

## CHAPTER II

### Particulars of Organization, Functions and Duties

#### 1. MAIN FUNCTIONS:

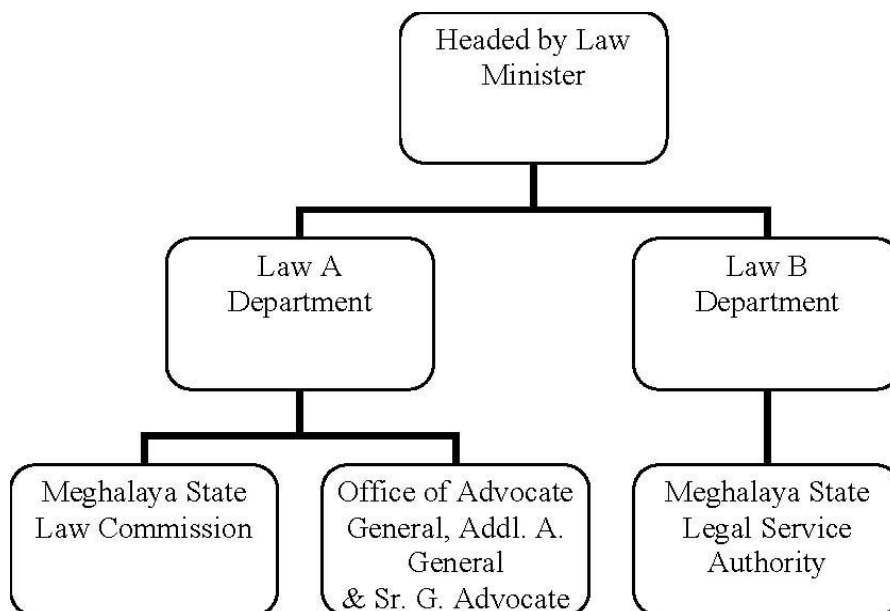
The main functions of Law Department, by nature of its works basically are legal matters of the State Government. The Officers of the Law Department are borne from the Meghalaya Legal Service and the ministerial staff belongs to the Meghalaya Civil Secretariat Service.

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

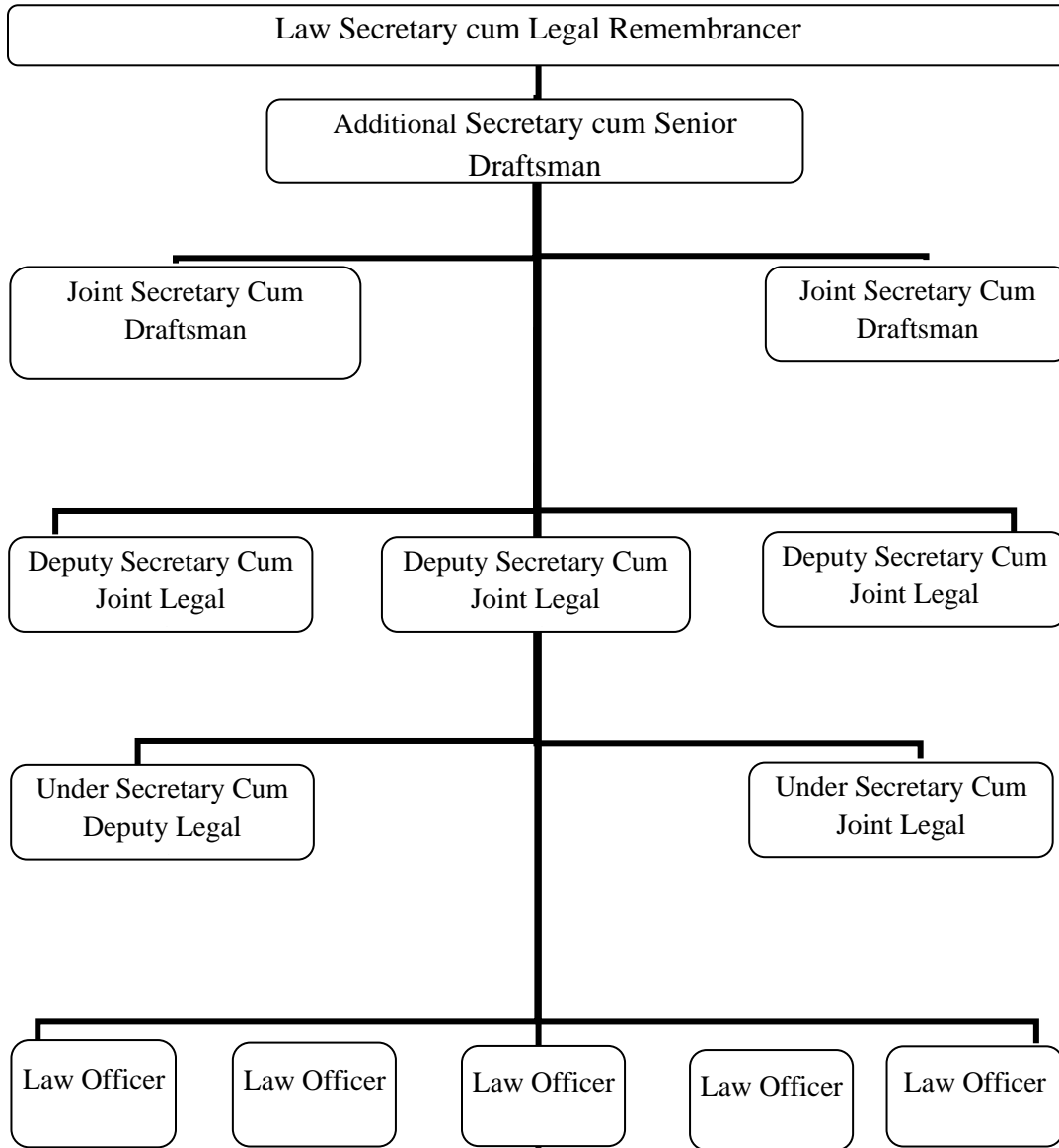
1. Establishment, Constitution and reorganization of Court, including Special Court.
2. Appointment of Judicial officials and Government Advocates.
3. Control over the budget head, “2014”- Administration of Justice.
4. Preparation of annual budget.
5. Matter concerning construction and maintenance of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