

### **CHAPTER - 4 (MANUAL 3)**

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

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.

Name/title of the document	'Delegation of Financial Power Rules'	Type of the document	<b>'Rules'</b>
<p>Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)</p>			
<p>Brief write-up of the Document : It is one of the instruments of the Government that regulates the financial administrative and technical sanction for controlling and management of expenditures of the various categories of the Drawing and Disbursing Officers or Disbursing Officers under the different items of schemes/works of the department.</p>			
<p>From where one can get a copy of the Rules : Government Press Depot, Directorate of Printing &amp; Stationery, Meghalaya : Shillong. OR Finance Department, Meghalaya ( C ) Secretariat.</p>			

Name/title of the document	'The Garo Hills District (Jhum) Regulation, 1954 (Regulation) II Of 1954''.	Type of the document	<b>'Regulation'</b>
<p>Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)</p>			
<p>Brief write-up of the Document : No area shall be selected or allotted from Jhum nor any person shall be allowed to practice Jhum or cut forests within a distance of 400 metres of any water - sources or catchment area declared as such by an order of the Executive Committee.</p>			
<p>From where one can get a copy of the Regulations : Contact the Secretary, Garo Hills Autonomous District Council, Tura.</p>			

Name/title of the document	'Handbook of General Circulars'	Type of the document	<b>'Instructions'</b>
<p>Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)</p> <p>Brief write-up of the Document : It comprises mainly the extracts of important instructions and circulars on common subjects of frequent reference in the Government Offices. In some case, a gist of instructions/circulars has been given where it was considered to be adequate for the purpose and was not likely to lead to different interpretation.</p> <p>From where one can get a copy of the Instructions : Contact the Government Press Depot, Directorate of Printing &amp; Stationery, Meghalaya : Shillong. OR Personnel (ARC) Department.</p>			

Name/title of the document	'Manual of Office Procedure, 1993'	Type of the document	<b>'Manual'</b>
<p>Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)</p> <p>Brief write-up of the Document : It deals with aspects of management of office and the procedural - norms relating to discharge of duties and functions by the public organization, considered necessary for improving the disposal of duties and functions.</p> <p>From where one can get a copy of the Manual : Contact : Secretariat Administrative Department, Meghalaya ( C ), Secretariat OR Personnel (ARC) Department.</p>			

Name/title of the document	'Annual Report 2003-2004 of the Department'	Type of the document	<b>'Records'</b>
<p>Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)</p>			
<p>Brief write-up of the Document : A glance of the Annual Report will provide relevant information in conceptual, physical and financial terms and an insight into the Department's rule to Conserve natural resources and its efforts to transform the thinking process of the people at the grass-roots level. It not only provide information but more importantly to served as a 'Record' and a guide for corporation participation of a wide-spectrum of societies, agencies and interested individuals for the common goal of natural resources conservation and management.</p>			
<p>From where one can get a copy of the Record : Director of Soil and Water Conservation Meghalaya : Shillong Meghalaya, Additional Building, Room No.316, Phone No.0364-2224551 Fax : 0364-2224551 E-mails : megsoil@rediffmail.com</p>			

**4.15 Fee charged by the Department for a copy, rules, regulation, manual and records if any**

Rules, Regulations, Manual as may be sold at the Book Depot or printed by the concerned Department.

Records @ Rs.25/- per copy.