

CHAPTER I

INTRODUCTION

BACKGROUND ON HANDBOOK

In the field of public administration, enactment of “The Right to Information Act, 2005” (Central Act No. 22 of 2005) has been evolved in our country as a vision for providing good quality administration and services to the society. The State Government of Meghalaya too has embarked upon this concept of dissemination of information pertaining to various governmental activities. This handbook has been compiled to provide as a guide and material for use not only by the Governmental officials but also by the public.

The content has been prepared to supply the information relating to various Governmental activities being taken up by the Law Department respectively. In this handbook, it includes various chapters on information like the duties, functions, powers of the officers in Law Department, it also provide information on the establishment, and staff, public information officer, appellate authority, budget, grants in aid, various schemes, procedures of policy taking, type and categories of files. Hope that for the quest and requirement of the general public who applies for information for such important and relevant files, documents, office papers etc, this handbook would be of immense help and valuable to all users.

Shri C.V.D. Diengdoh
Secretary to the Govt. of Meghalaya,
Law Department

OBJECTIVES

The main objective of this handbook is basically to provide information to citizens of India and for use by the Government offices in pursuance of the Right to Information, Act 2005. (Central Act No.22 of 2005). By providing such information it will not only ensure better administration of this department, but it will also guarantee accountability and transparency far and wide.

CHAPTER II

Particulars of Organization, Functions and Duties

1. MAIN FUNCTIONS:

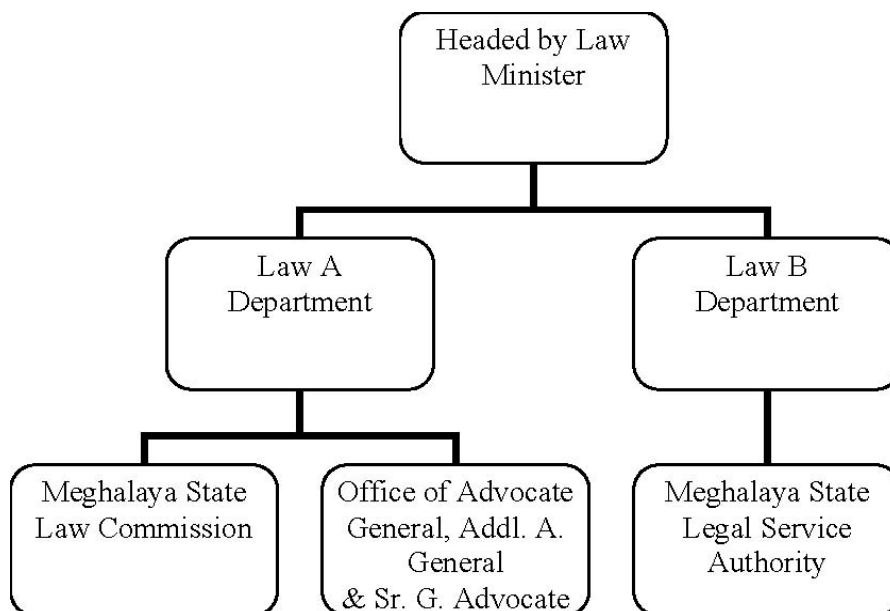
The main functions of Law Department, by nature of its works basically are legal matters of the State Government. The Officers of the Law Department are borne from the Meghalaya Legal Service and the ministerial staff belongs to the Meghalaya Civil Secretariat Service.

