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### PART-IIA

#### GOVERNMENT OF MEGHALAYA

#### NOTIFICATIONS

The 23<sup>rd</sup> April, 2025.

**No.FEM(PC)86/2022/12.** - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and in supersession of the "Meghalaya Civil Services (Commutation of Pension) Rules, 1992" the Governor of Meghalaya is pleased to make the following Rules, namely:-

#### CHAPTER I

#### PRELIMINARY

#### 1. Short title and Commencement -

- (1) These rules may be called "Meghalaya Government Employees (Commutation of Pension) Rules, 2025".
- (2) They shall come into force with effect from the date of their publication in the *Gazette of Meghalaya*.

#### 2. Application-

- (1) Save as otherwise provided in these Rules, these Rules shall apply to every Government employee of the Government of the State of Meghalaya and who is borne on establishments not declared as non-pensionable.
- (2) These rules shall not apply to-
  - a) Persons in a work-charged establishment.
  - b) Persons in casual and daily rated employment.
  - c) Persons paid from office expenses.
  - d) Persons entitled to the benefit of Contributory Provident Fund.
  - e) Persons employed on contract except when the contract provides otherwise.
  - f) Members of the Meghalaya Public Service Commission; and
  - g) Persons whose terms and conditions of service are regulated by any other rules governing pension and other retirement benefits for the time being in force.

**3. Definitions-**

- (1) In these Rules, unless the context otherwise requires:-
- (a) "Senior Accounts Officer" means the Accounts and Senior Accounts Officer, whatsoever his official designation may be, and who maintains the accounts of the State Government and who authorises the disbursement of pay and allowances of a Government employee or pension or retirement benefits of a retiring Government employee.
  - (b) "Applicant" means a Government employee and includes a retired Government Employee who applies for commutation of a portion of his pension under the Rules.
  - (c) "Average emoluments" means average emoluments as determined in accordance with Rule 29 of the Meghalaya Civil Services (Pension) Rules, 1983.
  - (d) "Death-cum-retirement gratuity" means the gratuity payable under Rule 40 of the Meghalaya Civil Services (Pension) Rules, 1983.
  - (e) "Pension disbursing authority" means the Treasury Officer including Sub-Treasury, Officer or a Head of the office or a Public Sector Bank handling disbursement of pension of State Government pensioners or family pension holders.
  - (f) "Form" means a form appended to these Rules.
  - (g) "Government" means the Government of the State of Meghalaya.
  - (h) "Head of Department" means an authority declared as such in the Meghalaya Subsidiary Rules framed under the Fundamental Rules or an authority empowered by Government to exercise the powers of Head of Department specified in Schedule V to the Meghalaya Delegation of Financial Powers Rules, 2006 and includes such other authorities or persons whom the Governor may, by order, specify as Head of a Department.
  - (i) "Head of Office" means a Gazetted Officer declared as such under Rule 28 of the Meghalaya Financial Rules, 1981.
  - (j) "Medical Authority" means medical authority referred to in Rule 20.
  - (k) "Pension" means pension admissible under the Rules applicable to him at the time of his retirement and includes Compassionate Allowance as provided in Rule 37 of the Meghalaya Civil Services (Pension) Rules, 1983, but does not include ad-hoc increase in pension or family pension or any other pension he may be receiving other than as Government employee.
  - (l) "Pensioner" means a person who is entitled to receive pension.
  - (m) "Pension Rules" means the Meghalaya Civil Services (Pension) Rules, 1983.
  - (n) "Provisional Pension" means pension referred to in Rule 63 or Rule 64 or Rule 69 of the Meghalaya Civil Services (Pension) Rules, 1983.
  - (o) "Table" means a table appended to these Rules.
  - (p) "Pensioning Sanctioning Authority" means the authority competent to sanction pension under Rule 59 of the Meghalaya Civil Services (Pension) Rules 1983.
- (2) Words and expressions used in these Rules but not defined shall have the meanings respectively assigned to them in the Pension Rules.

**CHAPTER II**  
**General Conditions**

**4. Limit on commutation of pension:-**

- (1) A Government employee shall be entitled to commute for a lump sum Payment a portion of his pension not exceeding 40% of Basic Pension thereof.
- 2) An applicant shall indicate the portion of pension which he desires to commute and may either indicate the maximum limit of 40% of Basic Pension or such lower limit as he may desire to commute. The application for commutation shall be made in Form 1 or Form 2 or Form 3, as the case maybe.
- 3) If the portion of the pension to be commuted results in fraction of a rupee, such fraction shall be rounded off to the next higher rupee.

**5. Calculation of commuted value of pension:-** The lump sum amount of the commuted value of pension payable to an applicant shall be calculated in accordance with the Table of the values prescribed from time to time by Government and applicable to the applicant on the date on which the commutation becomes absolute.

**6. Restriction on commutation of pension:-** No Government employee or pensioner against whom judicial or departmental proceedings as referred to in Rule 9 of the Pension Rules have been instituted shall be eligible to commute his pension or provisional pension, as the case may be, during the pendency of such proceedings.

**7. Commutation of pension to be absolute:-**

- (1) The commutation of pension shall become absolute as indicated herein below, that is:-
  - a) In the case of a person covered by sub-rule (1) of rule 12, on the date following the date of his retirement.
  - b) In the case of a person covered by sub-rule (2) of Rule 12 on the date on which the application in Form 2 is received by the Head of Office; and
  - c) In case of commutation of pension after medical examinations, on the date on which the medical authority signs the medical report in Part III of Form 6.
- (i) Provided that in the case of person who is drawing his pension from a Treasury or Sub- Treasury, the reduction in the amount of pension on account of commutation shall be operative from the date of receipt of the commuted value of pension or at the end of three months after the issue of authority by the Senior Accounts Officer for the payment of commuted value of pension, whichever is earlier.
- (ii) Provided further that in the case of a person who is drawing pension from a branch of a Public Sector Banks handling disbursements of pension of State Government pensioners, the reduction in the amount of pension on account of commutation shall be operative from the date on which the commuted value of pension is credited by the bank to the applicant's account to which pension is being credited; Provided also that in the case of person governed by the provisions of sub-rule (1) of Rule 12 and in whose case the commuted value of pension becomes payable on the day following the date of his retirement, the reduction in the amount of pension on account of commutation shall commence from that date. Where, however, the payment of commuted value of

pension could not be made within the first month after the date of retirement, the difference of monthly pension for the period between the day following the date of retirement and the date preceding the date on which the commuted value of pension is deemed to have been paid in terms of Rule 138 read with rule 111 (viii) of the Meghalaya Treasury Rules, 1985, shall be authorized by the Senior Accounts Officer.

- (2) In the case of a person whose case is covered by Rule 9 or Rule 10, the commuted value of pension is paid in two stages. The reduction in the amount of pension shall be made from the respective dates on the payments as laid down in clause (a) or clause(b) of the *proviso* to sub-rule (1) above.
- (3) The date on which the payment of the commuted value of pension was made to a person or the commuted value was credited to his account with the bank shall be entered in both halves of the Pension Payment Order by the disbursing authority under intimation to the Senior Accounts Officer who authorized the Payment of commuted value of pension.

**8. Nomination:-**

- (1) An applicant shall make a nomination in Form 4 along with the application referred to in sub-rule (2) of Rule 4, conferring on one or more persons the right to receive the commuted value of pension in case the applicant dies without receiving it on or after the date on which the commutation becomes absolute.
- (2) If there is no such nomination or if the nomination made does not subsist, the commuted value of pension shall be paid to the family in the manner indicated in clause (b) of sub-rule (1) of Rule 41 of the Pension Rules. (3) If in any case the commuted value of pension cannot be paid in the manner indicated in either sub-rule (1) or sub-rule (2) above, the same shall be paid to the nearest heir of the applicant according to his personal law and to whom a Succession Certificate has been granted by the Court.

**9. Commutation of provisional pension:-** A person, to whom pending assessment of final pension, provisional pension has been sanctioned under Rule 69 of the Pension Rule, shall also be eligible to commute a fraction of such provisional pension subject to the limit specified in Rule 4.

**10. Retrospective revision of final pension:-** Where after a fraction of the pension has been commuted and the pension of a person is revised retrospectively as a result of Government orders, the person shall be paid the difference between the commuted value of pension determined with reference to the enhanced pension and the commuted value already authorized. For the Payment of difference as admissible the applicant shall not be required to apply afresh.

**Note:-** *Rule 7 provides that reduction in amount of pension on account of commutation shall become effective from the date of receiving the commuted value of pension by the pensioner or three months after the date of the issue of the authorization by the Senior Accounts Officer, whichever is earlier. Accordingly, in the cases of reduction in pension on account of the upward revision of the commutation of pension the reduction in pension shall be made from the date of receipt of the revised commutation value of pension by the pensioner or three months after the issue of the authority by the Senior Accounts Officer asking the pensioner to collect the revised commuted value of pension, whichever is earlier.*

**CHAPTER III****Section I****COMMUTATION OF PENSION WITHOUT MEDICAL****EXAMINATION**

**11. Eligibility of an applicant:-** The commutation of pension without medical examination shall be available to a person who is authorized:-

- a) A Superannuation Pension under Rule 30 of Pension Rules; or
- b) A Retiring Pension under Rule 31 of Pension Rules; or
- c) A pension on absorption in or under a Corporation, Company or body corporation in terms of the provisions of Rules and who elects to receive monthly pension including death-*cum*-retirement gratuity; or
- d) A Compensation Pension on abolition of permanent post under Rule 35 of the Pension Rules.
- e) A pension in whole or in part on the finalization of the judicial or departmental proceedings referred to in Rule 9 of the Pension Rules and issue of final order thereon.

**12. Application for commutation of pension:-**

- (1) A Government employee who is due to retire on superannuation and desires that the Payment of the commuted value of pension be authorized at the time of issue of the Pension Payment Order, shall submit an application in Form 1 for commutation of his pension along with the pension papers, so as to reach the Head of Office not later than three months before the date of superannuation:
  - (i) Provided that no such application may be entertained if the period is less than three months from the date of superannuation of the concerned Government employee.
  - (ii) Provided further that the Government shall have no liability for Payment of any commuted value of pension if the Government employee dies before the date of superannuation or otherwise forfeits claim to pension before such retirement.
- (2) A person, who is in receipt of any pension referred to in Rule 11 and desires to commute a fraction of that pension any time after but before the expiry of one year from the date of his retirement, may-
  - a) Apply to the Head of Office in Form No. 2; and
  - b) Ensure that the application in Form 2, duly completed, is submitted to the Head of Office as early as possible but not later than one year of the date of his retirement;

Provided that in the case of a person referred to in clause (c) of Rule 11, the period of one year referred to in this sub-rule shall be reckoned from the date of issue of the orders of his retirement from service under the Government.

