

# **GOVERNMENT OF MEGHALAYA**

## ***HANDBOOK***

### ***UNDER RIGHT TO INFORMATION ACT 2005***

#### ***LAW (B) DEPARTMENT***

**MANUAL FOR LAW (B) DEPARTMENT UNDER RIGHT TO  
INFORMATION ACT, 2005.**

**Clause (1) (b) of Section 4 of Right to Information Act)**

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**2.**  
**CHAPTER I**

**Introduction**

**BACKGROUND ON HANDBOOK**

This is a handbook on providing as guide for the use of the Government officials and the public. The content has been prepared to supply the information relating to various Governmental activities being taken up by Law Department. It includes various information like the duties, functions, powers of the officers in Law Department, it also provides information on the establishment and staff. For requirement of the general public that applies for information such important and relevant files, documents, office letters are also being provided in this handbook.

Shri C.V.D. Diengdoh, IAS.,  
Secretary  
Law Department,  
Government of Meghalaya

**OBJECTIVES**

The main objective of this handbook is for providing information to citizens and use by the Government in pursuance of the Right to Information, Act 2005.  
(Central Act No. 22 of 2005)

## CHAPTER II

### Particulars of Organization, Functions and Duties

The main functions of Law Department are basically legal matters by nature of work 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 “B” Department are as follows:-

**(i) Legislation and Subordinate Legislation**

1. Drafting and vetting of bills, statutory rules, orders and notification and giving advice on legislation measures,
2. Promulgation of Ordinance by the Governor,
3. Obtaining assent of the Governor or the President to bills passed by the State Legislature and publishing them,
4. Compilations of State Acts,
5. Vetting of Bills, rules and regulations of District Councils requiring assent or approval of the Governor,
6. Translation of Acts into Garo and Khasi Language and
7. Revision of Acts and amendments thereof.

**(ii) Judicial Administration.**

8. Conduct of State cases, appeals, etc. in all Courts including High Court and Supreme Court,
9. Investment of Magisterial & Judicial powers on all M.C.S. Officers and other officers of Government during election,
10. Engagement of lawyers/Defence Counsel on behalf of the accused,
11. Conduct of Government cases in various courts including Supreme Court, High Court and District Courts,
12. Matter relating to implementation, judgment and orders including Supreme Court Judgment/Orders passed by High Court of other State Government,
13. Mercy petitions, pardon and commutation of sentences of convicts,
14. Appointment of Special Judge and constitution of Special Courts/Tribunal under different Act/Rules.

**(iii) Legal Opinion and Advice.**

15. Tendering legal opinion and advice to all Departments etc. of the Government of Meghalaya,
16. Drafting and vetting or deeds, agreements and other instruments.

**(iv) Budget and Financial Administration.**

17. Payment of fees and other expenses of Government Lawyers in the District Court/High court Advocates including Supreme Court.

4.

**Organizational structure diagram at various levels are as follows:-**

**IN SECRETARIAT LEVEL**

**Officers**

**Secretary-cum-Legal Remembrancer**

**Additional Secretary-cum-Senior Additional Legal Remembrancer**

**Joint Secretary- cum – Additional Remembrancer**

**Deputy Secretary- cum-Joint Legal Remembrancer**

**Under Secretary- cum – Deputy Legal Remembrancer**

**Law Officer**

The Law Department is divided in two branches, namely:-

Law (A) Department

Law (B) Department

**Sub-Ordinate offices and other bodies under Law (B) Department;**

1. Meghalaya State Legal Services Authority.
2. Meghalaya State Law Commission.

**Office timing;**

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

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

### CHAPTER III

#### **Powers and Duties of Officers and Employees**

The duties and functions of the officers in Law Department are provided in the *Law Manual* (as adopted from *the Assam Law Manual* by the Government of Meghalaya). The main duties and functions are as follows: -

1. To examine, give views and comments in legal matters that are sought by different departments of the State Governments.
2. To undertake drafting and vetting of bills, rules, bye-laws, regulations, Agreement, Memorandum of Understanding and other office orders/Memorandum, etc.
3. To aid, to assist, to vet documents e.g. parawise comments, draft Affidavits, etc. relating to courts cases.
4. To invest magisterial powers to judicial officers and Executive Magistrates.

6.

