

**(MANUAL- 5)**

**Rules, Regulations, Instructions, Manuals and  
Records under its control/ used by employees  
while discharging functions**

**Under Section 4(1)(b)(v)**

## **Manual-V: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions**

The rules regulations, instructions, manual and records held by it or under its control or used by its employees for discharging its functions:

The Council has framed its Service Bye-laws (copy enclosed) made as per Rule 12 of its Memorandum of Association and approved by the Executive Committee of PSCST in its 16th meeting held on 11.6.1991. Certain provisions have been amended from time to time with approval of Personnel Committee/ Executive Committee(Delegation of Administrative and Financial Powers amended in 51st meeting of Executive Committee held on 27th January 2010) to discharge the functions of the Council. Further the Council is following relevant notifications of the Govt of Punjab from time to time to discharge its day-to-day functions.

The Council is maintaining all the requisite records required for administrative as well as financial purposes to discharge the various functions of the various wing of the Council.

### 5.1 Title and nature of the record / manual / instruction Gist of contents:

<b>S. no.</b>	<b>Title</b>	<b>Nature</b>	<b>Gist of Content</b>
1)	Memorandum of Association & Rules and Regulations.	Statutory Document	Rules & regulation for the functioning
2)	Service Bye-Laws	Rules	Covering the service conditions and rules.

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