

[PRESS RELEASE]

Training on Office Procedures and Work Ethics Held by PHE Department

[13th August 2026, Meghalaya]: The Public Health Engineering (PHE) Department, Meghalaya, conducted a training programme on Office Procedures and Work Ethics at the Conference Room, Office of the Chief Engineer, PHE, Lower Lachumiere, Shillong.



The programme was held under the chairmanship of **Shri R.S. Nongbri, Chief Engineer, PHE, Meghalaya**, with **Shri A.M. Lartang, CAO**, as Coordinator. The training focused on strengthening staff knowledge of Government office procedures, improving efficiency, and promoting professionalism and accountability in public service.



The sessions covered key areas including office and file management, noting and drafting, official correspondence, record management, conduct rules, discipline, punctuality, office etiquette and work ethics. Most staff are not yet familiar with the evolving digital ecosystem and new systems of working. Such training programmes therefore play a crucial role in building their capacity and preparing them for the changing work environment. These trainings will be conducted continuously for officers and staff across the State, covering Circles, Divisions and Sub-Divisions.

Speaking on the occasion, **Shri R.S. Nongbri, Chief Engineer, PHE, Meghalaya**, said, *"Following proper procedures, maintaining discipline and upholding professional ethics are essential for efficient public service. Such training helps strengthen our capacity to serve the people more effectively."*

