



# CENTRE FOR SOCIAL STUDIES

Sponsored by ICSSR (MHRD-GOI)

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

## **SERVICE RULES**

### **Preamble**

The Centre for Social studies (CSS) is an autonomous research organisation with financial support from the Indian Council of Social Sciences Research (ICSSR), New Delhi, and Department of Education (Government of Gujarat) registered under Societies Registration Act of 1860 (Act XXI of 1860), vide Registration No.Gujarat/314/ Surat dated 17-10-1977 and Bombay Public Trust Act of 1950 vide Registration No.F-235/Surat, dated 17.10.1977. The CSS is established to undertake, aid, promote and coordinate research in the field of social sciences, alongside other functions like evaluation, training, consultancy, etc. The Board of Governors (BOG) is responsible for the management and administration of the affairs of the CSS in accordance with the rules and the bye-laws (see **A.1**<sup>\*</sup>).

The rules included herein are **Service Rules** of Centre for Social Studies, Surat.

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<sup>\*</sup> Memorandum of Association and Article of Association (Amended upto September 1993).



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## **List of Reference Books, Materials, Manuals & Records held at the Centre for discharging its function.**

- (1) Accession/ Non-Book Material Register
- (2) Advance Payment Register
- (3) Attendance Register
- (4) Cash Book/ Bank Book/ Ledger
- (5) Contingency Stock Register
- (6) Dead Stock Register
- (7) Establishment Records
- (8) Guest Room Register
- (9) Outward Register
- (10) Receipt Books Register
- (11) Records of Accounts/ Banks/ Audits etc.
- (12) Stationary Stock Register
- (13) Withdrawal Register