



# The Gazette of Meghalaya

## PUBLISHED BY AUTHORITY

No. 30

Shillong, Thursday, July 24, 2025

2<sup>nd</sup> Shrawana, 1947 (S. E.)

*Separate paging is given on this part in order that it may be filed as a separate compilation.*

### PART-IIA

#### GOVERNMENT OF MEGHALAYA

#### NOTIFICATIONS

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

#### OFFICE MEMORANDUM

**Subject:- Assured Career Progression/Modified Assured Career Progression Schemes-matters relating to.**

**No.F(PR)-76/2009/123.** – Attention of the State Government has been drawn to para 2(3) of the O.M. No.F(PR)-76/2009/54, dated 22<sup>nd</sup> February, 2010 on ACP Scheme and also to para 3 of the O.M. No.F(PR)-59/2017/18, dated 19<sup>th</sup> December, 2017 on MACP Scheme with regard to admissibility of Schemes in respect of employees appointed on adhoc basis.

After due consideration, it is decided that the benefits of ACP/MACP Scheme shall be relaxed, as a special case, to Group C and Group D adhoc employees who were regularised by Cabinet decision on 15<sup>th</sup> March, 2022 *vide* Personnel & AR (B) Department's letter No.PER(AR)34/2006/Pt.III/749, dated 23<sup>rd</sup> June, 2022, No.PER(AR)34/2006/Pt.III/759, dated 1<sup>st</sup> June, 2023 and No.PER(AR)72/2024/2, dated 26<sup>th</sup> February, 2025.

**VIJAY KUMAR D,**

Commissioner & Secretary to the Govt. of Meghalaya,  
Finance Department.

The 4<sup>th</sup> July, 2025.

**No.RDS.112/2014/267.** - In exercise of the power conferred under Section 11(d)(i) of the Meghalaya Transfer of Land (Regulation) Act, 1971, the Governor of Meghalaya is pleased to specify the **Bharat Petroleum Corporation Limited (BPCL)** as a Company to which the provisions of the said Act, shall not apply in relation to transfer of land measuring **4477 Sq. m.** (more or less) located at **Sonapur Village, East Jaintia Hills District** (and more fully described in the Schedule below) by way of lease for a period of 20 (twenty) years from **Smti. Hunmon Laloo** to **Bharat Petroleum Corporation Limited (BPCL)** for the purpose of setting up of a Retail Petroleum Outlet.

**SCHEDULED OF BOUNDARIES**

North : Land of Smti. Shemphang Matuh  
East : Land of Smti. Shemphang Matuh  
South : Land of Lutmon Matuh & NH-44  
West : Land of Promila Lamare & Land of Shaidi Pusein.

**M. LAKIANG,**

Joint Secretary to the Government of Meghalaya,  
Revenue & Disaster Management Department.

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

**No.RDS.5/2021/292.** - In exercise of the power conferred under Section 11(d)(i) of the Meghalaya Transfer of Land (Regulation) Act, 1971, the Governor of Meghalaya is pleased to specify the **Indian Oil Corporation Limited** as a Company to which the provisions of the said Act, shall not apply in relation to transfer of land measuring **1B-2K-11L** located at West Garo Hills District covered by **Periodic Patta No. 92, Dag No. 3 under Mouza No. V-1, Pargana B-Mohol** (and more fully described in the Schedule below) by way of Sub-lease for a period of **30 (thirty) years** from **Shri Chiraj Kr. Rabha** to **Indian Oil Corporation Limited** for the purpose of setting up of Petroleum outlet.

**SCHEDULED OF BOUNDARIES**

North : State Highway  
East : Land of Smti. Shri Chiraj Kr. Rabha  
South : Paddy Field of Shri Chiraj Kr. Rabha  
West : Rubber Garden

**M. LAKIANG,**

Joint Secretary to the Government of Meghalaya,  
Revenue & Disaster Management Department.