Designation	<b>Legal Remembrancer &amp; Secretary Law</b>	
Powers	Administrative	1. Overall supervision
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	1. Overall supervision	

Designation	<b>Senior Addl. Legal Remembrancer &amp; Additional Secretary</b>	
Powers and Duties	Administrative	<ol style="list-style-type: none"> <li>1. Agriculture</li> <li>2. Arts &amp; Culture</li> <li>3. Cabinet Affairs</li> <li>4. Community &amp; Rural Development</li> <li>5. Education</li> <li>6. Election</li> <li>7. Excise, Registration, Taxation, Stamps &amp; State Lottery.</li> <li>8. Food, Civil Supplies, Consumer &amp; Trade (including Border Trade)</li> <li>9. Forest &amp; Environment</li> <li>10. Home (including Passport &amp; Civil Defence)</li> <li>11. Law</li> <li>12. Labour</li> <li>13. Political</li> <li>14. Parliamentary Affairs</li> <li>15. Personnel &amp; Administrative Reforms.</li> <li>16. Public Works (Roads &amp; Bridges, Buildings &amp; medium Irrigation)</li> <li>17. Programme Implementation</li> <li>18. Power, Mining &amp; Geology</li> <li>19. Re-Organisation.</li> <li>20. Relief &amp; Rehabilitation</li> <li>21. Secretariat Administration</li> <li>22. Social Welfare</li> <li>23. Soil &amp; Water Conservation</li> <li>24. Information Technology</li> <li>25. Water Resources</li> </ol>



Designation	<b>Addl. Legal Remembrancer &amp; Joint Secretary (I)</b>	
Powers and Duties	Administrative	All matters relating to Supreme Court & National Green Tribunal Cases 1. Agriculture 2. Animal Husbandry & Veterinary & Dairy Development 3. Arts & Culture 4. Border Areas Development 5. Cabinet Affairs 6. Election 7. Evaluation 8. Excise, Registration, Taxation, Stamps & State Lottery 9. Fisheries 10. Home (including Police, Prisons, Passport & Civil Defense) 11. Housing 12. Law 13. Industries (including Sericulture & Weaving) 14. Labour 15. Political 16. Power, Mining & Geology 17. Printing & Stationery 18. Public Relations 19. Relief & Rehabilitation of displaced persons 20. Secretariat Administration 21. Social Welfare 22. Soil & Water Conservation
	Financial	1. Supervisory
	Others	1. Supervisory and as assigned by the Head of Department from time to time

Designation	<b>Addl. Legal Remembrancer &amp; Joint Secretary (II)</b>	
Powers and Duties	Administrative	All matters relating to Meghalaya High Court and CAT, Central Administrative Tribunal 1. Co-operation 2. Community & Rural Development 3. District Council Affairs 4. Education 5. Finance 6. Forest & Environment 7. Food, Civil Supplies, Consumer & Trade (including Border Trade) 8. General Administration 9. Health & Family Welfare 10. Minor Irrigation 11. Parliamentary Affairs. 12. Personnel & Administrative Reforms 13. Planning (including Science & Technology) 14. Public Works Department (Roads & Bridges, Building & Medium Irrigation) 15. Public Health Engineering 16. Programme Implementation 17. Re-organisation 18. Revenue & Disaster Management 19. Sports & Youth Affairs 20. Tourism 21. Transport & Communications 22. Urban Affairs 23. Information Technology.
	Financial	1. Supervisory
	Others	1. Supervisory and as assigned by the Head of Department from time to time

Designation	<b>Joint Legal Remembrancer &amp; Deputy Secretary (I)</b>	
Power and Duties	Administrative	All matters relating to National Green Tribunal Cases and Supreme Court. 1. Agriculture 2. Animal Husbandry & Veterinary & Dairy Department 3. Border Areas Development 4. Cabinet Affairs 5. Arts & Culture 6. District Council Affairs. 7. Education 8. General Administration 9. Health & Family Welfare 10. Power, Mining & Geology 11. Political 12. Parliamentary Affairs 13. Urban Affairs Department.
	Financial	1.DDO and as assigned by the Secretary from time to time
	Others	1. As assigned by the Secretary from time to time

