**Rules, regulations, instructions, manuals, records held by the organization:**

Various rules, regulations, manuals, records, etc. maintained by the Institute are detailed below:

1. Swamy’s Master Manual for DDOs and Heads of Office (Part-I) – Finance and Accounts
2. Swamy’s Master Manual for DDOs and Heads of Office (Part-II) – Establishment
5. Swamy’s Compilation of Uniforms for Group C & D employees of Central Government
7. Swamy’s Compilation of FRSR Part – I – General Rules, 1922
8. Swamy’s Compilation of FRSR Part – II – Travelling Allowance
10. Swamy’s Compilation of FRSR Part – IV - Dearness Allowance, Dearness Relief and *Ex gratia* to CPF Beneficiaries
11. Swamy’s Compilation of FRSR Part – V – HRA and CCA
12. Swamy’s Compilation of LTC Rules
13. Swamy’s TA Rules made easy
16. Swamy’s Income Tax on Salaries
17. Swamy’s Compilation of General Provident Fund Rules, 1960
18. Swamy’s Complete Manual on Establishment and Administration
19. Swamy’s Manual on Office Procedure
20. Swamy’s Pension Compilation incorporating CCS (Pension) Rules, 1972
21. Swamy’s Interpretation on Service Rules – Vol.II
22. Swamy’s Compilation of Medical Attendance Rules, 1944
23. Swamy’s Compilation of Staff Car Rules
25. List of Medicines (admissible and in-admissible)
26. Swamy’s Compilation of CCS (CCA) Rules, 1965
27. Swamy’s Compilation of CCS (Conduct) Rules, 1964
28. Swamy’s Compilation of Children Educational Assistance
29. Swamy’s Compilation of House Building Advance Rules
30. Swamy’s Compilation of CCS (Revised Pay) Rules, 1997 (Fifth Pay Commission)
31. Swamy’s Compilation of Central Treasury Rules, Volume-I
32. Swamy’s Compilation of Central Administrative Tribunal (Act, Rules and Orders)
33. Swamy’s Compilation of Re-employment of Pensioners, Civilians and Ex-Servicemen, 1979
34. Swamy’s Compilation of Advances to Central Government Servants
35. Swamy’s Compilation of Seniority and Promotion in Central Government service
36. Swamy’s Compilation of Reservations and Concessions for SCs and STs, OBC (Mandal Commission), etc.
37. Swamy’s compilation on Confidential Reports
38. Swamy’s Compilation of Overtime Allowance Rules
40. Swamy’s Know Your Retirement Benefits for Central Govt. Employees and Pensioners
41. G.B. Singh’s Law of Su
42. The Central Motor Vehicles Rules, 1989
43. G.B. Singh’s Complete book on CCS (CCA) Rules, 1965
44. G.B. Singh’s Complete book on CCS Conduct Rules, 1964
45. G.B. Singh’s Digest of Important case law on Service methods – Volume-I
46. G.B. Singh’s Digest of Important case law on Service methods – Volume-II
47. G.B. Singh’s Digest of Important case law on Service methods – Volume-III
49. Swamy’s Pension Rules Made Easy
50. Swamy’s Leave Rules Made Easy
51. Swamy’s Pay Rules Made Easy
52. Swamy’s Master Guide to FR & SR and Service Rules
53. Swamy’s Precis and Draft made easy
54. A Complete Book on Disciplinary Proceedings (D.B. Khanna)
55. Swamy’s Compilation of CCS (Temporary Service) Rules, 1965
56. Swamy’s Compilation of Suspension and Reinstatement
57. Swamy’s Compilation of CPWD Manual (Vol.-II)
58. Nabhi’s Practical Handbook on Building Maintenance
59. JMJ’s An introduction to Practical Aspects of Tendering and Contractual Operations and Civil Works
60. Basu’s Motor Vehicles Act, 1988
61. Swamy’s Income Tax on salaries 2007-08
62. Official Notings and Draftings (English and Hindi)
63. CCS Revised Pay Rules-2008
64. Swamy’s Income Tax on salaries 2008-09
65. Swamy’s Revision of pre-2006 pension rules (VI CPC)
66. Swamy’s compilation on Delegation of Financial Power Rules
67. Swamy’s compilation on Uniforms for Group C&D employees
68. VI pay Commission Report-Part I except Pension
69. The Constitution of India, 1950