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

**No.TPT.139/2018/231.** - In exercise of the powers conferred under Rule 51(A) of the Central Motor Vehicles Rules, 1989, as amended, and in accordance with Clause 8.3.2, Point No. 3 of the Meghalaya Vehicle Scrappage Policy, 2025, the Governor of Meghalaya is pleased to notify the following:-

1. Tax Rebate on Purchase of New Vehicles Post-Scrappage:

Where a motor vehicle is registered upon submission of a valid "Certificate of Deposit" issued under the provisions of the Meghalaya Vehicle Scrappage Policy, 2025, the State Government shall extend a rebate on Motor Vehicle Tax as follows:-

- i. Up to 25% for non-transport vehicles; and
- ii. Up to 15% for transport vehicles.

This rebate shall be applicable only to vehicles purchased subsequent to the scrappage of old vehicles through a Registered Vehicle Scrappage Facility (RVSF) and shall be granted by the concerned Regional Transport Office (RTO). This concession shall be available for the purchase of new vehicle up to 8 years in case of Transport vehicles and up to 15 years in case of non-transport vehicles from the date of Certificate of Deposit. This shall come into force with immediate effect until further orders.

**D. D. SANGMA,**

Secretary to the Govt. of Meghalaya,  
Transport Department.

The 18<sup>th</sup> July, 2025.

**No.EDN.79/2025/20.** - In view of the significant pendency in the recruitment of teachers in aided schools, the order No.DSEL/SEC-NG/MISC/2/2023/93, dated 19th December, 2024, issued by the Director of School Education and Literacy, is hereby revoked with immediate effect.

Consequently, as the teacher posts have already been granted by the Government, the School Management Committees (SMCs) are duly authorised to undertake recruitment for the sanctioned vacant positions, subject to prior approval of the concerned District School Education Officers (DSEOs) at both the advertisement and appointment stages.

However, it shall be the responsibility of the concerned District School Education Officers (DSEOs) to ensure strict adherence to all prescribed norms and standards of recruitment, including compliance with NCTE Regulations, observance of the State's reservation policy, and the maintenance of transparency and fairness throughout the process. For this purpose, DSEOs are hereby authorised to approve both the advertisement and the appointments of teachers in Grant-in-Aid Schools.

DSEOs must also ensure that the district-level reservation roster, as mandated by the Personnel Department, is properly implemented. In the event of any ambiguity regarding its application, the matter shall be referred to the Directorate of School Education and Literacy (DSEL) for appropriate clarification. For advertisements issued prior to 20<sup>th</sup> August, 2024, the application of State Reservation Policy is not mandatory.

Further, DSEOs are directed to expedite the recruitment process in view of the prevailing vacancies and ensure timely completion of all necessary formalities.

**VIJAY KUMAR MANTRI,**

Commissioner & Secretary to the Govt. of Meghalaya,  
Education Department.

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

**No.SW(S)125/90/Pt.II(C)/74.** - In exercise of the powers conferred by section 18 of the Meghalaya State Commission for Women Act, 2005, the Governor of Meghalaya is pleased to make the following Rules to amend the Meghalaya State Commission for Women (Salaries, Allowances & Conditions of Service of Chairperson, Vice-Chairperson and Members) Rules 2005 namely:-

- 1. Short title and commencement.** - (1) These Rules may be called the Meghalaya State Commission for Women (Salaries, Allowances and Conditions of Services of Chairperson, Vice-Chairperson and Members) (Amendment) Rules, 2025.  
(2) They shall come into force on the date of their publication in the Official Gazette.
- 2. Amendment of Rule 3.** - In Rule 3 of the Meghalaya State Commission for Women (Salaries, Allowances & Conditions of Service of Chairperson, Vice-Chairperson and Members) Rules 2005:
  - a. In sub-rule (a), for the words of "rupees ten thousand" the words of "rupees fifty thousand" shall be substituted.
  - b. In sub-rule (b), for the words of "rupees seven thousand five hundred" the words of "rupees thirty five thousand" shall be substituted.
  - c. In sub-rule (c) for the words of "rupees five thousand" the words of "rupees twenty thousand" shall be substituted.
- 3. Amendment of Rule 11.** - In Rule 11 of the Meghalaya State Commission for Women (Salaries, Allowances & Conditions of Service of Chairperson, Vice-Chairperson and Members) Rules 2005 the figure of "Rs. 200" shall be substituted by the figure of "Rs. 2,000".

**P. BAKSHI,**

Commissioner & Secretary to the Government of Meghalaya,  
Social Welfare Department.

The 8<sup>th</sup> July, 2025.

