

**RULES, REGULATIONS, INSTRUCTION MANUALS, & RECORDS held or used by the department:**

In addition to Codes & Manuals available at <http://10.1.10.21/empc/> the following Codes / Manuals are used by Accounts –

- a) Accounts Code Vols I & II
- b) Finance Code Vols I & II
- c) Finance Manual
- d) Stores Code

**DOCUMENTS HELD BY THE DEPARTMENT:**

(The list is illustrative, not exhaustive)

- a) Bills received for payment
- b) Budget / Tenders / Contract proposals / Estimates received from Executive offices, for vetting / concurrence
- c) Paid Vouchers
- d) Books of Accounts
- e) Budget documents to be put up to Parliament and those received from Parliament
- f) Maintenance of Provident Fund Accounts
- g) Issue of Pension Payment Orders based on calculation worked out by the Executive offices
- h) Inspection of Executive offices
- i) Keeping of Security deposits