Provided further that in the case of a person referred to in clause (a) of Rule 11, the period of one year referred to in this sub-rule shall be reckoned from the date of the issue of the orders consequent on the finalisation of the judicial or departmental proceedings.

- (3) A person who applies for commutation of fraction of pension within one year of the date of his retirement but his application in Form 1 is received by the Head of Office after one year of the date of his retirement shall not be eligible to get his pension commuted without medical examination. Such an applicant, if he desires to commute a fraction of his pension, shall apply afresh in Form 3 in accordance with the procedures laid down in Section II of this chapter.

**13. Action to be taken by the Head of Office and Pension Sanctioning Authority in respect of application under Rule 12 -**

- (1) The Head of Office on receipt of an application in Form 1 under sub-rule (1) or Form 2 under sub-rule (2) of Rule 12 shall:-
- a) Initial the form indicating the date of receipt.
  - b) Acknowledge immediately the receipt of the application in Part II of the Form and send it to the applicant.
  - c) After necessary verification of the information furnished in Form 1 or Form 2, the Head of Office if he is the Pension Sanctioning Authority, shall issue a sanction in Part III of Form 1 or Form 2 as applicable. Otherwise, the Head of Office shall forward the application Form to the Pension Sanctioning Authority for necessary sanction.
  - d) Take immediate action to complete Part IV of the Form and forward the same to the Senior Accounts Officer for authorization, retaining one copy for his record.
- (2) In case an application in Form 2 is received by the Head of Office under sub-rule (2) of Rule 12 after one year from the date of retirement of the applicant, the Head of Office shall inform him that:-
- a) He shall not be eligible to commute any portion of his pension without medical examination; and
  - b) If the applicant so desires to get his pension commuted he should apply afresh in Form 3 so that arrangements for medical examination are made in accordance with the provisions laid down in Section II of this chapter.

**14. Action to be taken by Senior Accounts Officer on receipt of sanction in Form 1 and Form 2:-**

1. (a) On receipt of the formal sanction accorded by the Pension Sanctioning Authority in Part III of Form 1 or Form 2, the Senior Accounts Officer shall authorize the Pension Disbursing Authority to draw the amount of commuted value of pension with a copy to the pensioner; not later than one month from the date of retirement of the applicant.
- (b) Indicate in both halves of the Pension Payment Orders:-
  - i. The gross amount of pension.
  - ii. The amount of pension commuted; and
  - iii. The fact that the commuted value of pension has been authorized separately through the Drawing and Disbursing Officer.
- (c) Correspondingly reduce the monthly pension of the retiring Government employee;
- (d) Make a note of payment of the commuted value of pension having been made to the retiring Government employee in his Service Book/Record; and

- (e) Where the payment of commuted value of pension is not made within the first month after the date of retirement and the delay is not attributable to the pensioner, the Senior Accounts Officer shall issue an authority to the Pension Sanctioning Authority for Payment of the difference of monthly pension for the period between the day following the date of retirement and the date of preceding the date on which the commuted value of pension is deemed to have been paid in terms of Rule 138 read with Rule 111 (viii) of the Meghalaya Treasury Rules, 1985.
  - (f) The Senior Accounts Officer shall intimate to the applicant the date on which the Pension Payment Order has been dispatched to the disbursing authority.
  - (g) The Senior Accounts Officer shall also request the Pension Disbursing Authority to intimate the date on which the commuted value of pension has been disbursed to the applicant.
2. (a) The Senior Accounts Officer on receipt of the sanction, issue authority for the Payment of the commuted value of pension, to the Pension Disbursing Authority.
- (b) Draw the attention of the Pension Disbursing Authority concerned to the *proviso* to sub-rule (1) of Rule 7 so that the Pension Disbursing Authority may make entry in the Pension Payment Order regarding the date on which the amount of pension is to be reduced on account of the commutation of the pension; and
  - (c) Endorse to the applicant a copy of the authority referred to in Clause (b) above with the instructions that he should pursue the matter with the Pension Disbursing Authority.

**15. Authorisation of commuted value of anticipatory or provisional pension-**

- (1) If pending determination of final pension, the Pension Sanctioning Authority has sanctioned anticipatory or provisional pension to a Government employee under Rule 63 or Rule 69 of the Pension Rules, as the case maybe, and the Government employee has applied for commutation of anticipatory or provisional pension in Form 2, the Head of Office on receipt of Form 2 shall:-
  - a. Initial the form indicating the date of receipt.
  - b. Acknowledge immediately the receipt of the application in Part II of the Form and send it to the applicant
  - c. After necessary verification of the information furnished in Form 2, the Head of Office, if he is the Pension Sanctioning Authority, shall issue a sanction in Part III of Form 2 with a copy to the Accountant General. Otherwise, the Head of Office shall forward the application Form to the Pension Sanctioning Authority for necessary sanction. However, payment shall be limited only to 80% of the amount due.
  - d. Endorse to the applicant a copy of the sanctioning order.
- (2) In case an application in Form 2 is received by the Head of Office under sub-rule (2) of Rule 12 after one year from the date of retirement of the applicant, the Head of Office shall inform him that:-
  - a. He shall not be eligible to commute any portion of his pension without medical examination; and
  - b. If the applicant so desires to get his pension commuted he should apply afresh in Form 3 so that arrangements for medical examination are made in accordance with the provisions laid down in Section II of this chapter.

- (3)(a) The Head of Office shall draw the amount of commuted value of pension and disburse to the applicant.
- (b) The Head of office shall make deduction in the amount of anticipatory or provisional pension on account of commutation accordingly; and
- (4) The Senior Accounts Officer on final assessment of pension:-
  - a) Issue authority to the drawing and disbursing authority for the payment of the difference between the commuted value so determined and the commuted value already paid by the Head of Office.
  - b) Make entry in the Pension Payment Order to be issued on the cessation of the payment of the anticipatory or provisional pension by the Head of Office, the fact of the payment of the commuted value of anticipatory or provisional pension by the Head of Office and also indicate the date from which the Payment of the residuary pension shall commence.

## SECTION II

### COMMUTATION OF PENSION SUBJECT TO MEDICAL EXAMINATION

#### 16. Eligibility of an applicant:-

- (1) Subject to medical examination, commutation of pension shall be admissible to a person who:-
  - a) Retires on Invalid Pension under Rule 34 of the Pension Rules; or
  - b) On absorption in or under a Corporation, Company or a body corporate or otherwise and elects to receive Death-Cum-Retirement Gratuity and a lump sum amount in lieu of pension in terms of Rule 32 of the Pension Rules; or
  - c) Is compulsorily retired from service as a penalty and is granted pension under Rule 36 of the Pension Rules; or
  - d) Is in receipt of Compassionate Allowance under Rule 37 of the Pension Rules.
  - e) Has retired from service on one of the pension referred to in Rule 11 but his application for commutation has not been received by the Head of Office within one year of his retirement.
- (2) An applicant of the above categories shall be eligible to commute a portion of his pension subject to the limit specified in Rule 4 after he has been certified by the competent medical authority.

#### 17. Application for commutation of pension:-

An applicant referred to in Rule 16 shall apply to the Head of Office in Form 3 for commutation of a portion of his pension including anticipatory or provisional pension sanctioned under Rule 63 or Rule 69 of the Pension Rules.

#### 18. Action to be taken by the Head of Office:-

- (1) The Head of Office on receipt of the application in Form 3 under Rule 17 shall Acknowledge the receipt of the application in Part II thereof and dispatch it to the applicant.
- (2) The Head of Office on receipt of the application shall address in Form 5 to the President, State Standing Medical Board, and forward to him the following documents:-
  - a) The application in Form 3 duly completed, in original;

- b) Two copies of the applicant's photographs (passport size).
- c) A copy of Form 6.
- d) Copy of previous Medical Certificates, if any, and report or statement of the applicant's case if he has been given Invalid Pension or has previously commuted a part of his pension or declined to accept commutation on the basis of an addition of years to his age or has been refused commutation on medical grounds. (3) A copy of letter in Form 5 addressed to the President of the State Standing Medical Board shall be endorsed to the applicant by the Head of Office.

**19. Action to be taken by the President, State Standing Medical Board:-**

- (1) The President of the State Standing Medical Board on receipt of the documents referred to in sub-rule (2) of Rule 18 shall:-
  - a) Arrange as far as possible for the medical examination of the applicant by the Medical Authority at the nearest available station indicated by the applicant.
  - b) Transmit the documents referred to in sub-rule (3) of Rule 18 to the Medical Authority with a request to examine the applicant as provided in Rule 23.
  - c) Inform the applicant as to where and when he should appear for medical examination or if necessary, direct the Medical Authority to communicate with the applicant the date, time and place of examination.
- (2) In fixing the date, time and place for examination, it shall be ensured that the medical examination is held as far as possible, before the date of the applicant's next birth day.

**20. Medical Authority:**

- (1) The Medical Board shall be the Medical Authority for these purposes, namely:-
  - a) Seeks commutation of Invalid Pension, or
  - b) Seeks commutation of pension other than Invalid Pension or
  - c) Has been refused commutation on medical grounds or if he having once declined to accept commutation on the basis of addition of years to his actual age recommended by the Medical Authority, applied for a second medical examination in accordance with the provisions of Rules 23 and 24.
- (2) In any other cases not covered by sub-rule (1) above, the Medical Authority shall be a Medical Officer not below the rank of the District Medical and Health Officer.

**21. Fee for medical examination:-** The applicant shall be required to pay for the medical examination and such other fee as may be specified by the Government by a Notification from time to time.

**22. Failure to appear before the Medical Authority:-**

- (1) If the applicant after receipt of intimation from the State Standing Medical Board or the Medical Authority fails to appear before the Medical Authority for Medical Examination on the date, time and place communicated to him without any reasonable grounds, the Medical Authority shall report the fact to the Head of Office concerned and return to him documents received under clause (b) of sub-rule (1) of Rule 19.

- (2) With the return of the documents to the Head of Office under sub-rule (1) above, the application for commutation shall be treated as withdrawn.

**23. Procedure for medical examination:-**

- (1) The Medical Authority shall:-
- a) Obtain from the applicant a Statement in Part II of Form 6 duly completed in all respect
  - b) Subject the applicant to medical examination and enter results thereof in Part III of Form 6.
  - c) Attest the copy of passport size photograph of the applicant.
  - d) Complete the Certificate contained in Part IV of Form 6.