The basic function and duties of Law “A” Department are as follows: -

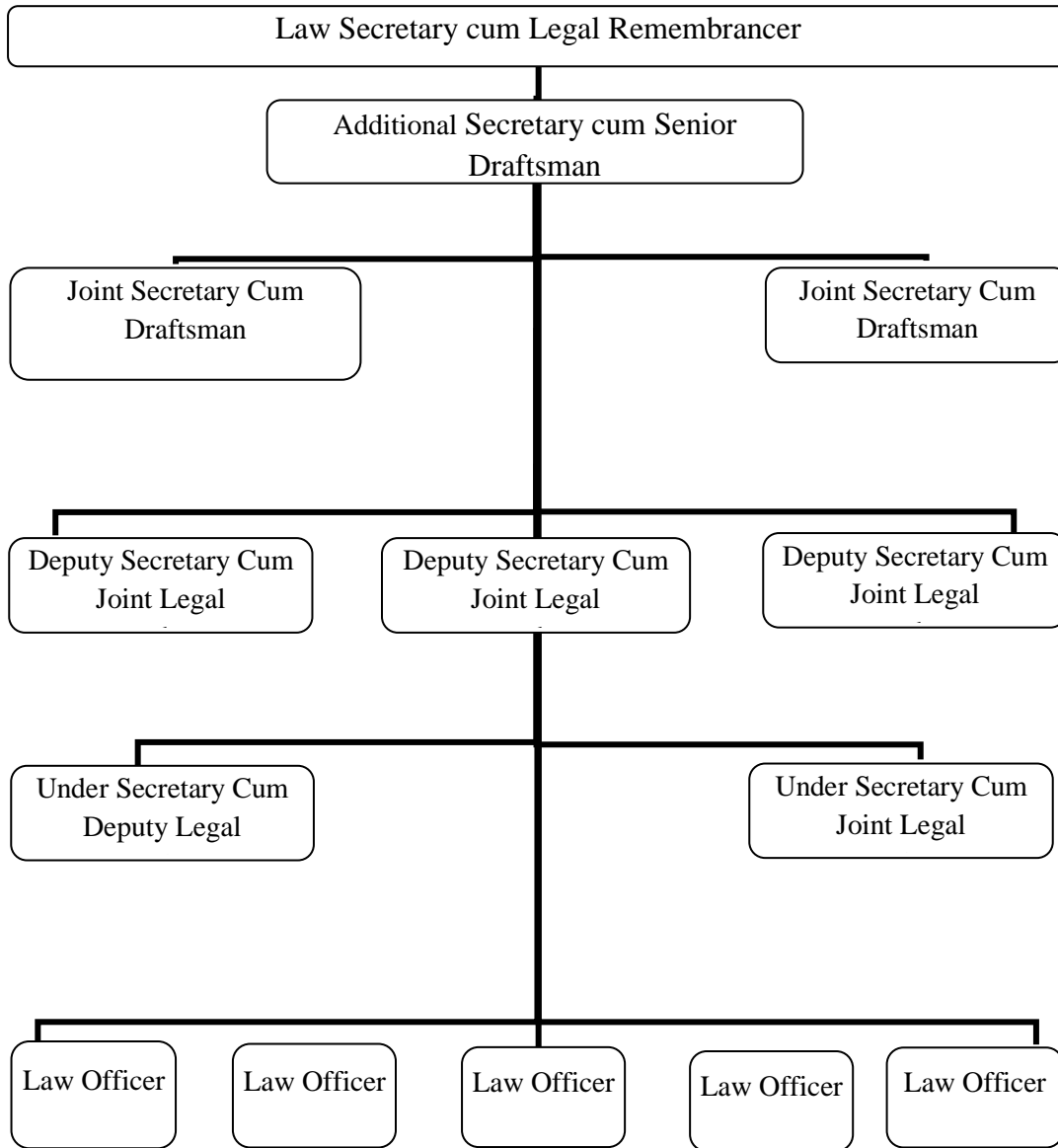
1. Establishment, Constitution and reorganization of Court, including Special Court.
2. Appointment of Judicial officials and Government Advocates.
3. Control over the budget head, “2014”- Administration of Justice.
4. Preparation of annual budget.
5. Matter concerning construction and maintenance of Court building (in consultation with PWD Buildings)

2. ORANISATIONAL STRUCTURES AT VARIOUS LEVEL UNDER LAW DEPARTMENT:

Organisational structure diagram at various levels are as follows:



3. Hierarchy of Officers under Law Department



4. Office timing:

The State Government by General circular has fixed the office working hours as follows:

Summer-10:00A.M. to 5:00 P.M.

Winter-10:00A.M. to 4:30 P.M.

(Every Saturdays and Sundays are holidays)

CHAPTER III

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

The duties and functions of the officers in respect of Law Department are provided in the **Law Manuals** as adopted from **the Assam Law Manuals** by the Government of Meghalaya since state hood. Some of these main duties and functions are as follows: -

1. The officers act as the adviser and give legal expert opinions to the Government, hence they are known as Law Officers;
2. To undertake drafting and vetting of bills, rules, sub-delegation of rules, regulation, office memorandum, and many other types of offices orders;
3. To examine, give views and frame comments and views in legal matters that are sought by different departments;
4. To aid and assist in preparing and vetting parawise comments and other courts documents relating to courts case concerning the state;
5. To appoint judges and magistrates to subordinate judicial courts as recommended by High Court and to invest powers to them; and

To put into technical shape the project and scheme of legislation.

Designation	Secretary Law & Legal Remembrancer	
Powers	Administrative	1. Overall supervision
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	1. Overall supervision	

Designation	Additional Secretary & Senior Additional Legal Remembrancer	
Powers	Administrative	<ol style="list-style-type: none"> 1. Allotment of fund/Re-appropriation of fund/Surrender of Saving/Advance from CF etc. 2. Constitution of Judicial Academy and other Misc. matters 3. Appointment of PPs, APPs, Addl. PPs, Spl. PPs, Panel Advocate 4. Reconciliation of Accounts 5. Budget 6. Committee formed under the direction of Hon'ble High Court for WP (C) 322 of 2014. Registrar General Vrs State Govt. 7. ACPS 8. Elitigation 9. Advocates in High Court & Supreme Court 10. All matters relating to Officers of Law Deptt. 11. Supreme Court cases 12. Creation of post for the office of (staffs) High Court of Meghalaya/District Courts/ Advocate General/Additional Advocate General/Senior Advocate General/Sub-Divisions/Chief Judicial Magistrates/Deputy Commissioner (Judicial) 13. Retention of posts of the office of High Court of Meghalaya/District Courts Advocate General/Additional Advocate General/Senior Advocate General/Sub-Divisions/Chief Judicial Magistrates/D.C (Judicial) 14. Opening of Sub head receipts & expenditure

