

## 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: Smti.L.A. Lyndem, Deputy Secretary & PIO, Phone: 2212688 , PABX :2688  Charge of fees as provided in the RTI Rules.	