**No.HPL.191/2022/41.** - Whereas the State Government, after consultation with the Director General of Police, Meghalaya Police Academy and Police Training School, is of the opinion that it is necessary in the public interest and in the interest of the development, transparency recruitment and administration of police training under one roof, that the said Police Training School shall be amalgamated with Meghalaya Police Academy.

Now, therefore, Police Training School hereinafter will be referred to as '**Meghalaya Police Academy**' with its Headquarter at Umrans, Ri-Bhoi District, Nongpoh, which shall come into effect on and from the **1<sup>st</sup> day of July, 2025** (hereinafter referred to as the effective date of amalgamation) with such powers, rights, interests, authorities and privileges; and with such liabilities, duties and obligations as specified hereunder: -

1. The Meghalaya Police Academy will be headed by the Director, who shall be overall incharge of the Academy in the State of Meghalaya;
2. The powers and functions of the Academy will lie with the Director of the Academy for all purposes;
3. Till such time a full-fledged Director is posted, the then Principal, Police Training School, who shall now be referred to as Administrative Officer of the Academy will function as Head of Office exercising the power of the Drawing and Disbursing Officer (D.D.O.) under Schedule II of the Meghalaya Delegation of Financial Power Rules, 2006;
4. The services of all the employees of the Police Training School shall continue in the Meghalaya Police Academy at the same remuneration and on the same terms and conditions of service as the case may be, by which they were govern immediately before the effective date of amalgamation;
5. The additional requirement of manpower in the Academy shall be implemented in a phase-wise manner as and when the Government of Meghalaya sanction the posts thereof;
6. The Academy will be under the jurisdiction of Treasury Officer, Nongpoh, Ri-Bhoi District.

**CYRIL V. D. DIENGDOH,**

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

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

**No.POWER-107/2009/262.** - In exercise of the powers conferred by Section 16 of the Energy Conservation Act, 2001, Government of Meghalaya hereby makes the following rules, namely:-

**1. Short Title and Commencement -**

- (1) This Rules may be called as "Meghalaya State Energy Conservation Fund Rules, 2025".
- (2) They shall come into force from the date of notification in the Official Gazette.

**2. Definitions -** In These Rules, unless the context otherwise requires:-

- (a) "Act" means the Energy Conservation Act, 2001 (Central Act No. 52 of 2001).
- (b) "Beneficiary" means beneficiary of the Fund;
- (c) "Consumer" means designated consumer under the Energy Conservation Act, 2001 and includes any consumer as defined in the Electricity Act, 2003 (Central Act No. 36 of 2003).
- (d) "Fund" means the Meghalaya State Energy Conservation Fund, constituted under Section 16 the Act;
- (e) "Government" means the Government of Meghalaya.
- (f) "The State Designated Agency" means the State Designated Agency on Energy Conservation which is notified under Clause (d) of Section 15 of the Act by the Government of Meghalaya.
- (g) "SLSC" means the State Level Steering Committee for "Meghalaya State Energy Conservation Fund" constituted under the rule which shall be constituted by notification.
- (h) "State" means the State of Meghalaya;
- (i) All other words and expressions used herein and not defined in these rules, but defined in the Act, shall have the same meanings as assigned to the respectively in the Act.

**3. Constitution of the Meghalaya State Energy Conservation Fund.**

- (1) The Government shall constitute a fund to be called the Meghalaya State Energy Conservation Fund under section 16 of this Act.
- (2) The sources of the Fund shall consist of the following:-
  - (a) All sums of money received from the Bureau of Energy Efficiency established under the Act;
  - (b) Grants, subsidies, financial assistance, Loans or deposits received from the Government of Meghalaya, Government of India and other similar organizations; monies received from the private or public sectors, local and overseas Non-Government Organizations (NGOs), foundations, donor agencies and assistance or grants from foreign Governments or International Organizations and individuals;
  - (c) Interest and other benefits accrued from the Fund;
  - (d) Any amount of loans received from national or international, commercial and financial institutions the purpose of energy conservation and related activities;
  - (e) Surcharge or levies if any, imposed by the Government for the promotion of the Fund and credited to the Fund;