		<p>15. Computerization in Law (A) Department</p> <p>16. Matter relating to Construction of District Court in all Districts</p> <p>17. All matters relating to the Judicial Officers</p> <p>18. Separation of Judiciary in all Districts</p> <p>19. Chief Justices, Chief Minister's Conference</p> <p>20. All matters relating to the Chief Justice & Judges of High Court including constructions in High Court</p> <p>21. Purchase, repair, condemnation of the vehicles for the officers of Law Department, Chief Justice, Judges of High Court and District Court.</p> <p>22. Training on Office Management & office Procedure. Meghalaya Admv. Training Institute.</p> <p>23. GPF.</p> <p>22. Furnishing and sanction approval of High Court/ District Courts/ DC (Judl.)/ Advocate General Office/ Sub-Division</p> <p>25. Leave, posting and transfer of the staff of Law (A) Department.</p> <p>26. Matters relating to office of Legal Remembrancer</p> <p>27. Bills of MSLSA.</p> <p>28. 14th & 15th Finance Commission</p> <p>29. Centrally Sponsored Schemes</p>
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	1. Overall supervision	

Designation	Joint Secretary cum Additional Legal Remembrancer and Draftsman(I)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Appointment of AG, AAG & other matters (example TEs). 2. Constitution of special Courts 3. PIL No. 3 of 2017 4. Furnishing and sanction approval of High Court/ District Courts/ D.C.(Judl.)/ Advocate General Office 5. Approval of Travel allowances of staff of District Courts/ DC (Judl.)/ Sub Divisions/ Chief Judicial Magistrate. 6. Service Book of staffs of District Courts 7. GPF 8. ACPS 9. Appointment of PPs, APPs/Addl. PPs/Sp. PPs/Panel Advocates 9. Constitution of Judicial Academy and other misc. matters. 10. 14th & 15th Finance Commission 11. Centrally Sponsored Schemes 12. E-samiksha 13. Chief Minister petition.
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	1. Overall supervision	

Designation	Joint Secretary cum Additional Legal Remembrancer and Draftsman (II)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Medical treatment/reimbursement of the Officers & staff of District & Sessions Judge/Chief Judicial Magistrate 2. Earle Holiday Home 3. Service Book of staff of Subordinate Offices 4. Creation of Data Entry Operators 5. Pension matters of the staff of Subordinate Office 6. 5th Pay Commission 7. The Meghalaya State Litigation Policy 8. Policy/Draft Speech for Republic Day 9. Elitigation 10. Furnishings of residential Quarter of Judicial Magistrates 11. Matters relating to the office of State Law Commission 12. LS, RS Question
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	1. Overall supervision	

Designation	Deputy Secretary cum Joint Legal Remembrancer(I)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Appointment of Counsels in Supreme Court. 2. Supreme Court cases. 3. Budget/Renovation and Surrender of Savings 4. Other matters relating to Subordinate office in the Districts 5. Training of Judicial Officer 6. RTI Law (A) 7. Computerization in Law (A) Department 7. 14th & 15th Finance Commission 8. All matters relating to Judges of High Court including construction of High Court 9. The Meghalaya State Litigation Policy 10. Geo-Tagging of Judicial Building – Schemes 11. ACPS Video Conferencing between District and District Jails/Case Informative system.
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	1. Overall supervision	

Designation	Deputy SecretarycumJoint Legal Remembrancer (II)	
Powers	Administrative	<ol style="list-style-type: none"> 1. All matters relating to the Judicial Officers 2. All matters relating to Officer of Law Department 3. Chief Justices, Chief Minister's Conference 4. Centrally Sponsored Schemes 5. Pension matters of the staff of Subordinate Office 6. Creation of Contingency staff in Judges Bungalow 7. Fifth pay Commission 8. Judicial Academy 9. Matters relating to construction of all District Courts 10. Separation of Judiciary Grant-in-aid for Law Colleges and Bar Associations
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	1. Overall supervision	

Designation	Deputy SecretarycumJoint Legal Remembrancer (III)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Appointment of AG, AAG & other matters (example TEs) 2. Constitution of Special Courts 3. All matters relating to Remembrancer Office 4. Leave, posting and transfer of the staff of Law (A) 5. Appointment of PPs/Addl. PPs/APPs /Panel Advocate & Special PPs 6. Bills of office of Meghalaya State Legal Services Authority 7. Elitigation 8. Chief Minister petition 9. Furnishing and sanction approval of High Court/District Court/DC (Judl.)/Advocate General office 10. Approval of Travel Allowances of staff of District Courts/D.C.(Judl.)/Sub Divisions/Chief Judicial Magistrate 11. Matters relating to Subordinate office in the Districts (quarterly allotment of funds to all the Divisions) <p>Any other matter which has not been allotted to any officers.</p>
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	1. Overall supervision	

Designation	Under Secretary cum Deputy Legal Remembrancer(I)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Visit of VIP & Bills of VIP 2. Fifth Pay Commission 3. Earle Holiday Home 4. Dedicated Cell 5. 14th & 15th Finance Commission 6. All matters relating to Judges of High Court including construction in High Court 7. Matters relating to construction of all District Courts / High Court and separation of Judiciary.
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	1. Overall supervision	

Designation	Under Secretary cum Deputy Legal Remembrancer (II)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Training of Judicial Officers & Officers of Law Department 2. Purchase, repair, Condemnation of the vehicles for the officers of Law Department, Chief Justice, Judges of High Court and District Court 3. Training on office Management & office Procedure, Meghalaya Admv. Training Institute 4. Creation of post for the office of High Court/District Courts/Advocate General/ Sub-Division 5. Retention of posts in the office of High Court/District Courts/Advocate General/ Sub-Divisions/D.C. (Judicial), PP Offices 6. E-samiksha