**Note:-** *If in the opinion of the Medical Authority a special examination by any other authority is necessary, it may require the applicant to undergo such examination, at his own expenses, by such authority as it may direct:*

*Provided that where:-*

- a) An applicant has been granted an Invalid Pension; or
- b) An applicant has previously commuted a part of his pension; or
- c) An applicant has been refused commutation on medical grounds; or

The Medical Authority shall, before completing the Certificate contained in Part IV of Form 6 take into consideration the statement of the case history of the applicant

- (2) After complying with the requirements of sub-rule (1), the Medical Authority shall without delay forward to the Head of office the following documents, namely:-
- a) The application in Form 3 in original.
  - b) Attested copy of passport size photographs of the applicant.
  - c) The report in Form 6 in original.
- (3) The Medical Authority shall also send to the applicant a certified copy of Part IV of Form 6.

**24. Second Medical Examination:-**

- (1) Subject to the provision of Rule 25, the medical examination in the case of an applicant referred to in clause (c) of sub-rule (1) of Rule 20 shall take place after the expiry of a period of not less than one year from the date of first examination.
- (2) If the applicant desires to be re-examined on the expiry of the period specified in sub-rule (1) above, the examination shall be by a Medical Board at his own expense. For this purpose, he shall address a letter to the Head of Office with the request that arrangements for his re-examination by the Medical Board may be made. He shall indicate in the letter:-
- a) The Medical Authority which examined him earlier, and the date on which such examination took place.
  - b) The place where he was examined.
  - c) The opinion of the Medical Authority.
  - d) The date of birth and the date of retirement.
  - e) Designation of the post held at the time of retirement.
  - f) The amount of pension authorized; and

- g) The fraction of pension which was originally applied for commutation.
  - (3) The Head of Office on receipt of letter referred to in sub-rule (2) shall address the President of the State Standing Medical Board for arranging re-examination of applicant by the Medical Board and forward the following documents to such authority:-
    - a) Letter in original of the applicant; and
    - b) The certified copy of the report in Form 6 received earlier from the Medical Authority under sub-rule (3) of Rule 23.
  - (4) The President of the State Standing Medical Board on receipt of the communication from the Head of Office under sub-rule (3) shall inform the applicant as to where and when he should appear for medical examination.
  - (5) After examining the applicant the State Standing Medical Board shall record its opinion and send the same to the Head of Office under intimation to the applicant. The documents received by the Medical Board under sub-rule (3) above shall also be returned to the Head of Office.
  - (6) If as a result of the opinion of the Medical Board under sub-rule (5), the applicant is eligible to commute a portion of his pension, Sanctioning Authority the Pension shall issue a sanction in Part III of Form 3 and forward the following documents to the Senior Accounts Officer for authorisation of the commuted value of pension:-
    - a) Letter in original received from the applicant under sub-rule (2).
    - b) The opinion of the Medical Board received under sub-rule (5) in original; and
    - c) Application in Form 3 duly completed in all respects.
- Note:-** *The commuted value of pension shall be determined with reference to the Table applicable on the date the Medical Board recorded its opinion.*
- (7) On receipt of the sanction, the Senior Accounts Officer shall issue authority for the Payment of the commuted value of pension and intimate it to the Pension Disbursing Authority for necessary action to draw and disburse it to the applicant under intimation to him. A copy of the authority shall also be endorsed to the applicant with the instructions that he should pursue the matter with the Head of Office.

**25. Appeal against the findings of Medical Authority:-**

- (1) Notwithstanding anything contained in Rule 24, an applicant referred to in clause (c) of sub-rule (1) of Rule 20 shall be eligible for second medical examination before the expiry of the period specified in sub-rule (1) of Rule 24, if he feels that the Medical Authority in refusing the benefit of commutation on medical grounds has committed an error of judgement. The applicant may, within one month of the receipt of the certified copy of Part IV of Form 6, from the Medical Authority, prefer an appeal by addressing a letter to the Head of Office that the opinion of the Medical Authority may be reviewed by another Medical Authority at his own expenses. He shall also indicate in the letter:-
  - a) The Medical Authority which had examined him earlier and the date on which the examination took place.
  - b) The place where he was examined.
  - c) The opinion of the Medical Authority.
  - d) The date of birth and the date of retirement.
  - e) Designation of the post held by him at the time of retirement.

- f) The amount of pension authorised; and
  - g) The fraction of pension which was originally applied for commutation.
- (2) In case an applicant referred to in sub-rule (1) above:-
- a) Was examined previously by a Medical Officer of the status not lower than that of the District Medical and Health Officer, he shall be re-examined by the State Standing Medical Board; or
  - b) Was previously examined by the State Standing Medical Board, he shall be re-examined by a second Medical Board, the members of which shall be different from those of the first Medical Board.
- (3) The Head of Office shall, within one month of the receipt of letter under sub-rule (1) above, take steps for arranging the re-examination of the applicant. For this purpose, he shall address the President of the State Standing Medical Board, where the applicant was examined previously. He shall, while addressing the President of the State Standing Medical Board invite his attention to the provisions of sub-rule (2) above and forward to him the following documents:-
- a) Letter received from the applicant in original; and
  - b) Certified copy of Form 6 received earlier by the Head of Office from the Medical Authority concerned under clause (d) of sub-rule (2) of Rule 23.
- (4) The President of the State Standing Medical Board on receipt of the communication from the Head of Office under sub-rule (3) above shall arrange for the second medical examination of the applicant by a Medical Board as indicated in sub-rule (2) of this Rule.
- (5) After examining the applicant the State Standing Medical Board shall record its opinion and send the same to the Head of Office under intimation to the applicant and the findings of the Medical Board shall be binding on the applicant.
- (6) If the Medical Board as a result of the second medical examination of the applicant, sets aside or modifies the opinion of the first Medical Authority, the findings of the Medical Board shall be deemed to have come into force on the date on which the first Medical Authority recorded its opinion and the claim of the applicant for commutation of his pension shall be settled accordingly.

**26. Withdrawal of application:-**

- (1) The applicant may after giving a notice in writing, to the Head of Office, withdraw his application at any time before subjecting himself to medical examination before the Medical Authority but in no case after he has appeared before the Medical Authority.
- (2) If the applicant is informed by the Senior Accounts Officer under Rule 27 that on account of the modification of the Table, the commuted value of pension becoming payable to the applicant will be less than the value communicated in Part III of Form 3 it shall be opened to the applicant to withdraw his application by a written notice addressed to the Head of Office with a copy thereof to the Senior Accounts Officer within fifteen days of the date on which he receives the intimation of such modification.

**CHAPTER IV**  
**Miscellaneous**

**27. Modification in commutation value:-**

- (1) In case the commutation value is modified at any time before the commutation becomes absolute in terms of Clause (c) of sub-rule (1) of Rule 7 the Payment shall be made in accordance with the value so modified.
- (2) Where the commuted value of pension calculated with reference to the commuted value as modified, is less favourable than the value determined with reference to the commuted value before it was so modified, the Senior Accounts Officer shall:
  - a) Inform the applicant of the revised value of commutation and communicate to him the provisions of sub-rule (2) of Rule 26.
  - b) Endorse to the Head of Office a copy of the communication issued under Clause (a) above.

**28. Authorisation of Payment of commuted value of pension by the Senior Accounts Officer:-**

- (1) The Senior Accounts Officer shall without delay issue an order to the disbursing authority concerned and furnish to it the following particulars and documents:
  - a) The amount of pension commuted, the amount of commuted value of pension and the date on which the commutation become absolute.
  - b) The amount of Residuary Pension.
  - c) A copy of passport size photograph of the applicant as attested by the Medical Authority.
- (2) The Senior Accounts Officer shall also:
  - (a) Bring to the notice of the disbursing authority the provisions of the proviso to sub-rule (b) of Rule 7 regarding the date on which the amount of original pension should be reduced.
  - (b) Endorse to the applicant a copy of the order issued under sub-rule (1) with the remarks that he should collect the commuted value from the disbursing authority; and
  - (c) Bring to the notice of the applicant the provisions of the proviso to sub-rule (1) of Rule 7.

**29. Final assessment of provisional pension:-**

- (1) An applicant referred to in Rule 9 to whom the commuted value of provisional pension has been paid by the Head of Office shall, on final assessment of the pension by the Senior Accounts Officer, be paid the difference between the commuted value so determined and the commuted value already paid.
- (2) The commuted value of the fraction of provisional pension as indicated in the endorsement in Form 5 addressed to the applicant and forwarded under sub-rule (3) of Rule 18 shall be deemed to have been amended with the issue of the authority by the Senior Accounts Officer for the Payment of difference between the commuted value of the fraction of the final pension and the fraction of the provisional pension.

**30. Restoration of commuted portion of pension after fifteen years:**

- (1) A pensioner governed by the Meghalaya Civil Services (Pension) Rules, 1983, who has commuted the admissible portion of his pension shall be entitled to have the said portion restored to him on the expiry of fifteen years from the date of his retirement.

- (2) In cases where the pensioner had completed fifteen years from the date of retirement and died subsequently before restoration of the commuted portion of the pension, his legal heir(s) shall be entitled to receive the arrears from the date of completion of 15 years from the date of retirement till the date of the pensioner's death. For the purpose, the legal heir-(s) shall also apply to the Pension Disbursing Authority in Form 7.
- (3) In cases where the Pension Payment Order does not contain particulars or relevant information regarding commuted portion, the Pension Disbursing Authority shall obtain the required information/particulars from the Senior Accounts Officer which originally issued the Pension Payment Order.
- (4) For the purpose of verifying the correctness of each restoration as referred to in the foregoing sub-rules, the Pension Disbursing Authority shall intimate to the Senior Accounts Officer which has issued the pension Payment order, the full particulars of each pension case showing also the amount of the pension so restored in Form 8.

**State Government Decision:**

It is clarified that when a pensioner dies before the restoration of commuted pension, the commuted portion of pension is not to be deducted from Family Pension.

*Refer:- {No.FEM(PC) 34/2006/8, dated 27<sup>th</sup> March, 2007}.*

**CHAPTER V**

**Miscellaneous**

- 31. Interpretation:-** Where any doubt arises as to the interpretation of these Rules, it shall be referred to the Government in the Finance Department for decision.
- 32. Power to relax:-** Where it is satisfied that the operation of any of these Rules causes undue hardship in any particular case, the Government may by order for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions, as it may consider necessary in dealing with that case in a just and equitable manner.
- 33. Repeal and Savings:-**
  - (1) On the Commencement of these Rules, every rule, regulation or order including Office Memorandum (herein after referred to in this rule as the old rule) in force immediately before such Commencement shall, in so far as it provides for any of the matters contained in these rules, ceases to operate.
  - (2) Notwithstanding such ceases of operation:-
    - a) Any application for commutation of pension which is pending for disposal at the Commencement of these rules shall be disposed of in accordance with the provisions of old rules as if these rules had not been made; and
    - b) Subject to the provisions of clause (a) above anything done or any action taken under the old rules shall be deemed to have been done or made under the corresponding provisions of these rules.