Designation	<b>Joint Legal Remembrancer &amp; Deputy Secretary (II)</b>	
Power and Duties	Administrative	Matter relating to District Courts and Subordinate Courts and Miscellaneous Court matters. 1. Election 2. Evaluation 3. Excise, Registration, Taxation, Stamps & State Lottery 4. Fisheries 5. Finance 6. Forest & Environment 7. Food, Civil Supplies, Consumer & Trade (including Border Trade) 8. Revenue & Disaster Management Department 9. Public Health Engineering 10. Right to Information 11. Legal Metrology 12. Sericulture 13. Social Welfare
	Financial	1.DDO and as assigned by the Secretary from time to time
	Others	1. As assigned by the Secretary from time to time

Designation	<b>Joint Legal Remembrancer &amp; Deputy Secretary (III)</b>	
Power and Duties	Administrative	All matters relating to Supreme Court and National Green Tribunal Cases. 1. Community & Rural Development 2. Home (including Passport & Civil Defence) 3. Housing 4. Law 5. Industries 6. Labour 7. Minor Irrigation 8. Personnel & Administrative Reforms 9. Planning (including Science & Technology) 10. Matters relating to Meghalaya to Meghalaya State Legal Service Authority
	Financial	1.DDO and as assigned by the Secretary from time to time
	Others	1. As assigned by the Secretary from time to time

Designation	<b>Deputy Legal Remembrancer &amp; Under Secretary (I)</b>	
Powers and Duties	Administrative	<p>All matters relating to High Court of Meghalaya and Central Administrative Tribunal Cases.</p> <ol style="list-style-type: none"> <li>1. Branch Officer of Law 'B' Deptt, to check Attendance Register, etc. including establishment matters of the said Department.</li> <li>2. Vetting of Rules, Regulations, deeds Notifications, etc. relating to departments other than those dealt with by Under Secretary (II)</li> <li>3. Republication of Central Acts, Ordinances and other statutory Notifications</li> <li>4. Codification of Laws, rules, etc.,</li> <li>5. Translation works</li> <li>6. Printing &amp; Stationery</li> <li>7. Public Relations</li> <li>8. Public Works (Roads &amp; Bridges, Building &amp; medium Irrigation)</li> <li>9. Public Health Engineering</li> <li>10. Programme Implementation</li> <li>11. Political</li> <li>12. Re-organisation</li> <li>13. Revenue &amp; Disaster Management</li> <li>14. Mining &amp; Geology</li> <li>15. Co-operation</li> <li>16. Relief &amp; Rehabilitation of displaced persons.</li> <li>17. District Council Affairs.</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. As assigned by the Secretary from time to time.</li> </ol>
	Others	<ol style="list-style-type: none"> <li>1. As assigned by the Secretary from time to time.</li> </ol>

1Designation	<b>Deputy Legal Remembrancer &amp; Under Secretary (II)</b>	
Powers and Duties	Administrative	<p>All miscellaneous Court matters and District Court and Subordinate Courts.</p> <p>Vetting of Rules, Regulations, Deeds, Notification, etc, relating to Departments as at para (iv) of Deputy Secretary.</p> <p>2. Bar Association matters</p> <p>3. Legal Aid and State Legal Services Authorities matters connected therewith.</p> <p>4 Legal advice and opinions relating to Departments allotted to Deputy Secretary (II) at para (iv)</p> <p>5. Secretariat Administration</p> <p>6. Social Welfare</p> <p>7. Soil &amp; Water Conservation</p> <p>8. Sports &amp; Youth Affairs</p> <p>9. Tourism</p> <p>10. Transport &amp; Communication</p> <p>11. Urban Affairs</p> <p>12. Information Technology</p> <p>13. Water Resources</p> <p>14. Health &amp; Family Welfare</p> <p>15. General Administration Department.</p>
	Financial	1.As assigned by the Secretary from time to time.
	Others	1.As assigned by the Secretary from time to time.

Designation	<b>Law Officer Shri S. Latam</b>	
Powers and Duties	Administrative	<ol style="list-style-type: none"> <li>1. PWD</li> <li>2. Sports &amp; Youth Affairs,</li> <li>3. Agriculture</li> <li>4. Education</li> <li>5. ERTS</li> <li>6. Home (including Police, Prisons, Passport &amp; Civil Defense)</li> <li>7. Transport</li> <li>8. Industries</li> </ol>
Designation	<b>Law Officer Smti M.K. Marak</b>	
Powers and Duties	Administrative	<ol style="list-style-type: none"> <li>1. PHE</li> <li>2. Tourism</li> <li>3. Animal Husbandry &amp; Veterinary</li> <li>4. Border Areas Development</li> <li>5. Labour</li> <li>6. Election</li> <li>7. Forests.</li> </ol>



Designation	<b>Superintendent</b>	
Duties	1. To supervise and coordinate works in the department for the smooth functioning of the Department.	
	Others	As and when detailed by Senior Officers.

