

Chapter – 4

RULES, REGULATION, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS

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**RULES, REGULATION, INSTRUCTIONS, MANUALS AND RECORDS
FOR DISCHARGING FUNCTIONS**

4.1. The business in the department is carried out with reference to the provisions contained in the following rules, regulation and manuals.

1. Tamil Nadu Budget Manual
2. Tamil Nadu State and Subordinate Service Rules
3. Tamil Nadu Civil Services Discipline and Appeal Rules
4. Tamil Nadu Government Servants Conduct Rules
5. Tamil Nadu Pension Rules
6. Fundamental Rules of the Tamil Nadu Government
7. The National Highways Act, 1956
8. The Tamil Nadu Transparency in Tender Act, 1998
9. The Tamil Nadu Highways Act, 2001
10. Tamil Nadu Highways Manual
11. Tamil Nadu Financial Code
12. Tamil Nadu Account Code
13. Tamil Nadu Treasury Code
14. Tamil Nadu Highways Engineering Service Rules.
15. Tamil Nadu Highways Engineering Subordinate Service Rules.
16. Codes and Specifications Published by Indian Roads Congress
17. Specifications published by Ministry of Road Transport and Highways
18. Standard Data published by Public Works Department, TN
19. Standard Schedule of Rates published by Public Works Department, TN
20. Standard Schedule of Rates published by Highways Department, TN
21. Codes and Specifications published by Indian Standards Institutions

4.2. The details of the above listed rules, manuals and acts are furnished below:

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| 1. | Name of the Manual | : | The Tamil Nadu Budget Manual |
| | Type of the document | : | This manual contains the rules framed by the Financial Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorized grants or appropriation. |

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| | | | The book is available for sale in the publication depots of the Government under the control of director of Stationery and Printing on payment of cost. |
| 2. | Name of the Manual | : | Tamil Nadu State and Subordinate Service Rules |
| | Type of the document | : | The Rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost. |
| 3. | Name of the Manual | : | Tamil Nadu Civil Services (Discipline and Appeal) Rules |
| | Type of the document | : | The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the state. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost. |
| 4. | Name of the Manual | : | Tamil Nadu Government Servant Conduct Rules. |
| | Type of the document | : | The rules are made under the proviso to article 309 of the Constitution of India in relation to the conduct of the members of civil service of the State in the performance of the duty with integrity and devotion of duty. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost |
| 5. | Name of the Manual | : | Tamil Nadu Pension Rules |
| | Type of the document | : | The rules are made under the proviso to article 309 of the Constitution of India in relation to the pensionary benefits to the members of civil service of the state. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost |

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| 6. | Name of the Manual | : | Fundamental Rules of the Government of Tami Nadu |
| | Type of the document | : | The rules are made under the proviso to article 309 of the Constitution of India in relation to the pay, allowances, leave, oining time, foreign service etc. of the members of civil service of the State. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost. |
| 7. | Document Name | : | National Highways Act, 1956 (Central Act 48 of 1956) |
| | Type of the document | : | The Act was enacted to provide for the declaration of certain highways to be National Highways and mattes connected therewith. The responsibility for development and maintenance of National Highways vest with Government of India. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost. |
| 8. | Document Name | : | The Tamil Nadu Transparency in Tenders Act, 1998 |
| | Type of the document | : | The Act was passed to provide for transparency in public procurement and to regulate the procedure in inviting and accepting tenders and matters connected therewith or incidental thereto. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost. |
| 9. | Document Name | : | The Tamil Nadu Highways Act, 2001. |
| | Type of the document | : | The Act was enacted to provide for the declaration of certain highways to be State highways, restriction of ribbon development along such highways, prevention and removal of encroachment thereon, construction maintenance and development highways, and levy of betterment charges and mattes connected therewith or incidental thereto. The Act came into force from 1-12-2002. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost. |

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| 10. | Document Name | : | Tamil Nadu Highway Manual |
| | Type of the document | : | The Manual is intended to cover the administrative and executive functions and special accounting procedure concerning the State Highways Department. The book is available for reference in various officers of the department. |
| 11. | Document Name | : | Tamil Nadu Finance Code |
| | Type of the document | : | The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost. |
| 12. | Document Name | : | Tamil Nadu Account Code |
| | Type of the document | : | The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures. The book is available for sale in the publication depots under the control of Director of Stationery and Printing as well as private book sellers on payment of cost. |
| 13. | Document Name | : | Tamil Nadu Treasury Code |
| | Type of the document | : | The code published by Finance Department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto. The book is available for sale in the publication depots under the control of Director of Stationery and Printing as well as private book sellers on payment of cost. |
| 14. | Document Name | : | Tamil Nadu Highways Engineering Service Rules |
| | Type of the document | : | This document is special Rules notified under article 309 of the Constitution of India governing the conditions of recruitment, appointment, transfer, promotion etc. of Assistant Engineers, Assistant Divisional Engineers, Divisional Engineers, Superintending Engineers and Chief Engineer s covered under the State Services. The book is available for sale in the publication depots under the control of Director of Stationery and Printing as well as private book sellers on payment of cost. |

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| 15. | Document Name | : | Tamil Nadu Highways Engineering Subordinate Service Rules. |
| | Type of the document | : | This document is special Rules notified under article 309 of the Constitution of India governing the conditions or recruitment, appointment, transfer, promotion etc. of Junior Engineers, Senior Draughting Officers, Draughting Officers, Junior Draughting Officers and Assistant Draughtsman covered under the Subordinate Service. The book is available for sale in the publication depots under the control of Director of Stationery and Printing as well as private book sellers on payment of cost. |
| 16. | Document Name | : | Codes and Specifications Published by Indian Roads Congress |
| | Type of the document | : | These documents relate to codes and specifications to be followed in the construction of roads and bridges. These documents are available for sale in the publication depots under the control of Indian Roads Congress, New Delhi. |
| 17. | Document Name | : | Specifications published by Ministry of Road Transport and Highways |
| | Type of the document | : | These documents relate to codes and specifications to be followed in the construction of roads and bridges. These documents are available for sale in the publication depots under the control of Indian Roads Congress, New Delhi. |
| 18. | Document Name | : | Standard Data published by Public Works Department, TN |
| | Type of the document | : | This document relates to preparation of data for the Bridges and Buildings. The book is available for reference in various offices of the department. |
| 19. | Document Name | : | Standard Schedule of Rates published by Public Works Department, TN |
| | Type of the document | : | This document relates to preparation of data for the Roads, Bridges and Buildings. The document is available for reference in various offices of the department. |
| 20. | Document Name | : | Standard Schedule of Rates published by Highways Department, TN |
| | Type of the document | : | This document relates to preparation of data for the Roads. The document is available for reference in various offices of the department. |

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| 21. | Document Name | : | Codes and Specifications published by Indian Standards Institutions |
| | Type of the document | : | These documents relate to Standards specifications to be followed in the construction of roads and bridges. These documents are available for sale in the publication depots under the control of Indian Standards Institutions. |

RULES & REGULATION APPLICABLE TO TNRIDC

4.3. The Rules regulations as applicable to employees of Tamil Nadu Government and subject to rules as framed by Board of public Sector Enterprises for Public Sector Undertakings of Tamil Nadu.