

CHAPTER - 6 (MANUAL 5)

6.A Statement of the categories of documents that are held by it or under its control.

6.1 Use the format given below to give the information about the official documents at Secretariat Level.

Sr. No.	Category of the Document	Name of Document and its introduction in one line	Procedure to obtain the document	Held by/ Under Control
1.	Guidelines/ Directions.	<p>1. “Guidelines issued by the Natural Resources Management Division, MOA, GOI, New Delhi”.</p> <p>2. “IWDP Guidelines issued by the Department of Land Resources MORD, Government of India, New Delhi”.</p> <p>3. “Guidelines issued by the Natural Resources Managemtn Division, MOA, Government of India, New Delhi, on Soil & Water Conservation Project for enhancing the productivity of the degraded lands in the catchments of the RVPs and FPRs”.</p> <p>4. “Guidelines of Soil & Water Conservation Project issued by the NABARD under the RIDF Programme”.</p>	<p>Contact : Director, Soil & Water Conservation, Meghalaya, Shillong Additional Meghalaya © Secretariat. Room No: 316 Phone No:0364-2224551 Fax : 0364-2224551 Email : megsoil@rediffmail.com</p> <p style="text-align: center;">-do-</p> <p style="text-align: center;">-do-</p> <p style="text-align: center;">-do-</p>	<p>Held by the Department.</p> <p style="text-align: center;">-do-</p> <p style="text-align: center;">-do-</p> <p style="text-align: center;">-do-</p>

2.	Departmental Rules.”	1. Meghalaya Soil Conservation Service Rules, 1990”.	-do-	-do-
		2. “Office Memo for the Meghalaya Soil Conservation (Subordinate) Service Rules”.	-do-	-do-
		3. “Cost-Norms”.	-do-	-do-
		4. “Subsidy Rules”.	-do-	-do-
3.	“Records”.	1. “Annual Report”.	-do-	-do-
		2. “Citizens’ Charter”.	-do-	-do-
		3. “News Bulletin”.	-do-	-do-
		4. “Project Report”.	-do-	-do-