Designation	<b>Assistant Superintendent</b>	
Duties	To supervise when Superintendent is on leave etc.	
	<ol style="list-style-type: none"> <li>1. All cases in the Supreme Court, High Courts, Tribunals (other than MAC tribunals) and Special Courts.</li> <li>2. Cases relating to lottery and Service matter.</li> <li>3. Withdrawal (General) of Cases/Appeals.etc, from Courts.</li> <li>4. Statistics for disposal of Government Cases.</li> <li>5. Notices under 80 C.P.C. from all Departments</li> </ol>	

Designation	<b>1. Upper Division Assistant (UDA)</b>	
Duties	<ol style="list-style-type: none"> <li>1. Investiture of judicial powers on Magistrates.</li> <li>2. District Council matters including other references for opinion, etc and bills and Rules of District Council.</li> <li>3. Materials for Governors Address and Finance Minister's Speech.</li> <li>4. M.A.C Cases, UTP,.</li> <li>5. State/District Monitoring Committee for Administration and Justice.</li> <li>6. Diet Charges of Witnesses.</li> <li>7. All cases in District Courts including District Council Courts.</li> </ol>	

Designation	<b>2. Upper Division Assistant (UDA)</b>	
Duties	<ol style="list-style-type: none"> <li>1. All cases relating to legal opinion from all Department.</li> <li>2. Vetting of drafts of Service Rules.</li> <li>3. Matters relating to Scheduled Castes and Scheduled Tribes.</li> <li>4. Legal opinion on pension matters, G.P Fund, Service matters and Departmental Proceeding cases etc.</li> <li>5. Vetting of all statutory rules other than Service Rules.</li> <li>6. Maintenance and updating of Precedent Registers opinions tendered by Law Department.</li> <li>7. Mercy Petition, Pardon and Commutation and sentences.</li> <li>8. Honorarium, A.C.Rs of staff, etc.</li> <li>9. Matters relating to marriage/divorce and Civil Rights.</li> </ol>	

Designation	<b>3. Upper Division Assistant (UDA)</b>	
Duties	<ol style="list-style-type: none"> <li>1. Legislation, Bills, Ordinances.</li> <li>2. Vetting of Bills.</li> <li>3. Maintenance of the Statute Book</li> <li>4. Law Commission of India's Report (except reports pertaining to subjects specifically allocated to other Assistants).</li> <li>5. Other Commissions' Reports, etc.</li> </ol>	

Designation	<b>4. Upper Division Assistant (UDA)</b>	
Duties	<ol style="list-style-type: none"> <li>1 Fees and T.A. etc, bills of Government Advocates and Lawyers in all Courts.</li> <li>2. Fees of Lawyers in the High Court and Supreme Court.</li> <li>3. Other Miscellaneous works.</li> <li>4. Meghalaya State Legal Service Authority.</li> <li>5. All matter relating to Legal Aid and Lok Adalats.</li> </ol>	

Designation	<b>3. Lower Division Assistant (LDA)</b>	
Duties	<ol style="list-style-type: none"> <li>1. Receipt of daks and issue of letters, files and maintenance of Registers thereof.</li> <li>2. Diarising works Movement of files and maintenance of Registers thereof.</li> <li>4. Maintenance of Registers of Assembly and Parliament questions.</li> </ol>	

Designation	<b>1. Translator (Khasi)</b>
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Designation	<b>2. Translator (Garo)</b>
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Designation	<b>1. Peon</b>
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Designation	<b>2. Peon</b>
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20.  
**CHAPTER IV**

**Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.**

<u>Name/title of the document</u>	<u>Type of the document</u>
1. (a) O.M. Dt. 28.3.2000	O.M. regarding Fees, T.A. etc. of Govt. Pleader/Public Prosecutor of High Court/District Court
(b) O.M. (Amendment) dt.18.3.2002	- do -
(c) O.M. (Amendment) dt.4.9.2003	- do -
(d) O.M. (Amendment) dt. 3.9.2004	- do -
2. (a) Meghalaya State Legal Service Authority - Rules, 1998	Rules
(b) Meghalaya State Legal Service Authority - Rules (Amendment)	Rules
3. (a) Meghalaya State Legal Service Authority - Regulation, 2000.	Regulation
(b) Meghalaya State Legal Service Authority - (Amendment) Regulation 2004	Regulation
	Chose one of the types given below (Rules, Regulations, Instructions, Manual, Records, Others)
Brief Write-up on the Document -	1. O.M. regarding Fees, T.A. etc. of Govt. Pleader/Public Prosecutor of High Court/District Court 2. (a) (b)- Rules. 3. (a) (b) –Regulation
From where one can get a copy of the rules, regulations, instructions, manual and records	Address: <u>Smti S.K. Sangma, Deputy Secretary &amp; P.I.O.</u> <u>PABX-2472</u> FAX: _____ Email: _____ Others: _____
Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (If any)	Fees as applicable in the R.T.I. 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

#### Formulation of Policy.

5.1 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.	Proper conduct of State Cases	No	
2.	Conduct of State cases-matters relating to.	No	
3.	Specification of the courts to be the Special Courts for different districts of the State	No	
4.	Appointment of the respective PP of the District in the State.	No	
5.	All the cases, civil and criminal, arising from any area within S.G.H.District.	No	
6.	Intimation of orders passed by the Court involving Govt. Deptts.	No	
7.	Court Cases-taking of proper steps	No	
8.	Discussion etc. with A.G. & other G.As.	No	
9.	Empower all 1 <sup>st</sup> Class Judl.Magistrate in W.G.H.District.	No	
10.	Specify the following Courts to be the Special Courts for different district of the State	No	
11.	Empower all Judl. Magistrates of the 1 <sup>st</sup> Class.	No	
12.	Proper conduct of State Cases-timely furnishing of parawise comments, etc	No	
13.	Supply of papers, documents etc. in connection with Court cases & affidavit-in-Opposition to befiled in Court.	No	
14.	Transfer of cases from Principal seat of GHC to Shillong Bench.	No	

15.	Exemption of T.A. drawn by the blind or orthopaedically employees from the purview of calculation of Income-Tax / Notification – Regarding.	No	
16.	Appointment of Defence Lawyer by the Court on behalf of the accused.	No	
17.	Office Memorandum	No	
18.	Officer Memorandum	No	
19.	Report regarding cases U/S 125 Cr.P.C.	No	
20.	Office Memorandum	No	
21.	Time filing of Affidavit, etc in the S.C. & executing Vakalatnama – matters relating thereto.	No	
22.	Requirement of Prompt action/response to Court Cases in the GHC. etc- matter relating to.	No	
23.	Notification	No	
24.	National Human Rights Commission Report 2000-2001	No	
25.	Defence of Govt. officials	No	
26.	Implementation of Rule 4(2) & 4(3) of the S.C. and S.T. (Prevention of Atrocities) Rules, 1995.	No	
27.	Under Trial Prisoners – Expeditious disposal of cases – matters relating to.	No	
28.	Issuance of succession certificate by different courts to different parties pertaining the same amount of the deceased persons or the same person	No	
29.	Requirement of prompt action/response to court cases in GHC, etc – matter relating to.	No	
30.	Proper conduct & expeditious disposal of court cases – preparation furnishing of parawise comments by the Govt. Deptts. Etc.	No	
31.	Office Memorandum	No	

### Implementation of Policy

#### 5.2 - No.

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

**CHAPTER VI****A statement of the categories of documents that are held by it or under its control**

## 6.1 Same as Chapter IV

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of

**CHAPTER VII****Statement of boards, council, committees and other bodies constituted under the control of Law (B) Department.**

THE MEGHALAYA STATE LEGAL SERVICES AUTHORITY SHILLONG  
CONSTITUTED VIDE NOTIFICATION NO.LA./3/94/101 DT 15<sup>TH</sup> JULY, 1998

The Meghalaya State Legal Services Authority, Meghalaya Addl. Secretariat,  
MATI Building, Shillong – 793002.

**1. COMPOSITION:****Patron in Chief:**

- (a) Hon'ble Chief Justice of the High Court of Meghalaya. Executive Chairman.
- (b) Vice Chairman.

