

CHAPTER XIV

Particulars of Recipients of Concessions, permits or authorization granted by it.

There are no Recipients of Concessions, permits or authorization granted by this Department

Serial Number/ Code	Beneficiary Name	Validity period	Parent/Guardians	Criteria of selection	Address			
					District	City	Town/Village	House No.

CHAPTER XV

Norms set by it for the discharge of its functions

Generally the office in Law Department follows the norms laid down in the provisions of *the Rules of Executive Business of the Government of Meghalaya 1972*. It also follows the procedures prescribed in the office Manual of the Meghalaya Secretariat and such other rules/circulars as prescribed/issued by the Government from time to time.

CHAPTER XVI

Information available in an electronic form

At present the office files, governmental papers and documents, correspondences, etc are normally done, processed and put up manually and are being kept and maintained by the concern dealing assistants in normal forms and styles in conventional methods. As computers have been supplied only very recently steps will be taken to get things done through electronic form whenever possible.