- (f) Donations, subscriptions, contribution, gifts, assistance and loans received Individuals or bodies;
- (g) Any other amount authorized for credit to the Fund under the provisions of the Act or Rules made there under;
- (h) Service charges, maintenance charges, consultancy fees, any other fees and all other income arising and accruing in pursuance of the administration of the Fund;
- (i) Any tax or cess imposed on sale or generation of electricity for the purpose of Energy conservation; and which is passed on to the Fund by the Government;
- (j) Deposits from any Government, public Undertaking, and Distribution License for the purpose of Energy Conservation or Energy Efficiency;
- (k) Contribution under Corporate Social Responsibility (CSR) Policies (as per section 135 of the Companies Act, 2013) by the companies for ensuring environmental sustainability through Energy Conservation;
- (l) Budget allocations through special legislation.

**4. The Fund shall be utilized -**

1. To provide financial assistance in the form of grants, normal and soft loans, investment, subsidies, Credit guarantees or risk guarantees for investment in projects of Government departments, State enterprises, public limited companies, consumers organizations, private organizations, educational institutions or any consumer of electricity distribution company for the efficient use energy and its conservation;
2. To provide financial assistance to and to incur expenditure on projects, schemes and programs relating to energy conservation, energy efficiency, energy management and environment;
3. To meet the expenditure incurred for taking measures to create awareness and disseminate information for efficient use of energy and its conservation, especially for consumers, industrial and commercial sectors, school children, farmers and the public;
4. To meet the expenditure incurred for training of personnel and specialists for the efficient use of energy and its conservation;
5. To promote the use of energy efficient processes, forms, equipment, devices and systems;
6. To provide financial assistance to demonstration projects and pilot projects on Energy conservation and energy efficiency and on energy efficiency of equipment, appliances and process systems;
7. To study or carry out research projects on energy use, data collection, analysis and survey, energy development, promotion and conservation;
8. To meet the expenditure incurred towards the promotion of research and development in the field of energy conservation;
9. To meet the expenditure incurred to develop testing and certification procedures creation of testing facilities for certification or verification of energy consumption of equipment and appliances;

10. To meet the expenditure incurred for formulating and facilitating implementation of pilot projects and demonstration projects for promotion of efficient use of energy and its conservation or to provide matching contribution for such projects taken up by Bureau of Energy Efficiency;
11. To meet the matching grant to the centrally sponsored schemes and schemes of Bureau of Energy Efficiency;
12. To meet the expenditure on any project, scheme or programme approved by State Level Steering Committee or the Government relating to the efficient use of energy and its conservation;
13. To meet the expenditure on innovative projects on energy efficiency, energy conservation or demand side management;
14. To meet the expenditure relating to the organization and management of the Meghalaya State Designated Agency dealing with the administration of the Fund;
15. To meet the expenditure to carry out projects on energy conservation ensuring environmental sustainability.

**5. State Level Steering Committee -**

- (1) The Government shall constitute a State Level Steering Committee by notification to provide and undertake day to day activities of Meghalaya State Designated Agency.
- (2) State Level Steering Committee shall have the following functions:
  - a) To provide guidance and support for carrying out the energy conservation activities through the Meghalaya State Energy Conservation Fund;
  - b) To approve the annual budget estimate for carrying out the Energy Conservation activities to be approved by Meghalaya State Conservation Agency;
  - c) To oversee, review and monitor the implementation and progress of activities carried out with assistance from the Fund.
- (3) The State Level Steering Committee, while administering the fund, shall exercise the following powers, namely -
  - a) to determine and regulate matters concerning the fund;
  - b) to make, amend or repeal bye-laws, procedures, methodologies relating to the administration and management of the affairs of the Fund;
  - c) to frame the budget estimates or the Fund for each year and sanction the expenditure;
  - d) to raise finance in regard to the purpose of the Fund through sources of the Fund as mentioned in these Rules;
  - e) to make all financial arrangements and to invest and deal with the moneys of the fund, in such manner as may, from time to time, be determined in pursuance of the administration of the Fund;
  - f) to create and handle suitable administrative and technical structures for the administration and management of the affairs of the MSDA after due approval of the Governing Body
  - g) The Meeting of the State Level Steering Committee (SLSC) shall be held at least once in every three months.

