

**CHAPTER - 6 ( MANUAL - 5 )**

**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. Also mention the place where the documents are available for e.g., at Secretariat level, Directorate level, others ( Please mention the leveling place or writing others ).

SL. NO.	CATEGORIES OF THE DOCUMENTS	NAME OF THE DOCUMENT AND ITS INTRODUCTION IN ONE LINE	PROCEDURE TO OBTAIN THE DOCUMENT	HELD BY/UNDER CONTROL OF
01.	<b>Act</b>	<b>The Essential Commodities Act, 1955</b> ensure availability of essential commodities at fair prices etc.	By purchase from Law Book Stall.	Dealers of Law Books.
02.	<b>Act</b>	<b>The Consumer Protection Act, 1986</b> seek to protect the interests of the consumer and redress their grievances.	- do -	- do -
03.	<b>Control Order</b>	<b>The Meghalaya Foodgrains (Public Distribution System) Control Order, 2004</b> deals with the appointment of Nominees and Fair Price Shop dealers, allotment, distribution, lifting of essential commodities i.e, Rice, Sugar, Wheat in the State.	- do -	- do -
04.	<b>Rules</b>	<b>The Consumer Protection Rules, 1989</b> provide for appointment of the functionaries of State Commission and the District Fora, the honorarium and fees for such functionaries and other related matters.	On payment from the Govt. Book Depot.	Govt. Book Depot.
05.	<b>Service Rules</b>	<b>The Meghalaya Food Civil Supplies Service Rules, 2001</b> deals with service conditions of Supply officers of Food Civil Supplies and Consumer Affairs Department.	- do -	- do -