**VIJAY KUMAR D,**

Commissioner and Secretary to the Govt. of Meghalaya,  
Finance (Pension Cell) Department.

**FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF SUPERANNUATION PENSION  
WITHOUT MEDICAL EXAMINATION WHEN APPLICANT DESIRES THAT THE PAYMENT OF THE  
COMMUTED VALUE PENSION SHOULD BE AUTHORISED THROUGH THE PENSION PAYMENT  
ORDER**

**Form I**

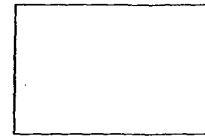
[See Rules 4(2), 12(1), 12(3) and 13(1), (b), (d)]

(To be submitted in Duplicate at least three months before the date of retirement).

**PART I**

To

\_\_\_\_\_ (The Designation and full  
address of the Head of Office).



Subject– Commutation of pension without Medical Examination.

Sir,

I desire to commute a 'fraction' of my pension in accordance with the provisions of the Meghalaya Government Employees (Commutation of Pension) Rules, 2025. The necessary particulars are furnished below-

1. Name (Block Letters) :-
2. Father's name :-  
Husband's name in the case of a female Government employee:-
3. Designation:-
4. Name of Department/Office in which employed:-
5. Date of birth (by Christian era):-
6. Date of retirement on superannuation or on the expiry of extension in service granted under F.R. 57(a)
7. Fraction of superannuation pension proposed to be commuted :-
8. Disbursing Authority from which pension is to be drawn after retirement:-
  - a) Treasury/Sub-Treasury:-
  - b) (i) Branch of the Public sector Bank:-  
(ii) Bank Account No. to which monthly pension is to be credited:-

Signature \_\_\_\_\_

Place \_\_\_\_\_

Present Postal Address \_\_\_\_\_

Date \_\_\_\_\_

Postal address after retirement \_\_\_\_\_

*Note –The payment of the commuted value of pension shall be made through the Disbursing Authority from which pension is to be drawn after retirement. It is not open to an applicant to draw the commuted value of pension from a Disbursing Authority other than the Disbursing Authority from which pension is to be drawn*

**PART II**  
**(ACKNOWLEDGEMENT)**

Received from Shri/Smti./Kumar \_\_\_\_\_ (name and designation) \_\_\_\_\_ application in Part I of Form 1 for commutation of a fraction without Medical examination

Place \_\_\_\_\_

Signature

Date \_\_\_\_\_

Head of office  
(Seal)

*Note –If the application has been received by the Head of Office before the expiry of three months of the date of retirement on superannuation, this acknowledgement should be detached from the Form and handed over to the applicant. If the Form has been received by post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover to the applicant. In case it is received after the specified date, it should be accepted only if it has been put into the post on or before that date subject to the production of evidence to that effect by the applicant.*

\*The applicant should indicate the fraction of the amount of monthly pension (subject to a maximum of 40% of basic pension) which he/she desires to commute and not the amount in rupees.

**PART III**  
**FORM OF SANCTION**

[See Rule 13(1) (c)]

No \_\_\_\_\_ Dated Shillong, the \_\_\_\_\_

Sanction is hereby accorded to the commutation of a sum of  \_\_\_\_\_ (Rupees \_\_\_\_\_) only out of the monthly pension of  \_\_\_\_\_ (Rupees \_\_\_\_\_) only, granted to Shri/ Smti/ Kumari \_\_\_\_\_ (Name with designation).

A lump sum amount of  \_\_\_\_\_ (Rupees \_\_\_\_\_) only, being the capitalised value of  \_\_\_\_\_ (Rupees \_\_\_\_\_) only should be paid to him/her from the Treasury/Public Sector Bank from which he/she draws his/her Pension as soon as possible and the payment of the commuted value of the pension will cease with effect from the \_\_\_\_\_ (date completing 15 years of retirement)

Pension Sanctioning Authority  
(Appointing Authority)

Memo No. \_\_\_\_\_

Dated \_\_\_\_\_

Copy forwarded to:-

1. The Accountant General(A/E)/(Audit), Meghalaya, etc. Shillong with the request to issue necessary authorisation.
2. To the Under Secretary to the Government of Meghalaya Finance (PC) department.
3. The \_\_\_\_\_ (Head of Office with Address)
4. Shri/Smti/Kumari \_\_\_\_\_ (Name of the pensioner with designation)

By order, etc.

Pension Sanctioning Authority  
(Appointing Authority)

**PART IV**

Memo No. \_\_\_\_\_ Date \_\_\_\_\_

1. Forwarded to the Accountant General (A&E) Meghalaya, etc., Shillong with the remarks that.
  - (i) the particulars furnished by the applicant in part I of the Form have been verified and are correct;
  - (ii) the applicant is eligible to get a fraction of his pension commuted without Medical examination;
2. The pension papers of the applicant completed, in all respects were forwarded under the Office/department letter No. \_\_\_\_\_ Dated \_\_\_\_\_
3. The receipt of Part I of this Form has been duly acknowledged in Part II which has been forwarded to the applicant separately on \_\_\_\_\_

Pension Sanctioning Authority  
(Appointing Authority)

**Form 2****FORM OF APPLICATION FOR COMMUTATION OF A PORTION OF PENSION WITHOUT MEDICAL EXAMINATION**

[See Rules 4(2), 12(2), (a), (b), 13(1), (b), (c), 13(2), 15(1) &amp; 15(2)]

(To be submitted in DUPLICATE after retirement but within one year of the date of retirement).

**PART I**

The \_\_\_\_\_  
 \_\_\_\_\_ (Designation and full address of the Head of Office).

Space for photograph
-------------------------

Subject- Commutation of pension without Medical Examination

Sir,

I desire to commute a fraction of my pension as indicated below in accordance with the provisions of the Meghalaya Government Employees (Commutation of Pension) Rules, 202. The necessary particulars are furnished below:-

1. Name(block letters):-
2. Father's name(also husband's name in the case of a female Government Servant): -
3. Designation at the time of retirement:-
4. Name of Office/Department in which employed:-
5. Date of birth by Christian era:-
6. Date of retirement:-
7. Class of pension on which retired:-
8. Amount of pension authorised(In case final amount of pension has not been authorised, indicate the amount of provisional pension sanctioned under Rule 63 or 69 of the Meghalaya Civil services (Pension) Rules, 1983:-
9. Fraction of Superannuation pension proposed to be commuted:-
10. Designation of the Accounts Officer who authorised the pension and the Number and date of the Pension Payment Order, if any:-
11. Disbursing Authority for payment of pension:-  
 (a) Treasury/Sub-Treasury:-  
 (b) Bank Account No. to which monthly pension is being credited each month (Name, complete postal address of Public Sector Bank): -

Place \_\_\_\_\_

Signature of Applicant

Date \_\_\_\_\_

Postal address \_\_\_\_\_

\*The applicant should indicate the fraction of the amount of monthly pension (subject to a maximum of 40% of basic pension) which he desires to commute and not the amount in rupee.

\*\*Score out which is not applicable.

**Part II**  
(Acknowledgement)

Received from Shri/Smti./Kumari \_\_\_\_\_ (name with former designation) application in Part I of Form 2 for the commutation of a fraction of pension without Medical examination.)

Place \_\_\_\_\_

Signature

Date \_\_\_\_\_

Head of office  
(Seal)

*Note— The acknowledgement signed, stamped and dated is to be detached from the Form and handed over to the applicant. If the form has been received by post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover forthwith.*

**PART III**  
**FORM OF SANCTION**

[See Rule 13(1) (c)]

No \_\_\_\_\_ Dated Shillong, the \_\_\_\_\_

Sanction is hereby accorded to the commutation of a sum of  \_\_\_\_\_ (Rupees \_\_\_\_\_) only out of the monthly pension of  \_\_\_\_\_ (Rupees \_\_\_\_\_) only, granted to Shri/ Smti/ Kumari \_\_\_\_\_ (Name with designation).

A lump sum amount of  \_\_\_\_\_ (Rupees \_\_\_\_\_) only, being the capitalised value of  \_\_\_\_\_ (Rupees \_\_\_\_\_) only should be paid to him/her from the Treasury/Public Sector Bank from which he/she draws his/her Pension as soon as possible and the payment of the commuted value of the pension will cease with effect from the \_\_\_\_\_ (date completing 15 years of retirement)

Pension Sanctioning Authority  
(Appointing Authority)

Memo No. \_\_\_\_\_ Dated \_\_\_\_\_

Copy forwarded to:-

1. The Accountant General (A/E)/(Audit), Meghalaya, etc. Shillong with the request to issue necessary authorisation.
2. To the Under Secretary to the Government of Meghalaya Finance (PC) department.
3. The \_\_\_\_\_ (Head of Office with Address)
4. Shri/Smti/Kumari \_\_\_\_\_ (Name of the pensioner with designation)

By order, etc.