	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	1. Overall supervision	

Designation	Law Officer (I)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Computerization of Law(A) Department. 2. GPF 3. Furnishing of Residential Quarters of Judicial Magistrates. 4. Chief Justice & Chief Minister's Conference 5. Matters relating to the office of Law Commission 6. Visit of VIPs 7. For Dedicated Cell regarding issues concerning Khasi Hills, Jaintia Hills and Ri-Bhoi Districts including Sub-Divisions
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	1. Overall supervision	

Designation	Law Officer (II)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Training of Judicial Officer 2. E-Samiksha. 3. Chief Minister Petition. 4. Lok Sabha Questions 5. Rajya Sabha Questions 6. All Matters relating to Judicial Officers. 7. For Dedicated Cell regarding issues concerning Garo Hills District including Sub-Divisions
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	1. Overall supervision	

Designation	Law Officer (III) – Vacant	
Powers	Administrative	
	Financial	
	Others	
Duties		

Designation	Law Officer (IV) – Vacant	
Powers	Administrative	
	Financial	
	Others	
Duties		

Designation	Law Officer (V) - Vacant	
Powers	Administrative	
	Financial	
	Others	
Duties		

Designation	Superintendent	
Powers	Administrative	1. Overall Supervision of the Department for smooth functioning of the Department. 2. Recording of Annual Confidential Report of the Staff of Law(A) Department 3. Maintaining the Leave Record of the Officers as well as the staff of the Law(A) Department.
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	To supervise and coordinate works in the department for the smooth functioning	

2. Duties and function of Staff in Law (A) Department

Designation	Assistant Superintendent	
Powers	Administrative	<ol style="list-style-type: none"> 1. Allotment of fund to High Court and all Subordinate offices. 2. Re-appropriation of fund/Surrender of Saving/Advance from CF/Supplementary Demand. 3. Matters relating to Judicial Academy. 4. 14th Finance Commission 5. Misc. matters not allotted to others. 6. 15th Finance Commission 7. Any other subjects not allotted to other staff.
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties		

Designation	Upper Divisional Assistant (I)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Medical Treatment/Reimbursement of the staff of the District & Sessions Judge, Shillong/Chief Judicial Magistrate, Shillong/Advocate General's Office/High Court of Meghalaya and all District Court. 2. Matters relating to infrastructure of Judiciary in Garo Hills 3. Opening of a Sub-Head receipts & expenditures 4. Reconciliation of Accounts. 5. Budget 6. Earle Holiday Home 7. Children Education to

		Subordinate office. 8. Construction works/Infrastructure East/West Khasi Hills & High Court of Meghalaya. 9. Any other subjects not allotted to other staff.
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties		1. Overall supervision

Designation	Upper Divisional Assistant (II)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Matters relating to infrastructure of Judiciary in Jaintia Hills & Ribhoi 2. All matters relating to the Judicial Officers 3. Separation of Judiciary. 4. Chief Justices, Chief Minister's Conference 5. Appointment of Counsels in Supreme Court and PPs/ APPs/ Addl. PPs/ Spl. PPs/ Panel Advocate in High Court and Subordinate Courts. 6. All matters relating to the Officers of Law Department 7. LS, RS Questions 8. All matters relating to the Chief Justice & Judges of High Court including Retd. Chief Justice/Judges 9. Supreme Court Cases 10. Training of Judicial Officers & Officers of Law Department 11. Appointment of AG, AAG and other matters 12. Purchase, repair, condemnation of the vehicles for the Officers of Law Department, Chief Justice,

		Judges of High Court and District Court. 13. Investment of Power 14. Petrol bills of Judicial Officer 15. PIL matters 16. Judicial Pay Commission
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties		

Designation	Lower Divisional Assistant (I)	
Powers	Administrative	1. Pensions matters of the staff of Subordinate Offices. 2. ACPS of the staff of Subordinate Offices 3. 5 th Pay Commission 4. New Shillong Township 5. NITI Aayog 6. Dedicated Cell 7. TEAC/Bldg. Committee 8. Annual Plan Expenditure Budget. 9. Centrally Sponsored Scheme/Geotoging/Nyaya Vikas
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties		

Designation	Lower Divisional Assistant (II)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Creation and retention of Non Gazetted post in the Office of District Courts/Residential Quarters. 2. Matters relating to sanction and furnishing of the Office of District Courts. 3. Video Conferencing between District Courts and District Jails/Case Informative System. 4. Supply of Computer, Laptop, Printer to High Court/District Court/Advocate General/Addl. Advocate General/Senior Govt. Advocate. 5. RTI 6. Visit of VIPs & Bills of VIPs 7. Governors Address. 8. Matters relating to Republic Day/Independence Day 9. Meghalaya State Litigation Policy.
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties		

Designation	Lower Divisional Assistant (III) - Vacant	
Powers	Administrative	
	Financial	
	Others	
Duties		

Designation	Lower Divisional Assistant (IV) - Vacant	
Powers	Administrative	
	Financial	
	Others	
Duties		

Designation	Lower Divisional Assistant (V) - Vacant	
Powers	Administrative	
	Financial	
	Others	
Duties		

Designation	Grade IV - Duftry	
Powers	Administrative	
	Financial	
	Others	
Duties		

