

## CHAPTER-4 (MANUAL-3)

### Rules, Regulations, Instructions, Manual and Records for Discharging Functions

Sl. No.	Name / Title of the Document	Type of Documents	Brief Write up of the Documents	From where one can get a copy of Rules, Regulations, Instructions, Manual & Records	Address, Telephone No., FAX, e-Mail & others	Fee Charged by the Department for a copy of Rules, Regulations, Instructions, Manual and Records (if any)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Orissa Sales Tax Act. & Rules'1947	Statutory	To make an addition to the revenues, these Act & Rules impose tax on sale / purchase of goods.	Official Website	<a href="http://ori.nic.in/salestax">http://ori.nic.in/salestax</a>	Not Applicable
2.	Orissa Value Added Tax Act. & Rules'2004	-do-	-do-	-do-	-do-	-do-
3.	Central Sales Tax Act. & Rules'1956	-do-	-do-	-do-	-do-	-do-
4.	Orissa Luxury Tax Act, 1995	-do-	-do-	-do-	-do-	-do-
5.	Orissa Entry Tax Act. & Rules'1999	-do-	These Act & Rules provide for levy and collection of tax on the entry of goods into the local areas of the state.	-do-	-do-	-do-
6.	Orissa Entertainment Tax Act. & Rules'1946 & 2006	-do-	These Act & Rules provide for levy and collection of tax on entertainment.	-do-	-do-	-do-
7.	Orissa State Tax on Professions, Trades, Callings and Employments Acts & Rules 2000	-do-	These Act & Rules provide for the levy and collection of tax on Professions, Trades, Callings and Employments.	-do-	-do-	-do-

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
8.	Record Manual	Administrative	Procedure for dealing with records, documents etc.	Library	Official Reference	Not Applicable
9.	Commercial Tax Manual	-do-	Guidelines for works of C.T. Department.	-do-	-do-	-do-
10.	Circulars of Commissioner of Commercial Taxes, Orissa. Cuttack	-do-	Instructions of C.C.T.(O) in taxation matters.	Official Website / Policy Section	<a href="http://ori.nic.in/salestax">http://ori.nic.in/salestax</a>	-do-
11.	Orissa Treasury Code	Statutory	Rules for preparation of different types of Bills to be passed by the Treasury	Library	Official Reference	-do-
12.	Orissa General Financial Power Rules	-do-	Regarding Financial Rules	-do-	-do-	-do-
13.	Delegation of Financial Power Rules	-do-	Regarding delegation of powers	-do-	-do-	-do-
14.	Orissa Service Code	Service Matter	Rule & Regulations for Govt. servant	-do-	-do-	-do-
15.	Classification & Control Rules	-do-	-do-	-do-	-do-	-do-
16.	Orissa TA Rules	-do-	Regarding tour of Govt. servant	-do-	-do-	-do-
17.	OCS (Pension) and OCS (Commutation) Rules	-do-	Regarding Pension Rule of Govt. servant	-do-	-do-	-do-
18.	Orissa Leave Rules	-do-	Regarding leave of Govt. Servant	-do-	-do-	-do-
19.	Orissa Medical Attendance Rules	-do-	Regarding medical treatment of Govt. servant	-do-	-do-	-do-
20.	OCS (CCA) Rules	-do-	Regarding penalties to Govt. servant	-do-	-do-	-do-

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
21.	Orissa Govt. Servant's Conduct Rules	Service Matter	Regarding conduct & activities of govt. servant	Library	Official Reference	Not Applicable
22.	Orissa Ministerial Service Rules	-do-	Regarding appointment, promotion etc	-do-	-do-	-do-
23.	Orissa General Provident Fund Rules	-do-	Regarding withdrawal procedure from fund	-do-	-do-	-do-
24.	Orissa Budget Manuals	Administrative	Regarding budget matters	-do-	-do-	-do-
25.	Accounts Code	Statutory	Regarding Account matter	-do-	-do-	-do-
26.	Resolution, Office Memorandum, Circulars etc. amended from time to time by the Finance Department have been used	Administrative	Regarding service matters, promotion, conduct, pension, Salary and rules and regulations of all matters	Policy / Accounts / Budget / Gazetted / Non-Gazetted / Misc. / Revenue Sections	-do-	-do-
27.	ACTO Rules	Administrative	Regarding appointment, promotion etc.	Library	-do-	-do-
28.	Subordinate Finance Officer Rules	-do-	Regarding appointment, promotion etc.	-do-	-do-	-do-