

MANUAL 5

Rules, regulations, instructions, manuals and records for discharging functions
[Section 4(1)(b)(v)]

List of rules, 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 publication
1	Delhi Right to Information Act, 2001	How to seek and give information	Delhi Act No. 7 of 2001	--
2	Right to Information Act, 2005	How to seek and give information	Govt. of India Act No. 22 of 2005	--
3	Act of Lok Ayukta, 1995 & Uplok Ayukta Act, 1995	Functions of Lok Ayukta and investigation of complaints	Delhi Act No. 1 of 1996	
4	Public Grievance Commission Resolution	Redressal of public grievances	Resolution dated 25.9.1997	
5	Manual of Office Procedure	Hand Book for guidance to the Govt. officers and staff in their day-to-day official work	--	--
6	A Compendium of Record Retention Schedules	Guidelines for record retention prescribed by Ministry of Personnel, PG & Pensions, GFR Rules, MOP, CPWD and various other Deptts.	--	--
7	Citizen's Charter	Activities, Mission, types of services provided and commitment towards citizens	--	--