

# 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:**

Sl.No	Name of the Manual	Brief Description
1.	<b>The Tamil Nadu Budget Manual</b>	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.
2.	<b>Tamil Nadu State and Subordinate Service Rules</b>	The Rules are made under the provision to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
3.	<b>Tamil Nadu Civil Services (Discipline and Appeal) Rules</b>	The rules are made under the provision 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.
4.	<b>Tamil Nadu Government Servant Conduct Rules.</b>	The rules are made under the provision 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.
5.	<b>Tamil Nadu Pension Rules</b>	The rules are made under the provision to article 309 of the Constitution of India in relation to the pensionary benefits to the members of civil service of the state.
6.	<b>Fundamental Rules of the Government of Tami Nadu</b>	The rules are made under the provision to article 309 of the Constitution of India in relation to the pay, allowances, leave, joining time, foreign service etc. of the members of civil service of the State.
7.	<b>National Highways Act, 1956 (Central Act 48 of 1956)</b>	The Act was enacted to provide for the declaration of certain highways to be National Highways and matters connected therewith. The responsibility for development and maintenance of National Highways vest with Government of India.
8.	<b>The Tamil Nadu Transparency in Tenders Act, 1998</b>	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.
9.	<b>The Tamil Nadu Highways Act, 2001.</b>	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.
10.	<b>Tamil Nadu Highway Manual</b>	The Manual is intended to cover the administrative and executive functions and special accounting procedure concerning the State Highways Department.

11.	<b>Tamil Nadu Finance Code</b>	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.
12.	<b>Tamil Nadu Account Code</b>	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
13.	<b>Tamil Nadu Treasury Code</b>	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.
14.	<b>Tamil Nadu Highways Engineering Service Rules</b>	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 Engineers covered under the State Services.
15.	<b>Tamil Nadu Highways Engineering Subordinate Service Rules</b>	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.
16.	<b>Codes and Specifications Published by Indian Roads Congress</b>	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
17.	<b>Specifications published by Ministry of Road Transport and Highways</b>	These documents relate to codes and specifications to be followed in the construction of roads and bridges.
18.	<b>Standard Data published by Public Works Department, TN</b>	This document relates to preparation of data for the Bridges and Buildings.
19.	<b>Standard Schedule of Rates published by Public Works Department, TN</b>	This document relates to preparation of data for the Roads, Bridges and Buildings.
20.	<b>Standard Schedule of Rates published by Highways Department, TN</b>	This document relates to preparation of data for the Roads.
21.	<b>Codes and Specifications published by Indian Standards Institutions</b>	These documents relate to Standards specifications to be followed in the construction of roads and bridges.

## **RULES & REGULATION APPLCABLE 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.**