Pension Sanctioning Authority  
(Appointing Authority)

**PART IV**

Memo No. \_\_\_\_\_ Date \_\_\_\_\_

1. Forwarded to the Accountant General (A&E) Meghalaya, etc., Shillong with the remarks that.
  - (i) the particulars furnished by the applicant in part I of the Form have been verified and are correct;
  - (ii) The Applicant is eligible to get a fraction of his Pension commuted without Medical examination.
2. The pension papers of the applicant completed, in all respects were forwarded under the Office/department letter No. \_\_\_\_\_ Dated \_\_\_\_\_
3. The receipt of Part I of this Form has been duly acknowledged in Part II which has been forwarded to the applicant separately on \_\_\_\_\_

Pension Sanctioning Authority  
(Appointing Authority)

## Form 3

**FORM OF APPLICATION FOR COMMUTATION OF PENSION AFTER  
MEDICAL EXAMINATION BY AN APPLICANT REFERRED TO IN RULE 16  
OF THE MEGHALAYA GOVERNMENT EMPLOYEES (COMMUTATION OF  
PENSION) RULES, 2025**

[See Rule 4(2), 12(3), 13(2), (b), 17, 18 (2), 19 & 24(7)]  
(To be submitted in Duplicate)

## Part I

To \_\_\_\_\_  
\_\_\_\_\_ (Designation and full address of the Head of Office)



Subject – *Commutation of pension after Medical Examination*

Sir,

I desire to commute a fraction of my pension in accordance with the provisions of the Meghalaya Government Employees (Commutation of Pension) Rules, 2025. A copy of my Photograph is pasted on the application and another copy is enclosed. The necessary particulars are furnished below-

1. Name(block letters):-
2. Father's name :-

Husband's name (in the case of a female Government employed):-

3. Designation:-
4. Name of Office/Department in which employed:-
5. Date of birth (by Christian era):-
6. Date of retirement:-
7. Class of pension on which retired (Refer Chapter-V of the Meghalaya Civil Services (Pension) Rules, 1983):-
8. Amount of pension authorised (indicate the amount of provisional pension if full pension not authorised):-
9. Fraction of pension proposed to be commuted:-
10. Designation of the Accounts Officer who authorised the pension and the number and date of the Pension Payment Order:-
11. Disbursing Authority for payment of pension:-

(i) Treasury/Sub-Treasury:-

(ii) Bank Account No. to which monthly pension is being credited each month:-

12. Approximate date from which commutation is desired to have effect:-
13. The amount of pension already commuted, if any:-
14. Preference for station where medical examination is desired to take place:-

Place \_\_\_\_\_

Signature of the Applicant

Date \_\_\_\_\_

Postal Address \_\_\_\_\_

*Note—The payment of commuted value of pension shall be made through the Disbursing authority from which pension is being drawn.*

\*The applicant should indicate the portion of the monthly pension(subject to the maximum of 40% of basic pension) which he desires to commute and not the amount in rupee.

\*\*Score out which is not applicable

**PART II**  
**(ACKNOWLEDGEMENT)**

Received from Shri/Smti./Kumari \_\_\_\_\_ (Name with former designation) application in Part I of Form 3 for commutation of a fraction of pension after medical examination.

Place \_\_\_\_\_

Signature

Date \_\_\_\_\_

Head of Office  
(Seal)

**PART III**  
**FORM OF SANCTION**

[See Rule 24 (6)]

No \_\_\_\_\_ Dated Shillong, the \_\_\_\_\_

Sanction is hereby accorded to the commutation of a sum of  \_\_\_\_\_ (Rupees \_\_\_\_\_) only out of the monthly pension of  \_\_\_\_\_ (Rupees \_\_\_\_\_) only, granted to Shri/ Smti/ Kumari \_\_\_\_\_ (Name with designation).

A lump sum amount of  \_\_\_\_\_ (Rupees \_\_\_\_\_) only, being the capitalised value of  \_\_\_\_\_ (Rupees \_\_\_\_\_) only should be paid to him/her from the Treasury/Public Sector Bank from which he/she draws his/her Pension as soon as possible and the payment of the commuted value of the pension will cease with effect from the \_\_\_\_\_ (date completing 15 years of retirement)

Pension Sanctioning Authority  
(Appointing Authority)

Memo No. \_\_\_\_\_

Dated \_\_\_\_\_

Copy forwarded to:-

1. The Accountant General(A/E)/(Audit), Meghalaya, etc. Shillong with the request to issue necessary authorisation.
2. To the Under Secretary to the Government of Meghalaya Finance (PC) department.
3. The \_\_\_\_\_ (Head of Office with Address)
4. Shri/Smti/Kumari \_\_\_\_\_ (Name of the pensioner with designation)

By order, etc.

Pension Sanctioning Authority  
(Appointing Authority)

**PART IV**

Memo No. \_\_\_\_\_

Date \_\_\_\_\_

1. Forwarded to the Accountant General (A&E) Meghalaya, etc., Shillong with the remarks that.
  - (i) the particulars furnished by the applicant in part I of the Form have been verified and are correct;
  - (ii) the applicant is eligible to get a fraction of his pension commuted without Medical examination;
2. The pension papers of the applicant completed, in all respects were forwarded under the Office/department letter No. \_\_\_\_\_ Dated \_\_\_\_\_
3. The receipt of Part I of this Form has been duly acknowledged in Part II which has been forwarded to the applicant separately on \_\_\_\_\_

Pension Sanctioning Authority  
(Appointing Authority)

**FORM 4**  
**FORM OF NOMINATION**  
**[SEE RULE 8(1)]**

To,

\_\_\_\_\_ (Designation and full address of the  
Head of office.)

I, Shri/Smti/Kumari \_\_\_\_\_ (Name of the pensioner in capital  
letters with designation) hereby nominate the person(s) name below, under Rule 8 of the  
Meghalaya Government Employees (Commutation of Pension) Rules, 2025:-

Name & Address of the nominee(s)	Relationship with the pensioner	Date of Birth	Name & address of person who may receive the said commuted value during the nominee's minority	Name & address of other nominee(s) in case the nominee on the col. (1) predecease the pensioner	Relationship with pensioner	Date of Birth if other nominee is minor	Name & address of person who may receive the commuted value of pension during the other nominee's minority	Contingencies of happening of which nomination shall become invalid.
1	2	3	4	5	6	7	8	9

Place \_\_\_\_\_

Date \_\_\_\_\_

Witness:-

(Name with address) 1.  
2.  
3.

Signature and name of pensioner

Signature of Head Office with seal.

## ACKNOWLEDGEMENT TO BE SENT BY THE HEAD OF OFFICE

Certified that the nomination has been received from Shri/Smti/Kumari \_\_\_\_\_  
\_\_\_\_\_ (Name with designation of the pensioner) and whose  
address is \_\_\_\_\_

Place \_\_\_\_\_

Signature of Head of office

Date \_\_\_\_\_

Address \_\_\_\_\_

**FORM 5****FORM OF LETTER TO THE PRESIDENT STATE STANDING MEDICAL BOARD,  
MEGHALAYA**

[See Rules 18 (2) &amp; (3) and 26 (2)]

**Office of the (Head of Office with address)**

No. \_\_\_\_\_

Dated \_\_\_\_\_

To,

The President  
State Standing, Medical Board  
Meghalaya, Shillong

Subject: -Medical Examination – Commutation of Pension

Sir,

Shri/Smti/Kumari \_\_\_\_\_ who retired from service  
on \_\_\_\_\_ as \_\_\_\_\_ (designation) has applied for  
commuting a fraction of his/her pension for a lump sum payment. The following  
documents are forwarded herewith:-

1. (a) Application in form 3 in original together with a copy of the applicant's photograph;
- (b) A copy of Form 6.
- (c) Invalid Pension or has previously commuted a fraction of his pension or has been refused commutation on medical grounds.

2. In terms of Rule 20 of the Meghalaya Government Employees (Commutation of pension) Rules, 2025, Shri/Smti./Kumari \_\_\_\_\_ (Name of the pensioner with designation) should be examined by a Medical Board/Medical Officer not lower than the rank of District/Medical and Health Officer/Civil Surgeon. It is requested that the arrangement may be made to get Shri/Smti/Kumari \_\_\_\_\_ (Name of the pensioner with form designation) which fall on \_\_\_\_\_.

3. It is requested that arrangements for medical examination by the Medical Authority indicated in Para 2 above may be made at the nearest available station mentioned by Shri/Smti./Kumari \_\_\_\_\_ in his application in Form 3. The attention of the Medical Civil Services (Commutation of Pension) Rules \_\_\_\_\_.

4. It is requested that Shri./ Smti. /Kumari \_\_\_\_\_ may be informed directly under intimation to this office as to where and when he/she should appear before the appropriate Medical Authority for medical examination. A copy of this letter is being endorsed to him/her so that he/she may comply with you instructions on hearing from you.

5. The receipt of his letter may please be acknowledged.

Yours faithfully

Head of Office.  
(Seal)

Memo No \_\_\_\_\_

Dated \_\_\_\_\_

Copy forwarded to:

Shri/Smti/Kumari \_\_\_\_\_

(Name with full postal address of the pensioner) for your information and to report for medical examination to the Medical Authority as and when directed. He/she should take with him a copy of Form 6 with the particulars required in Part I completed in all respects except the signature.

Signature  
Head of Office.  
(Seal)

**FORM 6**  
**MEDICAL EXAMINATION REPORT BY THE**  
**\_\_\_\_\_ (MEDICAL AUTHORITY)**

[See Rules 7(1) (c), 18(2)(c) , 23(1) (a) and (d) Note below Rule 23(1), 23(2) (c), 23(3),  
 24(3) (b) and 25(1) ]

**Part I**

The applicant must complete this Statement prior to his examination by the (Medical Authority), and must sign the declaration appended there to in the presence of that authority.

1. Name of the applicant(in block letters)-
2. Date of birth (by Christian era)-
3. Place of birth-
4. Particulars regarding parents, brothers and sisters

Father's age if living and state of health	Father's age at death and cause of death.	Number of brother's living their age and state of health	No. of brothers dead, their age at death and cause of death	Mother's age if living and State of health.	Mother's age at death and cause of death.	Number of sister's living their age and state of health.	Number of sister's dead their age at death and cause of death.
1	2	3	4	5	6	7	8

5. Have you ever been examined?
  - (a) for Life Insurance, or/and
  - (b) by any Government Medical Officer or State Medical Board
 If so, state details and with what results
6. Have you been granted or considered for grant of Invalid pension? If so, state the ground thereof:-
7. Have you ever been granted leave on medical certificate during the last four years? If so, state periods of leave and nature of illness:-

8. Have you ever: -
- (a) Had small-pox, intermittent or any other fever on large mentor suppuration of glands, spitting of blood, asthma, inflammation of lungs, pleurisy, heart disease, fainting attacks, rheumatism, appendiceties, epilepsy, insanity or other nervous disease, discharge from or other disease of the ear, syphilis or generrhoea; or
  - (b) Bad any other disease or injury which required confinement to bed or medical or surgical treatment; or
  - (c) Undergone any surgical operation; or
  - (d) Suffered from any illness, wound or injury sustained while on active service:-
  - (e) Present of albumen or sugar in urine
9. Present state of health:-
- (a) Have you a hernia?:-
  - (b)Have you varicecele, varicose veins or piles?:-
  - (c) Is your vision in each eye good (with or without glasses)?:-
  - (d)Is your hearing in each ear good?
  - (e)Have you any congenital or acquired malformation, defect or deformity? :-
  - (f)Have you lost or gained weight markedly during the last three years? :-
  - (g)Have you been under treatment of any doctor within the last three months and nature of illness for which such treatment was taken? :-

**PART II**  
**DECLARATION BY APPLICANT**

*(See Rule 23)*

(To be signed in the presence of the Medical Authority).