Designation	Grade IV – Peon (I)	
Powers	Administrative	
	Financial	
	Others	
Duties		

Designation	Grade IV – Peon (II)	
Powers	Administrative	
	Financial	
	Others	
Duties		

Designation	Grade IV – Peon (III)	
Powers	Administrative	
	Financial	
	Others	
Duties		

CHAPTER IV

**RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR
DISCHARGING FUNCTIONS.**

The subjects allocated to Law (A) Department:

Sl. No.	SUBJECTS	CATEGORY OF FILES	APPROVAL/POLICY DECISION
1.	Appointment of Judicial and other Officers under Law Department.	General	On recommendation by High Court/competent Authority with approval of Minister, appointment are made.
2.	Training of Judicial and other Officers.	General	With the approval of Minister and Secretary Law Department.
3.	North Eastern Judicial Officers Training Institute.	General	
4.	Appointment of Advocate General, Govt. Advocate, Govt. Pleaders And Assistant Govt. Pleaders, Public Prosecutors and Assistant Public Prosecutors.	General	Appointment of Advocate General is decided by the Highest Authority and for others with approval of Minister and Secretary Law Department.
5.	Establishment and administrative control of Offices of the Advocate General, District and Sessions Judge, Chief Judicial Magistrate and Meghalaya State Law Commission.	General	As per the Powers delegated under different existing Rules.
6	Visits of VIP's and State Guests.	General	With the approval of Chief Secretary under the Meghalaya State Guest Rules, 1991.
7.	G.P.F. General matters and sanctioning of advances.	General	Under Civil Services (G.P.F, Rule) 1985.
8	Law Research Institution.	General	Law Secretary is a member of the Advisory Committee.
9	Construction of Court building.	General	Being a Plan Scheme, with the approval of Minister and with clearance by Planning, Finance Department, and P.W.D.
10	Preparation of Budget control of Head "2014 Admn. of Justice: Other accounts matters of Law (A) and Law (B) Deptt.	General	With the approval of the Secretary/Legal Remembrancer.
11	Library: - Supply, etc. of books and payment of bills of suppliers.	General	With the approval of the Secretary/Legal Remembrancer.
Brief write-up on the Document - From where one can get a copy of the rules, regulations, instructions, manual and records Fee charged by the Department for a copy of rules, regulations, instructions, manual and records		The above mentioned subjects are the files under Law (A) Department, and all documents in various form and content are available in respective files. Address: Shri D. Lyngdoh, Deputy Secretary & PIO, Phone: 2212598 , PABX :2598 Charge of fees as provided in the RTI Rules.	

CHAPTER V

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

1. Formulation of Policy.

There are so far no Public participation nor elicit any opinion from the public in connection to the policy matters relating to Law Department in the State. Hence there is no detail in this regard for the general public to receive such information.

Sl. No.	Subject/ Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1	Appointment of Judicial and other Officers under Law Department.	No	
2	Training of Judicial and other Officers.	No	
3	North Eastern Judicial Officers Training Institute.	No	
4	Appointment of Advocate General, Govt. Advocate, Govt. Pleaders And Assistant Govt. Pleaders, Public Prosecutors and Assistant Public Prosecutors.	No	
5	Establishment and administrative control of Offices of the Advocate General, District and Sessions Judge, Chief Judicial Magistrate and Meghalaya State Law Commission.	No	
6	Visits of VIP's and State Guests.	No	
7	G.P.F. General matters and sanctioning of advances.	No	
8	Law Research Institution.	No	
9	Constitution of Court building, Jails, etc.	No	
10	Preparation of Budget control of Head "2014 Admn. of Justice: Other accounts matters of Law (A) and Law (B) Deptt.	No	
11	Library: - Supply, etc. of books and payment of bills of suppliers.	No	

2. Implementation of Policy No.

Sl. No.	Subject/ Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
Nil	Nil	Nil	Nil

CHAPTER VI

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

Sl. No	Category of the document and its introduction in one line	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/ under control of
1	Trust Deed	Trust Deed of Earle Holiday Home, Shillong	Apply to Trustee In Charge Earle Holiday Home through P.I.O.	Held by Trustee In Charge, Earle Holiday Home, Shillong
2	Rules	Earle Holiday Home Management Rules	-do -	- do -
3	Notification No.LR.123/78/23 dt.24.1..1980	Setting up of the Meghalaya State Law Commission	Apply to P.I.O.	Held by Law Secretary

CHAPTER VII

STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED UNDER THE CONTROL OF LAW (A) DEPARTMENT.

There are only two bodies that has been constituted under the Law Department, and Meghalaya State Law Commission is under Law (A) Department, viz;-

MEGHALAYA STATE LAW COMMISSION

1. ESTABLISHMENT:

The State Government has set up the Meghalaya State Law Commission.
Vide Notification No.LR.123/78/23, dt.24.1.1980.

2. ADDRESS:

The Office of State Law Commission is situated at Taxation Building Annex,
Shillong – 793 001.

3. FUNCTIONS:

The functions of the Commission are follows:

1. to consider and suggest revision or amendment of laws within the Legislative Competence of the State Legislature; and
2. to consider and suggest revision or amendment of rules framed by the State Government or other authorities subordinate to the State Government.
3. to consider and suggest codification of the tribal customary laws.
4. to consider and suggest re-organisation of the present system of administration of justice and re-organisation of justice and re-organisation Courts in the entire State, and in this connection-
 - a) to examine the feasibility of application of the Codes of Criminal and Civil procedure, and other Laws in the State, and
 - b) to consider and suggest how and to what extent village functionaries may be involved in the administration of justice.

