

**Chapter - 4 (Manual 3)**  
**Rules, Regulations, Instructions, Manual and Records, for Discharging Functions**

4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document

**A. Name/title of documents:**

1. Meghalaya Travelling Allowance Rules.
2. Meghalaya Civil Services (GPF) Rules
3. Meghalaya Financial Rules
4. Delegation of Financial Power Rules
5. Fundamental Rules Subsidiary Rules
6. Handbook of General Circulars

**Type of document:** Rule Books

**Brief write up on the document:** The above mentioned rule books deals with the subjects indicative of the title thereof.

**From where one can get a copy of rules, regulations, instructions, manuals and records:**

The books are available from the sale counter of the Govt Printing and Stationery Department,

**Fee charge by the department for a copy of the same:** As per price list

**B. Name/title of documents:**

1. Insecticide Act
2. Fertilizer Control Order 1985
3. Seed Act

**Type of document:** Regulations

**Brief write up on the document:** The above mentioned publications deals with the subject of proper use and sale of insecticides etc, ensure fertility and sampling of fertilizer, their storage etc, and matters pertaining to the purity standards of seeds meant for sale or distribution to the farmers respectively.

**From where one can get a copy of rules, regulations, instructions, manuals and records:**

From the Department of Agriculture, Meghalaya, Shillong.

**Fee charge by the department for a copy of the same:** As applicable