I declare all the above answers to be, to the best of my belief, true and correct.

I am fully aware that by wilfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation I have applied for and of having my pension withheld or withdrawn under Rule 8 of the Meghalaya Civil Services (Pension) Rules, 1983.

Applicant's signature

Signed In the presence of \_\_\_\_\_  
Signature and designation of the Medical Authority

## PART III

(to be filled in by the examining Medical Authority)

- 1) Age:-
- 2) Height:-
- 3) Weight:-
- 4) Describe any scars or identifying marks of the applicant:-
- 5) Pulse rate:-
  - (a)Sitting:-
  - (b)Standing:-
  - (c)What is the character of pulse?:-
- 6) Blood Pressure:-
  - (a)Systolic:-
  - (b)Diastolic:-
- 7) Is there any evidence of disease of the main organs?:-
  - (a)Heart:-
  - (b)Lungs:-
  - (c)Liver:-
  - (d)Spleen:-
  - (e)Kidney:-
- 8) Investigations:-
  - (a)Urine  
(State specific gravity):-
  - (b)Blood:-
  - (c)X-Ray Chest:-
  - (d)E.C.G.:-
- 9) Has the applicant a hernia? : -  
(if so, state the kind and if reducible)
- 10) Any additional findings:

## PART IV

(to be filled in by the examining Medical Authority).

I/We have carefully examined Shri/Smti/Kumari \_\_\_\_\_ and  
am/are of opinion of:-

He/She is in good bodily health and has the prospect of an average duration of life.

Or

He/She is not in good bodily health and is not a fit subject for commutation.

Or

Although He/she is suffering from \_\_\_\_\_ he/she is considered a fit  
subject for commutation.

His/Her age next birthday is \_\_\_\_\_ ( in words ) Years as per  
his/her Service Records.

Station \_\_\_\_\_

Date \_\_\_\_\_

Signature & Designation

of examining Medical Authority

## FORM 7

**Application for the restoration of commuted portion of Pension  
on completion of 15 (fifteen) Years from the date of retirement.**  
(Refer Rule 30 (2) )

To

\_\_\_\_\_  
\_\_\_\_\_  
(Pension Disbursing Authority)

Subject :- Restoration of commuted portion of Pension after 15 years from the date of retirement.

Sir,

Kindly restore my commuted portion of Pension as provided under the Meghalaya Government Employees (Commutation of Pension) Rules, 2025.

The requisite particulars are given below:-

- 1.Name of the applicant:-  
(IN BLOCK LETTERS)
- 2.Date of retirement:-
- 3.P.P.O/P.C No. :-
- 4.Amount of original Pension:-
- 5.Amount of the portion of the Pension commuted :-
- 6.Name of the Audit Officer, viz; the authority who issued the P.P. O/P.C, :-
- 7.Name of the Pension Disbursing Authority (Treasury/Sub Treasury/Selected Public Sector Bank):-

Date:- Signature of Pensioner.

Place:-

PARTICULARS VERIFIED

Disbursing Authority.

Signature of Pension.

Rubber Stamp

**FORM 8**

**Particulars of each Pension case for restoration of commuted portion of Pension on completion of 15 (fifteen) Years from the date of retirement**

*(Refer Rule 30 (4) )*

Name of Pensioner (s)	Amount of original Pension with No of P.P.O.	Amount of commuted Pension	Date of birth	Date of retirement	Date from which reduced Pension was paid.	Remarks
1	2	3	4	5	6	7

Date \_\_\_\_\_

Signature of Pension  
Disbursing Authority.  
Office Seal.

**TABLE**

<b>Age next Birthday</b>	<b>Commutation Value</b>	<b>Age next Birthday</b>	<b>Commutation Value</b>	<b>Age next Birthday</b>	<b>Commutation Value</b>
20	9.188	41	9.075	62	8.093
21	8.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		

The 28<sup>th</sup> March, 2025.

**No.FEG.84/2010/109.** - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Government of Meghalaya is pleased to further amend the Meghalaya Local Fund Audit Service Rules, 1996 (hereinafter referred to as the Principal Rules) namely:

- 1. Short title and commencement:** (1) These Rules may be called the Meghalaya Local Fund Audit Service (Amendment) Rules, 2025.

(2) They shall come into force from the date of issue of the Notification.

- 2. Amendment of Rule 9 (b):-** Existing Rule of 9 (b) of the Principal Rule shall be substituted by the following:-

**Rule 9 (b)**

For promotion to the post of Senior Audit Officer and Audit Officer, the Departmental Promotion Committee will be as follows:-

- |  |   |                  |
|--|---|------------------|
| (i) Additional Chief Secretary/Principal Secretary/Commissioner and Secretary/Secretary, Finance Department. | - | Chairman         |
| (ii) Principal Secretary/Commissioner and Secretary/Secretary, Personnel and A. R. Department                | - | Member           |
| (iii) Director of Local Fund Audit   | - | Member           |
| (iv) Joint Director of Local Fund Audit  | - | Member Secretary |

- 3. Amendment of Rule 14 (b):-** Existing Rule 14 (b) of the Principal Rule shall be substituted by the following:-

**Rule 14 (b)**

**Age** - He/She must have attained the age of 18 years and must not have exceeded the age of 32 years on the first day of the year in which the advertisement for the post was notified.

- 4. Amendment of Rule 14 (c):-** Existing Rule 14 (c) of the Principal Rule shall be substituted by the following:-

**Rule -14 (c)**

A candidate must be a graduate in any stream from any recognized University.

- 5. Amendment of Schedule I:** The existing Schedule I shall be substituted by the following namely:

**SCHEDULE I**  
**(Rule 6 and Rule 23)**

Sl. No.	Name of Post	Pay Level	Number of Posts		Total	Remarks
			Permanent	Temporary		
1	Director of Local Fund Audit	L-21 (Starting at ₹ 83,900/-)	1	-	1	Borne from the MFS Cadre
2	Joint Director of Local Fund Audit	L-19 (Starting at ₹ 71,600/-)	1	1	2	
3	Deputy Director of Local Fund Audit	L-18 (Starting at ₹ 62,400/-)	1	-	1	
4	Deputy Director of Local Fund Audit	L-18 (Starting at ₹ 62,400/-)	-	1	1	Borne on Meghalaya Local Fund Audit Service Cadre
5	Assistant Director of Local Fund Audit	L-15 (Starting at ₹ 45,600/-)	2	1	3	
6	Senior Audit Officer	L-14 (Starting at ₹ 43,700/-)	26	-	26	
7	Audit Officer	L-12 (Starting at ₹ 39,400/-)	35	-	35	
8	Assistant Audit Officer	L-11 (Starting at ₹ 37,800/-)	72	-	72	

**N.B:** Out of 26 Nos. of post of Senior Audit Officers and 72 Nos. of Assistant Audit Officers, 4 Nos. of post of Senior Audit Officers and 13 Nos. of Assistant Audit Officers are posted as Internal Senior Audit Officers and Assistant Audit Officers in different Directorates.

**VIJAY KUMAR D,**  
Commissioner & Secretary to the Govt. of Meghalaya,  
Finance Department.

The 3<sup>rd</sup> April, 2025.

**No.FEG.7/2018/74.** - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Meghalaya is pleased to make the following rules to amend the Meghalaya Accounts Service Rules, 1996 (as amended) [hereinafter referred to as the principal Rules], namely:-

**THE MEGHALAYA ACCOUNTS SERVICE (AMENDMENT) RULES, 2024**

**Short title and commencement.**

- (1) These rules may be called the Meghalaya Accounts Service (Amendment) Rules, 2024.
- (2) They shall come into force with effect from the date of their publication in the Official Gazette.

**Amendment of Rule 2 (a).**

- In the existing clause (a) of Rule 2 of the principal rules, the words "Directorate of Accounts & Treasuries" shall be substituted by the words "Director of Accounts and Treasuries".

**Amendment of Rule 14 (ii).**

- After the existing clause (ii) of Rule 14 of the principal rules, a proviso shall be inserted as follows:-

"Provided that in case of candidates belonging to the Scheduled Castes and Scheduled Tribes in the State of Meghalaya, the upper age limit shall be relaxed subject to any relaxation which may be made by the Government from time to time".

**Amendment of Rule 14 (iii).**

- The existing clause (iii) of Rule 14 of the principal rules shall be deleted and substituted by a new clause (iii) as follows:-

"14 (iii) **Educational Qualification:-** A candidate must be a graduate in any discipline from any recognized University".

**Amendment of Rule 24 (i).**

- The existing sub-rule (1) of Rule 24 of the principal rules shall be deleted and substituted by new sub-Rule (1) (i) and sub-Rule (1) (ii) as follows:-

**"24. Increment (1):-** (i) Only the first increment is admissible to a member of the service in the cadre of Junior Divisional Accountant prior to passing of the Departmental Examination.

(ii) Subsequent increments shall be allowed on successful completion of the Departmental Examination on the Training Courses as may be prescribed".

**Amendment of Schedule-I**

- The existing Schedule-I of the principal rules shall be deleted and substituted by a new Schedule-I as follows:-

**Schedule-I**  
**(See Rule 6 and Rule 23)**

<b>Sl. No.</b>	<b>Name of Posts</b>	<b>Pay Level</b>	<b>No. of Posts</b>
1.	Accounts Officer	L-14 (Starting ₹ 43,700/-)	88
2.	Senior Divisional Accountant	L-12 (Starting ₹ 39,400/-)	58
3.	Junior Divisional Accountant	L-11 (Starting ₹ 37,800/-)	180

**Amendment of  
Schedule-III**

7. The existing word "Schedule-III" under Rule 15(1) of the principal rules shall be deleted and substituted by the word "Schedule-II" under Rule 13(1).

**VIJAY KUMAR D,**  
Commissioner & Secretary to the Government of Meghalaya,  
Finance Department.

The 10<sup>th</sup> April, 2025.