**Members:**

- (c) The Advocate General, Meghalaya.
- (d) The Secretary, Government of Meghalaya Finance Department.
- (e) The Secretary, Government of Meghalaya, Law Department.
- (f) The Inspector General of Police, Meghalaya.
- (g) Secretary, Khasi Hills Autonomous District Council.
- (h) Secretary, Jaintia Hills Autonomous District Council.
- (i) Secretary, Garo Hills Autonomous District council

**Including Non-Official Members.**



**2. CONSTITUTION OF HIGH COURT LEGAL SERVICES COMMITTEE:**

For Gauhati High Court, Shillong Bench, this Committee is provided in the Principal Act namely, the Legal Services Authority Act, 1987.

**3. Constitution of District Legal Services Authority:**

The District Legal Services Authority has been constituted in all the Districts of Meghalaya.

**4. FUNCTION OF THE MEGHALAYA STATE LEGAL SERVICES AUTHORITY:**

- (1) The function of the Meghalaya State Legal services Authority is to encourage the people from time to time either through the function of the Lok Adalat or Legal Literacy Campaign that every citizen involved in the litigation should avail the programme of Lok Adalat especially on all compoundable offences.
- (2) The Meghalaya State Legal Services Authority is receiving grants from the NALSA and from the State Government, for organizing Lok Adalats, Legal Literary Campaigns and Legal Aid to the poor.
- (3) The Legal Literacy com-Awareness Campaign and Legal Awareness Workshop was held in different places in various districts of State.

**5. LOK ADALAT:**

After the Constitution of the Meghalaya State Legal Services Authority Lok Adalat is presently conducted under the aegis of the Meghalaya State Legal Services Authority which determines the Action Plan for conducting various Lok Adalats, Budget, Planning of expenditure, programmes etc.

**CHAPTER VIII****Name, designations and other particulars of the Public Information Officers.****Name of the Public Authority:****Name of Appellate Authority:**

Sl. No.	Name	Designation	S.T.D. Code	Ph.No.	Fax	Email	Address
				Office/Resd.			
	<b>Shri A.K. Sangma</b>	Senior Additional Legal Remembrancer & Additional Secretary Law Department.	0364	PABX-2691			Meghalaya (Civil) Secretariat Main Building, Room No. 222 Shillong-793002.

**Public Information Officers:**

Sl. No.	Name	Designation	S.T.D. Code	Ph.No.	Fax	Email	Address
				Office/Resd.			
1.	<b>Shri D. Lyngdoh</b>	Joint. Legal Remembrancer & Deputy Secretary Law (A) Department.	0364	PABX-2595			Meghalaya (Civil) Secretariat, Main Building, Room No.110 Shillong – 793002.
2.	<b>Smti S.K. Sangma</b>	Joint. Legal Remembrancer & Deputy Secretary Law (B) Department	0364	PABX-2472			Meghalaya (Civil) Secretariat, Main Building, Room No.221 Shillong – 793002.

**Assistant Public Information Officers:**

Sl. No.	Name	Designation	S.T.D. Code	Ph.No.	Fax	Email	Address
				Office/Resd.			
1.	<b>Smti S.N. Sangma</b>	Under Secretary		PABX-2266			
2.	<b>Shri L.K. Swett</b>	Under Secretary		PABX - 2613			

## CHAPTER IX

### Procedure followed in Decision Making Process

Generally the office in Law Department follows the norms laid down in the provisions of the Law Manual and 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 various rules as prescribed by the Government from time to time.

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

## DIRECTORY OF OFFICERS AND EMPLOYEES

Sl. No.	Name	Designation	Office Address	Office Telephone No.
1.	<b>Shri C.V.D. Diengdoh</b>	Legal Remembrancer and Secretary to the Govt. of Meghalaya.	Room No. 314, Meghalaya (C) Secretariat. Addl. Building Shillong -793001.	
2.	<b>Shri. A.K. Sangma.</b>	Senior Addl. Legal Remembrancer and Additional Secretary.	Room No. 222 Meghalaya (C ) Secretariat Main Building. Shillong- 793001.	2210361 2691
4.	<b>Smt. L L. Shangpliang.</b>	Additional Legal Remembrancer and Joint Secretary.	Room No. 502, Meghalaya (C ) Secretariat, Main Building, Shillong-793001.	2501
5.	<b>Smt. M M. Sangma</b>	Additional Legal Remembrancer and Joint Secretary.	Room No. 502, Meghalaya (C ) Secretariat, Main Building, Shillong-793001.	2604
6.	<b>Shri D. Lyngdoh</b>	Joint Legal Remembrancer and Deputy Secretary.	Room No. 110. Meghalaya (C ) Secretariat, Main Building, Shillong-793001.	2598
7.	<b>Smti S.K. Sangma</b>	Joint Legal Remembrancer and Deputy Secretary.	Room No.221 (A) Meghalaya (C ) Secretariat, Main Building, Shillong-793001	2472
8.	<b>Smti L. Lyndem</b>	Joint Legal Remembrancer and Deputy Secretary.	RoomNo.221 Meghalaya (C ) Secretariat, Main Building, Shillong-793001	2688
9.	<b>Shri L.K. Swett</b>	Deputy Legal Remembrancer and Under Secretary	Room No.222 Meghalaya (C ) Secretariat, Main Building, Shillong-793001	2613

