

MANUAL-5

Rules, Regulations, Restrictions, Manual and record for discharging functions.

Details of these documents are given below:

1. Delhi Cooperative Societies Act and Rules.
2. Bye laws of Delhi Consumer's Cooperative Wholesale Store's Ltd.
3. Service Rules as applicable to the staff working in DCCWS.
4. Delhi Excise Act 2009
5. Delhi Excise Rules 2010.
6. Detailed instructions in respect of sale of liquor from the retail outlets of DCCWS Ltd.
7. Norms for creation of posts.
8. Functions of Purchase Committee.
9. All reference books as applicable to Central/State Govt. employees.
10. Functions of Transfer Committee.
11. Records as prescribed Excise Rules.
12. Liability/Stock registers of Retail Outlets.
13. Functions of Rent Fixation Committee.
14. Functions of Committee to look into complaints of Sexual Harassment by women employees.