5. Such other function as may be assigned by the State Government from time to time.

4. MEMBERS:

The name of present Chairman /Co-Chairman / Vice Chairman and Members with Telephone numbers are as follows:

1. Shri Macmillan Byrsat, Chairman,
Meghalaya State Law Commission,
Phone No. 2222095 (Office).
 2. Shri Bindo M. Lanong, Co-Chairman,
Meghalaya State Law Commission.
Phone No. 2224570 (Office).
 3. Shri Shri. Pyndapborlang Nongsiej, Vice-Chairman,
Meghalaya State Law Commission,
Phone No. 2222095 (Office).
 4. Shri. Jan Kyndiah, Vice Chairman,
Meghalaya State Law Commission.
 5. Advocate General, Meghalaya.
 6. Secretary, Government of Meghalaya
Law Department, Member.
 7. Chief Executive Member,
Khasi Hills Autonomous District Council, Member. Members.
- } All Official

5. Meetings Held:

The number of meetings held by the Meghalaya State Law Commission with effect from 1980 are as follows:-

Year	–	Number of Meetings held
1980	–	1
1981	–	3
1982	–	3
1983	–	6
1984	–	6

1985	-	6
1986	-	5
1989	-	3
1990	-	1
1991	-	1
1992	-	1
1994	-	1
1998	-	1
1999	-	1
2002	-	1
2003	-	1
2010	-	1
2014	-	2
2015	-	2
2016	-	1
2017	-	1
2019	-	1
Total	-	49

CHAPTER VIII

NAME, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Name of the Public Authority:

Assistant Public Information Officers:

Sl. No.	Name	Designation	S.T.D. Code	Ph. No. Office/Resd.	Fax	Email	Address
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Public Information Officers:

Sl. No	Name	Designation	S.T.D. Code	Ph. No. Office/ Resd	Fax	Email	Address
	Shri. D. Lyngdoh	Joint Legal Remembrancer & Deputy Secretary Law(A) Department	0364	2210361			Meghalaya Civil Secretariat, Main Building, Room No. 110, Shillong - 793001

Name of Appellate Authority:

Sl. No.	Name	Designation	S.T.D. Code	Ph. No. Office/ Resd.	Fax	Email	Address
	Shri. A.K.Sangma	Additional Secretary Law Department	0364	2210361 PABX : 2691			Meghalaya Civil Secretariat, Additional Building, Room No. 222, Shillong - 793001

CHAPTER IX

PROCEDURES IN DECISION TAKING PROCESS INCLUDING SUPERVISION AND ACCOUNTABILITY

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 Manuals of the Meghalaya Secretariat and such other rules as prescribed in the office Manuals of the Meghalaya Secretariat and such other rules prescribed by the Government from time to time. Regarding the matters of supervision and accountability of hierarchy of Officers, these are also provided in the above mentioned rules manuals including the **Law Manuals**

Sl. No.	
Subject on which the decision is to be taken	
Guideline/ Direction, if any	
Process of Execution	
Designation of the officers involved in decision making	
Contact information of above mentioned officers	
If not satisfied by the decision, where and how to appeal	

CHAPTER X

1. DIRECTORY OF OFFICERS IN LAW DEPARTMENT

Sl. No.	Name	Designation	Office Address	Office Telephone No.
1.	Shri C.V.D. Diengdoh, IAS	Legal Remembrancer and Secretary to the Govt. of Meghalaya, Law Department	Room No. ____, Meghalaya (C) Secretariat, Main Building Shillong – 793001	
2.	Shri A.K. Sangma	Senior Additional Legal Remembrancer and Additional Secretary to the Govt. of Meghalaya, Law Department	Room No. ____, Meghalaya (C) Secretariat, Main Building Shillong – 793001	
3	Smti L.L. Shangpliang	Additional Legal Remembrancer and Draftsman cum Joint Secretary to the Govt. of Meghalaya, Law Department	Room No. ____, Meghalaya (C) Secretariat, Main Building Shillong – 793001	
4	Smti M.M. Sangma	Additional Legal Remembrancer and Draftsman cum Joint Secretary to the Govt. of Meghalaya, Law Department	Room No. ____, Meghalaya (C) Secretariat, Main Building Shillong – 793001	
5	Shri D. Lyngdoh	Joint Legal Remembrancer cum Deputy Secretary to the Govt. of Meghalaya, Law Department	Room No. ____, Meghalaya (C) Secretariat, Main Building Shillong – 793001	
6	Smti. S.K. Sangma	Joint Legal Remembrancer cum Deputy	Room No. ____, Meghalaya (C) Secretariat, Main	

