

CHAPTER 6 (MANUAL 5)

The Rules, Regulations, instructions, Manuals and records, held by it or under its control or used by its employees for discharging its function.

(Section 4 (1) (b) (v))

The Acts, Rules, Regulations, Instructions, Manual followed by the Department in the discharging of its function are as follows:-

Sl.No.	Name/Title of the document	Type of document	Brief description of the document.
1..	The Secretariat Manual of Office Procedure.	Manual	It lays down the office Procedure to be followed in the Secretariat.
2.	`General Circular.	Instructions	It lays down the General instruction to be followed by the offices in the State Government.
3.	Other Rules such as FRs & SRs, MPSC Regulation, 1984, DFP Rules, Financial Rules, Rules of Executive Business, Conduct Rules, Meghalaya Medical Attendance Rules, 1981, The Meghalaya R.O.P. Rules, 1997.		They lay down the Provisions relating to the specific subject with which they are concerned.
4.	(1) The Draft Meghalaya Industrial Employees Service Rules and (2) The Draft Meghalaya Ministerial Service Rules in the Directorate of Printing and Stationery, Meghalaya.	Rules	Rules interalia provides the rules for appointment and promotion of the officers and staff in the Directorate of Printing and Stationery, Meghalaya etc.
5.	Labour/Industrial Laws/NIT Act.		They governs/regulate the working conditions of Industrial/Employees Of the Press.