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10.	<b>Smti S.N. Sangma</b>	Deputy Legal Remembrancer and Under Secretary	Room No.209 Meghalaya (C ) Secretariat, Main Building, Shillong-793001	2266
11.	<b>Shri S.Latam</b>	Law Officer	Room No.239 (A) Meghalaya (C ) Secretariat, Main Building, Shillong-793001	02500021
12.	<b>Smti M.K. Marak</b>	Law Officer	Room No.239 (A) Meghalaya (C ) Secretariat, Main Building, Shillong-793001	02500021

**2. EMPLOYEES UNDER LAW (B) DEPARTMENT**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Phone No.</b>
1.	Smti. M.Lyngdoh	Superintendent	Upper Mawprem, Shillong - 793002	-
2.	Smti. R. Kharmujai	Asstt. Superintendent	Sohryngkham Shillong-793021	-
3	Smti P. Kharlukhi	U.D.Asstt.	Mawlai Iewrynghep, Shillong - 793017	-
4.	Shri. M.A. Laloo	U.D. Asstt.	C/o. "OSARIKA" Madan Laban, Shillong - 4.	-
5.	Smti S. Khongsngi	U.D. Asstt.	Upper Lumparing, Shillong -4	-
6.	Smti D Myllemngap	U.D. Asstt.	Smit, Shillong-793015.	-
7.	Shri. B.D.Hajong	L.D. Asstt.	Laban, Dhobighat, Shillong - 4	-
8.	Smti D. Chyne	Typist	Myllem Madaniingsyiem Shillong - 9.	-
9.	Shri A. Shabong	Typist	Laban, Shillong - 4	-
10.	Shri S. Kharkongor	Grade IV	Nongrah, Shillong-	-
11.	Shri S. Lyngdoh	Grade IV		

**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**

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

**2. EMPLOYEES UNDER LAW (B) DEPARTMENT**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Monthly remuneration Level in pay matrix of ROP 2017</b>
1.	Smti. M.Lyngdoh	Superintendent	Level - 16
2.	Smti R. Kharmujai	Asstt. Superintendent	Level - 13
3.	Smti P. Kharlukhi	U.D.Asstt.	Level - 11
4.	Shri M.A. Laloo	U.D.Asstt.	Level - 11
5.	Smti S. Khongsngi	U.D. Asstt.	Level - 11
6.	Smti D. Myllemngap	U.D. Asstt.	Level - 11
7.	Shri B.D. Hajong	L.D. Asstt.	Level - 8
8.	Smti D. Chyne	Typist	Level - 6
9.	Shri A. Shabong	Typist	Level - 6
10.	Shri S. Kharkongor	Grade - IV	-
11.	Shri S.Lyngdoh	Grade - IV	-





#### 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.

## CHAPTER XVII

### **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 governmental organization, library rooms for reading of office files, law books, or any records, documents or papers that belong to this Department.

## CHAPTER XVIII

Other useful Information.

### **18.1. Frequently Asked Questions and their Answers by Public.**

- |  |  |
|--|--|
| (i) Application form (a copy of filled application form for reference              | To be prescribed by Personnel & A.R.(A) Department yet to be determined Administratively |
| (ii) Fee   |  |
| (iii) How to write a precise information request. Few Tips                         |  |
| (iv) Right of the Citizen in case of denial of information and procedure to appeal | 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 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**

**This does not concern Law Department as it will be administered by the Administrative Department i.e. the Personnel & A.R. (A) Department Govt. of Meghalaya.**