

**Manual 5**  
**Rules, regulations, instructions, manuals and records for discharging functions**  
[Section 4(1)(b)(v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

**List of regulations, instructions, manuals and records**

<b><u>S.</u> <u>No</u></b>	<b>Name of the act, rules, regulations etc</b>	<b>Brief gist of the contents</b>	<b>Reference No if any</b>	<b>Price in case of priced publications</b>
<b>1.</b>	Regulations for Issue of Parking stickers,	Information's regarding issuance of Parking stickers for NDMC officials, Council Members and others.	No.D-40/CSO/03 dated 16/01/2005.	--
<b>2.</b>	Instructions for users of Under Ground Palika Parking	Information/Instructions regarding tariff, period of parking, loss of token.	25.08.2004	---
<b>3.</b>	Instructions for NDMC officials working in Palika Kendra.	Regarding display of Identity Card, Issue of Room Keys,	Online circular dated 08.05.2005.	---

**CHIEF SECURITY OFFICER**