		Secretary to the Govt. of Meghalaya, Law Department	Building Shillong – 793001	
7	Smti. L.A. Lyndem	Joint Legal Remembrancer cum Deputy Secretary to the Govt. of Meghalaya, Law Department	Room No. ____, Meghalaya (C) Secretariat, Main Building Shillong – 793001	
8	Shri L.K. Swett	Deputy Legal Remembrancer cum Under Secretary to the Government, Law Department	Room No. ____, Meghalaya (C) Secretariat, Main Building Shillong – 793001	
9	Smti. S.N. Sangma	Deputy Legal Remembrancer cum Under Secretary to the Government, Law Department	Room No. ____, Meghalaya (C) Secretariat, Main Building Shillong – 793001	
10	Shri S.K. Latam	Law Officer to the Govt. of Meghalaya	Room No. ____, Meghalaya (C) Secretariat, Main Building Shillong – 793001	
11	Smti. M.K. Marak	Law Officer to the Govt. of Meghalaya	Room No. ____, Meghalaya (C) Secretariat, Main Building Shillong – 793001	
12	Shri. H.A. Arengh	Superintendent, Law Department	Room No. ____, Meghalaya (C) Secretariat, Main Building Shillong – 793001	

2. DIRECTORY OF STAFFS OF THE OFFICE OF THE LEGAL REMEMBRANCER.

Sl. No.	Name	Designation	Office Address	Office Telephone No.
1	Smti. E. Kynjing	Librarian	Room No. 330, Megh. (C)Sectt.	2224-PABX
2	Smti. N. Nongbri	Library Assistant	Room No. 330, Megh. (C) Sectt.	2224-PABX
3	Smti. V.A. Warjri	Library Attendant	Room No. 330, Megh. (C) Sectt.	2224-PABX
4	Shri. M. Marwein	Driver	Room No. 330, Megh. (C) Sectt.	2224-PABX
5	Shri. H. Chyne	Drive	Room No. 330, Megh. (C) Sectt.	2224-PABX
6	Shri. H. Langstang	Duftry	Room No. 330, Megh. (C) Sectt.	2224-PABX
7	Smti. D.B. Shangpliang	Peon	Room No. 330, Megh. (C) Sectt.	2224-PABX
8	Smti. W. S. Sangma	Peon	Room No. 330, Megh. (C) Sectt.	2224-PABX

3. DIRECTORY OF STAFFS OF LAW (A) DEPARTMENT

Sl. No.	Name	Designation	Office Address	Office Telephone No.
1	Smti. S. Khyriem	Assistant Superintendent	Room No. 222A, Megh. (C) Sectt.	PABX-2224
2	Smti. B. Kharir	U.D.A	Room No. 222A, Megh. (C) Sectt.	PABX-2224
3	Smti. K. Nongbri	U.D.A	Room No. 222A, Megh. (C) Sectt.	PABX-2224
4	Shri. B. Iawphniaw	L.D.A.	Room No. 222A, Megh. (C) Sectt.	PABX-2224
5	Shri. B. S. Khanda	L.D.A.	Room No. 222A, Megh. (C) Sectt.	PABX-2224
6	Smti. S. Najjar	L.D.A.	Room No. 222A, Megh. (C) Sectt.	PABX-2224
7	Smti. B. Lyngdoh	L.D.A.	Room No. 222A, Megh. (C) Sectt.	PABX-2224
8	Vacant	L.D.A.	Room No. 222A, Megh. (C) Sectt.	PABX-2224
9.	Shri. S. Lyngdoh	Peon	Room No. 222A, Megh. (C) Sectt.	PABX-2224

CHAPTER XI

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

1. OFFICERS OF LAW DEPARTMENT

Sl. No.	Name	Designation	Monthly remuneration (Scale of Pay)
1.	Shri. C.V.D. Diengdoh	Legal Remembrancer and Secretary to the Govt. of Meghalaya.	-
2.	Shri A.K. Sangma	Senior Addl. Legal Remembrancer and Additional Secretary.	Level - 21
3.	Smti L.L. Shangpliang	Additional Legal Remembrancer and Joint Secretary.	Level - 20
4.	Smti M.M. Sangma	Additional Legal Remembrancer and Joint Secretary.	Level - 20
5.	Shri D. Lyngdoh	Joint Legal Remembrancer and Deputy Secretary	Level - 19
6.	Smti S.K. Sangma	Joint Legal Remembrancer and Deputy Secretary	Level - 19
7.	Smti L. Lyndem	Joint Legal Remembrancer and Deputy Secretary	Level - 19
8.	Shri L.K. Swett	Deputy Legal Remembrancer and Under Secretary	Level -18
9.	Smti S.N. Sangma	Deputy Legal Remembrancer and Under Secretary	Level -18
10.	Shri S. Latam	Law Officer	Level -15
11.	Smti M.K. Marak	Law Officer	Level -15

2. EMPLOYEES UNDER LAW (A) DEPARTMENT

Sl. No	Name	Designation	Monthly remuneration Level in pay matrix of ROP 2017
1.	Shri. H.Areng	Superintendent	Level - 16
2.	Smti. S. Khyriem	Asstt. Superintendent	Level - 13
3.	Smti. B. Kharir	U.D. Asstt.	Level - 11
4.	Shri. K. Nongbri	U.D. Asstt.	Level - 11
5.	Shri. B.S.Khanda	L.D. Asstt.	Level - 8
6.	Shri. B.Iawphniaw	L.D. Asstt.	Level - 8
7.	Smti. S.Najiar	L.D. Asstt.	Level - 8
8.	Smti. B.Lyngdoh	L.D. Asstt.	Level - 8
9.	Vacant	L.D. Asstt.	Level - 8
10.	Smti.R.Papiah	Typist	Level - 6
11.	Shri.S.Lyngdoh	Grade – IV	Level - 1