**OFFICE MEMORANDUM**

**No.POL.167/2018/Pt. I/115.**

**Subject:- Revised Scheme for grant of Ex-gratia payment to the families including the next of kin of the Armed Services personnel, Central Para Military Forces (CPMF) (belonging to the State of Meghalaya) who died as a direct consequence, while defending the sovereignty and territorial integrity of India and also Ex-gratia payment to the families including the next of kin of the State Police personnel, State Home Guard personnel and District Prisons and Correctional Homes personnel and others who are killed while performing law and order duties, anti-insurgency or anti-terrorist duties, cases of circumstantial deaths, etc.**

1. The matter relating to grant of *ex-gratia* payment to the families of the personnel of Central Para Military Forces including the next of kin of the State Police personnel, State Home Guard personnel and District Prisons and Correctional Home personnel and others who are killed anywhere in the Country while performing law and order duties, in encounters with or incidents involving anti-insurgency operations, extremist or terrorist action etc., has been re-considered by the Government.
2. (a) The State Government after careful consideration, has decided to make *ex-gratia* payment of ₹ 20,00,000/- (Rupees twenty lakhs) only to the next of kin of any Armed Forces personnel belonging to the State of Meghalaya, who dies in action while defending the sovereignty and the territorial integrity of India and to the next of kin of any Central Para Military Forces personnel including the families/next of kin of the State Police, the Home Guards personnel and District Prisons and Correctional Home personnel in the eventuality of his death as a direct consequence or result of operations as indicated above.
  - (b) *Ex-gratia* payment as per Para-2 (a) above shall also be extended to all cases of circumstantial deaths as listed below:-
    - (i) *Death occurring due to accidents in course of performance of duties.*
    - (ii) *Death in the course of performance of duties attributed to acts of violence by terrorists, anti-social elements etc.*
    - (iii) *Death occurring in border skirmishes and action against militants, terrorists, extremists, sea pirates.*
    - (iv) *Death occurring while on duty in the specified high altitude, inaccessible border posts on account of natural disasters, extreme weather conditions.*
    - (v) *Death occurring during enemy action in war or such war-like engagements, which are specifically notified by Ministry of Defence and death occurring during evacuation of Indian Nationals from a war-torn zone in foreign country.*
3. It has been decided in the case of the personnel referred to above, who are permanently disabled by injury inflicted or caused in or in consequence of due performance of duties in the circumstances

specified at para - 2 above, the said person shall be paid the ex-gratia payment of ₹ 5,00,000/- (Rupees five lakhs) only.

4. For the purpose of the benefit of *ex-gratia* payment mentioned at para-3 above, any of the following types or classes of injuries shall constitute a permanent disability:-

(i) *Loss of both hands amputation at higher sites;*

(ii) *Loss of hand and feet;*

(iii) *Double amputation through leg or thigh or amputation through leg or thigh on one side and loss of another foot; (iv) Loss of sight to such an extent as to render the claimant unable to perform any work for which eye-sight is essential;*

(v) *Very severe facial disfigurement; and*

(vi) *Absolute deafness*

The cases pertaining to the above may be referred to the Medical Board, which shall make specific recommendation as to the nature of the injuries and certify that the injuries sustained by the person concerned constitute a permanent disability.

5. The compensation herein above provided shall also be admissible to the State Police personnel and also to the personnel of the State Home Guards deployed on law and order duties.

*Provided that the above ex-gratia payment does not include suspected militants killed in such terrorist/militant incident.*

6. The State Government has also decided to make an *ex-gratia* payment of ₹ 3,00,000/- (Rupees three lakhs) only to the next of kin of any Civilian killed during the extremist/militant violence.

7. All such sanctions shall be communicated by the Home (Political) Department in consultation with the Financial Adviser of the Department under the Head of Account "2235-Social Security & Welfare-60-Other Social Security & Welfare Programme-200-Other Programmes (12) *Ex-Gratia* payment to families/next of kins of CPMF/State Police/State Home Guards Personnels/Others killed while in anti-insurgency, extremists etc.". Only in the event of any departure from these Guidelines, the Finance Department shall be consulted.

8. This supersedes this Department's Office Memorandum No.POL.167/2018/25, dated 3<sup>rd</sup> June, 2022.

9. This order shall come into force with immediate effect.

**C. V. D. DIENGDOH,**

Commissioner & Secretary to the Govt. of Meghalaya,  
Home (Political) Department.

The 9<sup>th</sup> April, 2025.

**No.AGRI(G)44/2019/132.** - In supersession to this Department's Notification No.AGRI(G)44/2019/31, dated 14<sup>th</sup> September, 2022, the remuneration and facilities etc. of the Chairman of the Meghalaya Farmers (Empowerment) Commission is as follows:-

- (a) **Remuneration:** The Chairman may draw his last pay and allowances while in service under the State Government and shall be reduced by the amount of Pension (Basic Pension+DA+MA) which the Chairman received for service rendered under the State Government.
- (b) **Perquisites:** The Chairman shall be entitled to the following facilities:
- i. P.O.L. - 200 litres of petrol and 4 litres of mobil oil.
  - ii. House Rent Allowance - As per entitlement of the last pay drawn while in service under the State Government.
  - iii. Telephone -1 (one) in office and 1 (one) in Residence.
  - iv. 1 (one) Office Peon and 1 (one) Bungalow Peon.
  - v. 2 (two) newspapers and 2 (two) magazines.
  - vi. 1 (one) vehicle with driver.
  - vii. 1 (one) Casual Peon and 1 (one) Casual Driver who will be co-terminus with the appointment of the Chairman.
  - viii. Mobile charges re-imburement as admissible.
  - ix. TA/DA as per the entitled class on the date of his/her retirement while in travelling within and outside the State.
  - x. No House Accommodation as the Chairman is entitled for House Rent Allowance.

This shall come into effect from the date of joining the post of Chairman of the Meghalaya Farmers (Empowerment) Commission.

**VIIAY KUMAR D,**  
Commissioner & Secretary to the Govt. of Meghalaya,  
Department of Agriculture & Farmers Welfare.

The 11<sup>th</sup> April, 2025.

**No.SW(S) 77/2007/Pt/547.** - The Governor of Meghalaya is pleased to notify the Director of Social Welfare, Meghalaya, Shillong as Child Marriage Prohibition Officer at State Level under Section 16(1) of the Prohibition of Child Marriage Act, 2006 (Central Act No. 6 of 2007) with immediate effect and until further orders.

The functions of the Child Marriage Prohibition Officer shall be as laid down in Section 16(3) of the Prohibition of Child Marriage Act, 2006 (Central Act No. 6 of 2007).

**PRAVIN BAKSHI,**  
Commissioner & Secretary to the Govt. of Meghalaya,  
Social Welfare Department.

The 17<sup>th</sup> April, 2025.

**No.PW/Admn-54/2019/Pt/14.** - The Governor of Meghalaya is pleased to designate, Chief Engineer, P.W.D. (Roads), Meghalaya, Shillong as the Nodal Officer, World Bank MITP with immediate effect and until further orders.

**This supersedes this Department's Notification No.PW/Admn-54/2019/Pt/13, dated 5<sup>th</sup> March, 2025.**

**B. W. PHIRA,**  
Secretary to the Government of Meghalaya,  
Public Works (R & B) Department.

The 16<sup>th</sup> January, 2025.

**CORRIGENDUM to Notification No.Health.250/2021/51, dated 4<sup>th</sup> December, 2024.**

**No.Health.250/2021/54.**-In the opening para of the said Notification, for the words "**the National Commission of Indian Medicine Act, 2020**", and wherever they occur, the words "**the National Commission for Indian System of Medicine Act, 2020**" shall be *read*.

Under SI. No. 2 of the said Notification, for the words "**National Council of Indian Medicine Act, 2020**", and wherever they occur, the words "**the National Commission for Indian System of Medicine Act, 2020**", shall be *read*.

**T. G. MOMIN,**  
Additional Secretary to the Govt. of Meghalaya,  
Health & Family Welfare Department.

The 17<sup>th</sup> January, 2025.

**Subject:- Adoption of the Meghalaya Healthcare Advancement Policy.**

**No.Health.175/2024/2.** - To enhance healthcare infrastructure and ensure affordable, accessible services for Meghalaya residents, the Governor of Meghalaya is pleased to notify the adoption of the Meghalaya Healthcare Advancement Policy (MHAP).

This policy aims to assist in reducing critical gaps in healthcare delivery, outside of public health systems ensuring timely medical care for all Meghalaya residents, especially in remote and underserved areas.

The detailed policy document is appended to this notification.

**RAM KUMAR S.,**

Secretary to the Govt. of Meghalaya,  
Health & Family Welfare Department.

The 30<sup>th</sup> January, 2025.

**No.Health.199/2017/359.** - Whereas the ASHA (Accredited Social Health Activist) and ASHA Supervisors are voluntary health workers under the National Health Mission (NHM), Meghalaya;

Whereas there is currently no defined retirement age limit for the voluntary services of ASHA and ASHA Supervisors;

Therefore, the Governor of Meghalaya is pleased to set the retirement age for ASHA and ASHA Supervisors in the State at 58 years.

This will come into force with immediate effect and all concerned Offices are to ensure compliance with this Notification.

**SAMPATH KUMAR,**

Principal Secretary to the Govt. of Meghalaya,  
Health & Family Welfare Department.

The 9<sup>th</sup> April, 2025.

**No.Housing.4/2015/269.** - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Meghalaya is pleased to make the following Rules to amend the Meghalaya Housing Engineering and Technical Service Rules, 2017 (hereinafter referred to as the Principal Rules) as follows ;

1. **Short Title and Commencement:-** (1) These Rules may be called the Meghalaya Housing Engineering and Technical Service (Amendment) Rules, 2025.

2) It shall come into force with effect from the date of notification.

2. **Amendment of Rule 4:-** The existing sub-rule (1) and (2) of Rule 4 of the Principal Rule shall be substituted, as follows.-

**"4. Composition of the Service.-** (1) The Service shall consist of the following grades and posts:

(i A). Executive Engineer.

(ii A). Assistant Engineer.

(iii B). Junior Engineer

(iv B). Draftsman Grade -I

(v B). Surveyor Grade - I

(vi C). Surveyor Grade - II

(vii C). Trained Section Assistant.

(viii C). Untrained Section Assistant.

(2) Each of the categories of posts in clauses (i A), (ii A), (iii B), (iv B), (v B), (vi C), (vii C), (viii C) of sub-rule (1) of Rule 4 shall form an independent cadre. Members of the lower cadre shall have no right to claim for appointment to any of the higher cadre except in accordance with the provisions made in these Rules."

3. **Amendment of Rule 5:-** The existing Rule 5 of the Principal Rule shall be substituted, as follows.-

**"5. Status.-** The Status of members of the Service holding post in clause (I A) of sub-rule (1) of Rule 4 shall be Grade-I Group-A Gazetted, those holding the posts in clause (ii A) of sub-rule (1) of Rule 4 shall be Grade-II Group-A Gazetted, those holding posts under clause (iii B) of sub-rule (1) of Rule 4 shall be Grade-III Group-B Gazetted after completion of 8(eight) years and Non-Gazetted prior to completion of 8 (eight) years, those holding the posts under clause (iv B) and (v B) of sub-rule (1) of Rule 4 shall be Grade-III Group-B Non-Gazetted and those holding the post under clause (vi C), (vii C) and (viii C) of sub-rule (1) of Rule 4 shall be Grade-III Group-C Non-Gazetted."

