

Manual 5

Rules, regulations, instructions, manuals and records for discharging functions

[Section 4(1)(b)(v)]

Prepare a list of rules, regulations, 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

S. 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 Tourism Manual	<ol style="list-style-type: none">1. Delegation of financial Powers.2. Room rent.3. Fixation of Hire Charges at Auto rickshaws.4. Declaration of T.O. as Head of respective offices.5. Fixation of hire of launch.6. Rules for Tourist Bungalows.7. Tariff for extra accommodation.8. Hire Charge of Matador Minibus.9. Administrative power delegation to T.Os10. Rules for control and use of Tourist Vehicles.11. Orissa Tourist Bungalow (Occupation) Rules, 1976.12. Duties & Responsibilities of T.Os.13. Constitutional Cadre of A.T.Os.14. Condition of service of Govt. servant & deputed to OTDC.15. Approval of Tour particulars of T.O & A.T.Os.	Book	No price
2	The Orissa Tourism Service Rules, 1980	Service Condition, Appointment, Promotion of A.T.Os & T.Os.	Cadre Rules	No price

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<u>Sl. No.</u>	Name of the act, rules, Regulations, etc.	Brief gist of the contents	Reference No. If any	Price in case of priced Nil
1	Orissa T.A.Rules,	T.A.Bills	Nil	
2	O.G.F.R.Vol-I and II	Pay bill D.A.bill	Nil	
3	O.G.P.F.Rules.	Preparation of G.P.F.bill	Nil	
4	Orissa Treasury Code	Preparation of Bills	Nil	Nil
5	Guide line for Establishment of and Procedure for seeking Approval of Tourism Related Project.	For approval of Tourism related Projects	-	N.A.
6	Guide line for Recognition of Excursion Agency		Resolution No603/TSM dt.16.1.01	
7	Audit & Accounting procedure with Puri, Konark Development Authority Puri. (PKDA)	Execution of Tourism Projects	Resolution No-11115/26 .12.02	
8	Audit & Accounting procedure with IDCO Ltd.	Execution of Tourism Projects	Resolution No-7498/20. 08.01	Nil
9	Accounting & Audit procedure with OTDC Ltd.	Execution of Tourism Projects	Resolution No-5293/01. 06.01	Nil
10	Integrated Development of Tourist Circuits	Projects to be sanctioned as per Govt. of India Tourism Policy 2002	Letter No-GOI-11-P & C (3)/2002 PT. 27.06.03	Nil
11	Product / infrastructure & Destination Development including Rural Tourism Projects	- do -	- do -	- do -
12	Large Revenue Generating Projects	- do -	- do -	- do -