3. EMPLOYEES UNDER LAW (A) DEPARTMENT IN THE OFFICE OF LEGAL REMEMBRANCER.

Sl. No	Name	Designation	Monthly remuneration Level in pay matrix of ROP 2017
1.	Smti. E. Kynjing	Librarian	Level -12
2.	Smti. N. Nongbri	Library Assistant	Level -5
3.	Smti. V.A. Warjri	Library Attendant	Level - 3
4.	Shri. M. Marwein	Driver	Level - 3
5.	Shri. H. Chyne	Driver	Level - 3
6.	Shri. H. Langstang	Grade IV	Level - 2
7.	Smti. D.B. Shangpliang	Grade IV	Level - 1
8.	Smti. W. S. Sangma	Grade IV	Level - 1

CHAPTER XII

BUDGETARY ALLOCATION UNDER THE HEAD OF ACCOUNTS FOR LAW DEPARTMENT

HEAD OF ACCOUNT	BUDGET PROVISION FOR 2021- 2022	
2014-Admn. of Justice	<u>General</u>	<u>Sixth Schedule</u>
102High Courts	₹25,59,53,000(charge d)	
105 Civil & Session Courts		
(01)District& Session Judge including Munsib Courts etc.	₹ 9,41,80,000 (voted)	₹ 7,50,000 (voted)
(02)Fast Track Courts	₹5,50,000 (voted)	
108 Criminal Courts		
(01) Courts of DC and his Asstts., etc.		₹ 3,35,22,000 (voted)
(02) Courts of Asstts. toDCs in Sub-Div. including NazaratEstts.		₹ 83,00,000 (voted)
(03) Estt. Of CJM and other JM	₹ 7,73,39,000 (voted)	₹ 4,18,22,000
114 Legal Advisers and Counsels		
(01) Adv. Gen&Addl. Adv. Gen. and their offices	₹ 1,94,50,000 (voted)	
(02) Legal Remembrancer & His Office	₹ 1,58,00,000 (voted)	₹ 2,70,50,000 (voted)
(03) Public Prosecutor/ Govt. Advocates etc.,	₹ 80,00,000 (voted)	
(04) Public Prosecutor/Govt. Pleader		₹ 2,57,20,000
(05) Senior Govt. Advocate and their offices	₹ 4,58,95,000	₹ 5,27,70,000
800 Other Expenses		
(01) Legal Aid to the poor and Ex-Servicemen Rs. 100	₹ 1,00,000	
(03) Grants to Bar Association/Library/Law etc.	₹ 62,000	
(04) State Law Commission	₹ 96,65,000	
(06) Meghalaya State LegalServices Authority	₹ 1,57,36,000	
(09) Permanent Lok Adalat	₹ 12,23,000	
(12) District Legal Services Authority	₹ 7,43,000	
(14) Upgradation of Standard of Administration of Justice as recommended by the 15 th Finance Commission	₹ 6,00,00,000	

CHAPTER XIII

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES.

In so far as Law (A) Department is concerned there is no provision for execution of subsidy programme.

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.

CHAPTER XV

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

General 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

**LAW DEPARTMENT ANNUALLY PROVIDES GRANT-IN-AID TO THE
FOLLOWING INSTITUTIONS**

Head of Account and description	Actuals for the year 2021-2022			Recipients Agency (Municipal Councils/ Corporation and Panchayat as applicable)	Amount receipt during the year for			Total Details
	Plan (including CSS)	Non-Plan	Total		Revenue Expenditure	Capital expenditure	Amount	
2014 – Admn. of Justice 800 other Expenditures (03) Grants in aid General	Nil	₹__	₹__	1. Shillong Law College, Shillong. 2. Khadar Doloi Law College. 3. Tura Law College, Tura. 4. Shillong Bar Association, Shillong. 5. Jowai Bar Association, Jowai 6. Tura Bar Association, Tura. ₹__ 7. Guwahati High Court, Shillong. 8. Law Research Institute, Guwahati. 9. North Eastern Judicial Officers Training Institute, Guwahati.				
800-O E Legal Aid to poor & Ex-service men-31 Grant in aid	Nil							

CHAPTER XVII

INFORMATION IN AN ELECTRONIC FORM

Information is being uploaded from time to time on the website of the Law Department, Shillong – <http://meglaw.gov.in>

At present the works and maintenance of files in the Law Department are being done in conventional way, manually by the staffs, hence information such as copies of office letters, documents, etc. are not being made available through an electronic form.

CHAPTER XVIII

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

At present this Department does not have the facilities or provide to general public or other persons or non-organization, library rooms for reading of office files, law books, or any records, documents or papers that belong to this Department.

CHAPTER XIX

OTHER USEFUL INFORMATION.

18.1. Frequently Asked Questions and their Answers by Public Authority.

- i) Application form (a copy of filled application form for reference
- ii) Fee
- iii) How to write a precise information request. Few tips.
- iv) Right of the citizens in case of denial of information and procedure to appeal
- v) Can appeal to appellate authority and also to State Information Commission

18.2. Related to seeking Information

18.3. With relation to training imparted to the public by Public Authority

18.4. With relation to training imparted to public by public authority

18.5. With relation to registration process

18.6. With relation to collection of tax