4. **Amendment of Rule-7:-** The existing sub-rule (1), (2), (3), (4), (5), (6) and (7) of Rule 7 of the Principal Rule shall be substituted as follows –

**"7. Method of Recruitment.-** (1) **Executive Engineer:** Appointment to the post of Executive Engineer shall be made by promotion from amongst the Assistant Engineers on seniority basis who have rendered not less than 5 (five) years of continuous service on the first day of the year in which the selection is made as specified in Schedule-II and whose names are included in the Select List approved under Rule 10.

Provided that, in the event of non-availability of Assistant Engineer who has completed 5 years of continuous service, promotion to the post of Executive Engineer may be considered from amongst the senior most Junior Engineers who have completed 9 (nine) years of combined service as an Assistant Engineer and as a Junior Engineer as specified in Schedule - II and whose names are included in the Select List approved under Rule 10.

(2) **Assistant Engineer:** Appointment to the post of Assistant Engineer shall be made by the following methods:

- (i) By promotion from amongst the Junior Engineers who have rendered not less than 8 (eight) years of continuous service on seniority basis in those posts on the first day of the year in which the selection is made as specified in Schedule-II and whose names are included in the Select List approved under Rule 10.
- (ii) By direct recruitment on the result of the examination conducted by the Commission from the candidates possessing the requisite qualification as specified in Schedule-II.
- (iii) The promotion of vacancies to be filled up in any year in accordance with clause (i) & (ii) above shall be 50:50.
- (iv) Provided that if the ratio of 50:50 could not exactly be determined due to odd number of vacant posts, the vacant post shall be filled by rotation from any (i) & (ii) above,
- (v) No persons shall be eligible for consideration for promotion unless he holds a 3 (three) years Diploma in Civil Engineering from a recognized Institution.

(3) **Junior Engineer:** Appointment to the post of Junior Engineer of Housing shall be made either by direct recruitment on the result of the competitive examination conducted by the Commission from candidates holding a 3 (three) years Diploma in Civil Engineering from a recognized institution or by promotion from amongst members of the service holding posts of Trained Section Assistant possessing the requisite experience as specified in Schedule II and included in the Select List approved under Rule 10.

The proportion of vacancies to be filled up in any years shall be 15% by promotion and 85% by direct recruitment.

(4) **Draftsman Grade-I:** Appointment to the post of Draftsman Grade-I shall be made by direct recruitment on the result of the examination conducted by the Commission from candidates possessing the requisite qualification as specified in Schedule-II.

(5) **Surveyor Grade-I:** Appointment to the post of Surveyor Grade-I shall be made either by direct recruitment through the Commission from candidates possessing qualification as specified in Schedule II, or by promotion from amongst members of the service holding post of Surveyor Grade-II possessing the requisite qualification and experience as specified in Schedule - II and included in the Select List approved under Rule 10.

The proportion of vacancies to be filled up in any year shall be 15% by promotion and 85% by direct recruitment.

(6) **Surveyor Grade-II:** Appointment to the post of Surveyor Grade - II shall be made by promotion from amongst members of the Service holding posts of Trained or Untrained Section Assistant and possessing the requisite qualification and experience as specified in Schedule II and included in the Select List approved under Rule 10.

- (7) **Trained Section Assistant:** Appointment to the post of Trained Section Assistant shall be made by promotion from amongst the member of the service holding post of Untrained Section Assistant and possessing the requisite qualification and experience as specified in Schedule-II and included in the Select List approved under Rule 10.
- (8) **Untrained Section Assistant:** Appointment to the post of Untrained Section Assistant shall be made either by direct recruitment on the result of the examination conducted by the District Selection Committee from candidate possessing qualification as specified in Schedule II or by Promotion from amongst members of the service holding posts of Khalasi and possessing the requisite qualification and experience as specified in Scheduled-II and included in the Select List approved under Rule 10."
5. **Amendment of Rule 8:-** The existing Rule 8 of the Principal Rule shall be substituted, as follows.-
- "8. Departmental Promotion Committee for Gazetted -** (1). For the purpose of appointment by promotion under Rule 7 to posts carrying scales of pay Level-15 of the pay matrix (Fifth Meghalaya Pay Commission) and above there shall be a Departmental Promotion Committee consisting of the following members:-
- |  |   |                  |
|--|---|------------------|
| 1. Chief Secretary   | - | Chairman         |
| 2. Principal Secretary Commissioner & Secretary/Secretary Housing Department                               | - | Member Secretary |
| 3. Principal Secretary/Commissioner & Secretary/Secretary/Additional Secretary, Personnel A. R. Department | - | Member           |
| 4. Principal Secretary/Commissioner & Secretary/Secretary Finance Department                               | - | Member           |
- (2). The Committee may invite any other person to attend its meeting if and when considered necessary."
6. **Amendment of Rule 9:-** The existing Rule 9 of the Principal Rule shall be substituted, as follows.-
- "9. Departmental Promotion Committee for Non-Gazetted -** (1) For the purpose of appointment by promotion under Rule 7 to posts carrying scales of pay Level - 14 of the pay matrix (Fifth Meghalaya Pay Commission) and below, there shall be a Departmental Promotion Committee consisting of the following members:-
- |  |   |                  |
|--|---|------------------|
| 1. Principal Secretary/Commissioner & Secretary/Secretary, Housing Department.       | - | Chairman         |
| 2. Director of Housing   | - | Member Secretary |
| 3. Representatives from Personnel Department not below the rank of Deputy Secretary. | - | Member,          |
| 4. Representatives from Finance Department not below the rank of Deputy Secretary.   | - | Member,          |
- (2) The Committee may also invite any other person to attend its meeting if and when considered necessary."

7. **Amendment of Rule 10:-** The existing sub-rule (4) and (5) of Rule 10 of the Principal Rule shall be substituted, as follows.-

**"10. Procedure for preparing the Select Lists -**

- (4). For the purpose of appointment by promotion under sub-rules (1), (2), (3), (5), (6), (7) and (8) of Rule 1, the Appointing Authority shall consider the list prepared by the Committee along with the character rolls and service records and other documents in respect of each person in the list and unless he considers that any change is necessary approve the list. If the Appointing Authority consider it necessary to make change in the list received from the Committee, he shall inform the Committee of the changes proposed and after taking into account the comments if any, of the Committee approve the said list finally with or without modification as may in his opinion to be just and proper.
- (5). The list as approved under sub-rule (4) above shall form the select list for purpose of appointment by promotion under sub-rules (1), (2), (3), (5), (6), (7) and (8) of Rule 7."

8. **Amendment of Rule 13:-** The existing sub-rule (b) of Rule 13 of the Principal Rule shall be substituted, as follows.-

**"13. Condition of Eligibility for appearing in the Competitive Examination -**

- (i) Age-he must have attained the age of 18 years and must not have exceeded the age of 32 years on the first day of the year in which the advertisement for the post is made:
- Provided that in the case of candidate belonging to Schedule Castes and Scheduled Tribes, the upper age limit will be subjected to relaxation made by the Government from time to time."

9. **Amendment of Rule 15 -** The existing sub-rule (4) of Rule 15 of the Principal Rule shall be substituted, as follows.-

**"15. Appointment to the Service -**

- (4) Appointment under sub-rules (1), (2), (3), (5), (6), (7)and (8) of Rule 7 shall be made in the order in which the names of candidates appear in the Select List approved under sub-rule (4) of Rule 10."

10. **Amendment of Schedule I and Schedule II -** The existing Schedule I and Schedule II of the Principal Rule shall be amended, as follows.-

**SCHEDULE - I**  
**(Rule 6 (2) and Rule 23)**

Sl. No.	Name of Post	Pay Level of Pay Matrix (Fifth Meghalaya Pay Commission)	Numbers of Post		
			Permanent	Temporary	Total
1.	Executive Engineer	L-18	0	1	1
2.	Assistant Engineer	L-15	1	2	3
3.	Junior Engineer	L-11	8	-	8
4.	Draftsman Grade-I	L-11	2	0	2
5.	Surveyor Grade-I	L-11	5	0	5
6.	Surveyor Grade-II	L-7	1	0	1
7.	Trained Section Assistant	L-5	1	0	1
8.	Untrained section Assistant	L-4	6	0	6
		<b>Total:-</b>	<b>24</b>	<b>3</b>	<b>27</b>

Secretary to the Govt. Meghalaya,  
Housing Department.

**SCHEDULED – II**  
**Rule 3 & 13**

Sl no.	Name of Posts	Method of recruitment and percentage of vacancies to be filled up in any recruitment year by direct recruitment or promotion.	Nationality	DIRECT RECRUITMENT			PROMOTION		Remarks:
				Educational Qualification, required for direct recruitment.	Lower Age Limit.	Upper Age Limit.	Person eligible for promotion to posts mentioned in column 2	Qualification experience etc.	
1.	Executive Engineer	100% by promotion.	Indian	5.	6.	7.	8.	9.	10.
							Assistant Engineer who has rendered not less than 5(five) years of continuous service as Assistant Engineer whose names are included in the select list approved under Rule 10: Provided that, in the event of non-availability of Assistant Engineer who has completed 5 years of continuous service, promotion to the post of Executive Engineer may be considered from among the senior most Junior Engineers who have completed nine (9) years of combined service as an Assistant Engineer and as a Junior Engineer as specified in Schedule – II and whose names are included in the select list approved under Rule 10.	As per Govt. norms.	

Sl no.	Name of Posts	Method of recruitment and percentage of vacancies to be filled up in any recruitment year by direct recruitment or promotion.	Nationality	DIRECT RECRUITMENT			PROMOTION		Remarks:
				Educational Qualification, required for direct recruitment.	Lower Age Limit.	Upper Age Limit.	Person eligible for promotion to posts mentioned in column 2	Qualification experience etc.	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
2.	Assistant Engineer (Project)	(i) 50% by promotion (ii) 50% by direct recruitment.	Indian	Bachelor Degree/ Master Degree in Civil Engineering from recognized Institute/University.	As per Govt. norms.	As per Govt. norms.	Junior Engineers who have rendered not less than 8(eight) years of continuous service and must have passed 3 years Diploma course in Civil Engineering.	Not less than 8(eight) years service as Junior Engineer and must have passed 3 years Diploma course in Civil Engineering.	

Secretary to the Govt. of Meghalaya,  
Housing Department.