

**Manual 5: RULES, REGULATIONS, INSTRUCTIONS,
MANUALS AND RECORDS HELD BY IT OR UNDER ITS
CONTROL OR USED BY ITS EMPLOYEES FOR
DISCHARGING ITS FUNCTIONS.**

RULES OF BUSINESS RELATING TO DEPARTMENT OF PLANNING

PART I

1. Five-Year Plans.
- 2(a). Co-ordination of all other development schemes and projects.
 - (b). Subject to the provisions of Rule 10 and Rule 31, finalization of any matter involving policy which concerns more than one departments, unless such matter has been specially included in the business of any other department.
3. Reconstruction of flood-affected villages.
4. All matters connected with -
 - a) West Bengal State Planning Board;
 - b) West Bengal District Planning Committee.

PART II

Social planning with which the Department is concerned (entry 20 of List III).

PART III

1. Union public services in respect of matters with which the Department is concerned (entry 70 of List I).

Institutions for scientific and technical education financed by the Government of India wholly or in part and declared by Parliament by law to be institutions of national importance (so far as the department is concerned) (entry 64 of List I).

Union agencies and institutions for -

- a) professional vocational or technical training; or
- b) the promotion of special studies or research;

as far as the subjects deal with or services, administered by the Department are concerned (entry 65 of List I).

4. Participation in international conferences, associations and other bodies and implementing of decisions made thereat—so far as the department is concerned (entry 13 of List I).

5. Entering into treaties and agreements with foreign countries and implementing the treaties, agreements and conventions with foreign countries—so far as the department is concerned (entry 14 of List I).

The following rules and regulations are used in Development & Planning Department and its directorates for discharging their duties:

- Rules of Business.
- West Bengal Service Rules Part I & II.
- Secretariat Manual.
- West Bengal Financial Rules Part I & II.

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- Treasury Rules Part I & II.
- West Bengal Service (Death-cum-Retirement Benefit) Rules.
- Government Orders. Instructions and Guidelines issued from time to time.
- West Bengal Services (General Provident Fund) Rules.
- West Bengal (Classification, Control & Appeal) Rules.
- Delegation of Financial Power Rules.