

**CHAPTER – 4 (MANUAL – 3)**  
**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS,**  
**FOR DISCHARGING FUNCTIONS**  
**[SECTION 4 (1) (B)]**

**4.1 List and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.**

S. No	Description	Gist of Contents	Price of the publication if priced
<b>Rules &amp; Regulations</b>			
1	The provisions and rules stipulated in H.M.C Act 1955, which is transitionally applicable to Guntur Municipal Corporation.	Contains general conditions of Service rules and code of conduct and Bye-laws	Nil
<b>Instructions</b>			
1	Govt Orders/ Memos/Job Chart/Deligations Office Orders/	Contains Guidelines and powers and functions of the Competent authority/ Govt.	Nil

Manuals			
1	Departmental & Functionary manual not prescribed.	--	--
Records			
2	Demand registers	Property tax year wise details.	Rs.200/- payable in Civic service Center at Main Office
	Record of Land Survey	Boundaries and limits of the city ward wise.	Rs.250/- payable in Civic service Center at Main Office and
3	Election record	Contains information & ward electoral rolls and parliamentary/ Assembly electoral rolls of I &II constituencies	Rs.100/- payable in Civic service Center at Main Office
4	Records pertaining to Standing Committee/ Corporation meetings	Contains Subjects and Resolution of the Standing Committee and the Corporation meetings	Rs.100/- payable in Civic service Center at Main Office
5	Slum Survey Reports and BPL records	Contains data of slum people of B.P.L	Nil

6	Town planning record	Contains building plans extracts and their related information	Rs.200/- payable in Civic service Center at Main Office
<b>Publications</b>			
1	Good will Ads on GMC Development Activities occasionally in News papers and Magazines	On Developmental activities of GMC	Tariff of the concerned agencies