

**GOVERNMENT OF MEGHALAYA
LAW (B) DEPARTMENT**

No. LJ (B)70/2026/1

Dated Shillong, the 26th October, 2026

(SOP) FOR BILLS, RULES, AMENDMENT RULES, AND CABINET MEMORANDUMS

To ensure timely processing, proper vetting, and accuracy of Bills, Rules, Amendment Rules, and Cabinet Memorandums, all Administrative Departments are requested to strictly adhere to the following Standard Operating Procedure (SOP):

1. Submission Timeline for Bills and Rules:

All Bills, Rules, Amendment Bills, and Amendment Rules shall be submitted to the Law Department in both hard and soft copies at least one (1) month prior to the commencement of the proposed Assembly Session, as per the Assembly Calendar.

2. Soft Copy Specifications:

To facilitate seamless editing and vetting, soft copies mentioned in Clause 1 must be submitted in an editable format (such as Microsoft Word/.docx). Scanned or un-editable PDF files will not be accepted.

3. Paper Formatting:

All Bills, Rules, and Amendment Bills/Rules shall be submitted in legal-size paper format with standard margins (1.5 inches on the left and 1 inch on all other sides) to ensure uniformity and avoid formatting issues during processing.

4. Vetting and Feedback Loop:

Upon vetting, the Law Department shall return the documents to the concerned Administrative Department for correction and incorporation of the observations made by the Law Department.

5. Resubmission Protocol:

After incorporating the observations of the Law Department, the concerned Administrative Department shall resubmit the revised Bills, Rules, and Amendment Bills/Rules to the Law Department for verification and further necessary action. These documents shall not be forwarded directly to the Assembly Secretariat by the Law Department.

6. Proofreading:

The Bills and Rules shall be proofread in consultation with the Assembly Secretariat before being laid before the House to ensure absolute accuracy and consistency.

7. Submission Timeline for Cabinet Memorandums:

All Cabinet Memorandums shall be submitted to the Law Department at least one (1) week prior to the scheduled Cabinet meeting to allow adequate time for examination and appraisal.

8. Compulsory Annexures and Checklists:

Every submission to the Law Department must be accompanied by a brief background note, a copy of the parent Act/Rules (in case of amendments), and a signed checklist confirming that internal department approvals are complete. Additionally, every Bill and Amendment Bill must include a Statement of Object and Reasons, a Financial Memorandum and a Memorandum regarding Delegated Legislation wherever necessary.

9. Designation of Nodal Officers:

Every Administrative Department shall designate a Nodal Officer (not below the rank of Under Secretary) to coordinate directly with the Law Department for tracking, clarifications, and timely updates.

10. Emergency / Urgent Exceptions:

Any deviation from the timelines specified in Clause 1 and Clause 7 due to extreme urgency or extraordinary circumstances must be backed by a written justification approved by the Chief Secretary or the competent authority.

11. Compliance and Enforcement:

The above procedure shall be strictly adhered to in order to minimize errors, avoid last-minute revisions, and ensure the smooth and timely processing of legislative business and Cabinet Memorandums.

12. Date of Effect:

This SOP shall come into force with immediate effect.

Sd/-

(C.V.D. Diengdoh, IAS)

Commissioner & Secretary to the Govt. of Meghalaya
Law Department

Memo No. LJ (B) 70/2026/1-A

Dated Shillong, the 26th October, 2026

Copy to:

1. The Private Secretary to the Chief Secretary, Govt. of Meghalaya for kind information of the Chief Secretary.
2. The Private Secretary to the Additional Chief Secretary, Lok Bhavan for kind information of the Additional Chief Secretary.
3. The Secretary, Meghalaya Assembly Secretariat for necessary action and information.
4. All Administrative/ Heads of Departments for necessary action and information.
5. The Officers of Law Department.
6. Office Copy.
7. Guard File/Website.

(A.K. Sangma, MLS)

Secretary to Govt. of Meghalaya
Law Department