

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

- (i) Staff Service Rules,
- (ii) (a). The DSIIDC Staff Service Rules, 1972, Link: [www.http://www.dsiidc.org/personnel](http://www.dsiidc.org/personnel)
(b). CCS conducts Rules,
(c). 1964 & Central Civil Services (Classification, Control & Appeal Rules) CCS,
(d). CCA Rules 1965,
(e). Guideline from DoPT, CVC are followed for discharging the functions.
- (iii) DoPT orders issued from time to time GFR, Establishment Manual
- (iv) Land Management Guidelines [Annexure-II](#) are followed for discharge of functions according to the nature of work.

In Industrial Promotion Division the appropriate action on all relevant issues pertaining to Industrial Promotion division are taken as prescribed norms/guideline/instruction/rules issued by GOI/GNCTD/DSIIDC.

In Engineering Division CPWD works procedure and CPWD works Manual are adopted for carrying out Civil and electrical works. All estimates are based on latest Delhi Schedule of Rates approved by Finance Department of GNCTD and CPWD plinth area rates.

In IMFL Division the approved policies practices, the Excise Deptt. Norms, Rules, Acts etc. guide the decision making.

In IEM Division

- 1) The conversion of leasehold Industrial Plots/Sheds to freehold is processed in line with the 'Scheme of Conversion from Leasehold into Freehold for Industrial Plots/Built up shed' issued by Office of the Commissioner of Industries, Govt of NCT of Delhi in 2005. The same is enclosed.
- 2) The Conversion/COC/Other misc. Land matters are governed by Land Management Guidelines (LMG) issued by Industries Dept. GNCTD and other guidelines/circulars issued from time to time.
- 3) In addition, the legal provisions pertaining to the case are also applicable.