 thereon	Rules relating to reservation of posts of H.M.O. for different categories such as UR/SEBC/SC/ST		
6	O.G.F.R. Vol.I & II	Rules governing financial transaction of Inspectors of Homoeopathy/H.M.Os and Financial aspect thereto.		
7	Orissa Service manual Vol. I & II			
8	The Orissa G.P.F. Rules	Sanction of G.P.F. Advance		
9	Promotion to the post of Inspector of Homoeopathy/C.M.O.	Proposal sent to Govt. in Health and Family Welfare Department for convening of D..P.C. at there level		
10	G.A. Deptt. Notification No.20925/Gen.dt. 1.7.2002 and H & F.W. Deptt. Resolution No.44348/H, dt. 27.12.02	Creation for selection to the post of H.M.O.		

	and readwith 17495/H,dt. 4.6.2005			
11	Letter No.7053/H,dt. 19.2.92 Fixation of eligibility criteria for the post of specialist in Kayachikitsa (Class-II Gazetted).	Criteria for promotion to the post of specialist.		
12	Letter No.16152/H,dt.30.4.98 O.A.No.470/95, Dr. Pancha- nan Satua- Versus-State of Orissa and others fixation of qualification for the post of specialist(Panchakarma)	Qualification for the post of specialist (Panchakarma)		
13	Letter No.3653/H, dt.27.1.2000 filling up of the post of specialist in salakyatantra(Class-II Gazetted Rank) in Govt. Ayurvedic Hospital, Bhubneswar	Criteria for filling up of the post of specialist in Shalakyatantra.		
14	Resolution No.2351/H, dt.24.1.90 Refixation of criteria for Inspector of Ayurveda/ Dy. Supdt of govt. Ayurvedic Hospital, Supdt. Of Govt. Ayurveda Pharmacy and other Class-II supervisory posts in Ayurvedic Periphery service by way of promotion.	Criteria for filling up the posts of Inspector of Ayurveda by Supdt. And Supdt. Govt. Ayurveda/ Homoeopathy.		
15	Resolution No.44348/H, dt.27.12.02 preparation of Syllabus and pattern of examination for the post of Ayurvedic Medical Officer and Homoeopathic Medical Officer	Syllabus and pattern of examination for the post of A.M.O. and H.M.O.		
16	Resolution No.17495/H,dt.4.6.03	-do-		

	Modification of Resolution No.44348/H,dt. 27.12.2002			
17	Resolution No.9746/H, dt.25.4.05 Refixation of norms for selection of Deputy Director of Indian Medicines (Group-A)	Norms for selection of Deputy Director (IM)		
18	Resolution No.28309,dt.26.12.08 entry level for Ayurvedic Medical Officer, Homoeopathic Medical Officers and Unani Medical Officers would be in Group-B carrying the pre-revised scale of Rs.6500-200-10500/- and all the regular posts of Ayurvedic Medical Officers, Homoeopathic Medical Officers and Unani Medical Officers having pre-revised scale of pay of Rs.5500-175-9000/- will stand upgradated to the level of Group-B in the pre-revised scale of pay of Rs.6500-200-10500/-P.M.	Up gradation to Group-B posts		
19	Letter No.25339/H,dt.30.7.90 fixation of eligibility criteria for recruitment to the teaching post in Govt. Ayurvedic colleges in the State	Criteria for promotion to the post of Reader, Lecturer and recruitment of Demonstrator.		
20	Letter No.294454/H,dt. 14.8.91 fixation of eligibility criteria for promotion to the post of Professor in Govt. Ayurvedic Colleges in the state.	Criteria for promotion to the post of Professor.		
21	Letter	Criteria for promotion to		

	No.3007/H,d.29.1.93 fixation of eligibility criteria for promotion to the post of Principal in govt. Ayurvedic Colleges in the state.	the post of Principal.		
22	Letter No.16289/H,d. 9.7.08 Enhancement of Rate of stipend of the House Surgeon of Govt. Ayurvedic and Homoeopathic Colleges of the State.	Payment of stipend to House surgeons of Ayurvedic Colleges.		
23	Letter No.16287/H,d.9.7.08 Enhancement of Rate of stipend of the P.G. Students of Govt. Ayurvedic and Homoeopathic colleges of the state.	Payment of stipend to P.G. Student of Ayurvedic Colleges.		
24	Letter No.10078/H,d. 17.3.97 Guidelines for transfer of student from One Ayurvedic College to another Ayurvedic College.	Transfer of students of One Ayurvedic Colleges to another college.		
25	Drugs and cosmetics Act 1940 and Drugs and Cosmetics Rule 1945	Monitoring, supervising and issuance of Licence in respect of Ayurvedic Siddha and Unani system of medicines.		
26	RTI Rules 2004	For implementation of Right to Information		
27	RTI Act-2005	For implementation of Right to Information		