**6. Operation of the Fund -**

- a. Meghalaya State Designated Agency as notified under Clause (d) of Section 15 of the Act shall operate the fund under the guidance of SLSC.
- b. A new saving bank account which shall be known as the Meghalaya State Energy Conservation Fund Account shall be opened in a scheduled bank and operated by Meghalaya State Designated Agency.
- c. Meghalaya State Designated Agency shall furnish six-monthly income and Expenditure statements to the Governing Committee on regular basis;
- d. The State Level Steering Committee shall prepare the annual budget for Activities to be funded from Meghalaya State Energy Conservation Fund before beginning of the financial year get it approved by Meghalaya State Designated Agency Governing Committee.
- e. Meghalaya State Designated Agency shall utilize the fund available in the Meghalaya State Energy Conservation Fund as per the budget approved and following the financial rules and procedure and delegation of powers as applicable to Meghalaya State Designated Agency.
- f. Meghalaya State Designated Agency shall invest the surplus Meghalaya State Energy Conservation Fund in such a way that it earns best returns on its Investments in the Scheduled Commercial Banks/ Institutions under Reserve Bank India Act, 1934.
- g. Meghalaya State Designated Agency shall invest and may use the interest income earned from investment of the Meghalaya State Energy Conservation Fund to meet its annual recurring and non-recurring expenditure.
- h. Meghalaya State Designated Agency shall operate the accounts as per the rules and regulations applicable.

**7. Monitoring and Verification -**

The various activities or the Fund shall be monitored, energy savings verified and course correction carried out, as required, to meet its overall objectives. Monitoring and assessment of the activities shall be done as per the norms and procedures approved by the Meghalaya State Designated Agency

**8. Power of Inspection -**

- (a) Meghalaya State Designated Agency shall have the authority to monitor the use of the loan/grant/subsidy/etc. by onsite survey and calling of records. If the Fund is used for purposes other than the ones authorized, Meghalaya State Designated Agency shall suspend and recall the loan- etc. after following due process. The borrower or beneficiary of the Fund shall also be obliged to return to the Fund the interest accrued on the loan amount used for unauthorized purposes and legal action can be initiated against defaulters if cause is found to be so. The entity that misappropriated the money shall not be allowed to obtain a loan from the Fund afterwards.
- (b) Meghalaya State Designated Agency shall enlist of external inspecting officers for the purpose of inspection.

**9. Audit of Accounts -**

- (a) The account of the Meghalaya State Energy Conservation Fund shall be audited by the Comptroller and Auditor General of India such intervals as may be specified by him.

- (b) The accounts of the Fund as certified by the auditor together with the audit report thereon shall be forwarded to the Government.

**10. Closure of the Fund -**

- a) The Fund shall remain operative so long as the relevant provisions of the Act remain in force.
- b) At the time of closure of the Fund, when the Fund is no longer required, all the unspent balance under the same shall be remitted into the Government Treasury.

**11. Amendments in Rules -**

Meghalaya State Energy Conservation Fund Rules, 2025 maybe amended by the State Government as per functional and objective necessity on the recommendation of the State Level Steering Committee.

**SANJAY GOYAL,**  
Commissioner & Secretary to the Government of Meghalaya,  
Power Department.

The 7<sup>th</sup> July, 2025.

The following Licence is hereby published for general information of the Public

**LICENCE**

TO SOLEMNISE MARRIAGE AND GRANT A CERTIFICATE OF MARRIAGE

No.JHADC/GENL/MARR-413

**No.JHADC/GENL/MARR/62/87/30(Pt-I).** – Under Section 9 the Indian Christian Marriage Act, 1872 (Act No. XIV of) as adopted and made applicable by the Jaintia Hills Autonomous District Council, Licence is hereby granted to **Rev. Hame-I Talang**, Church elder of the **Shangpung Presbytery** belonging to **Khasi Jaintia Presbyterian Synod Mihngi** enabling him to solemnise marriage in accordance with the relevant provisions and procedure of the Act aforesaid and to grant a Certificate of Marriage to Persons one or both are Christians belonging to the **Presbyterian Church of India**.

This Licence is applicable to the areas within Jaintia Hills only and may be revoked by a like Notification in the Official Gazette.

Secretary,  
Executive Committee,  
Jaintia Hills Autonomous District Council,  
Jowai.

The 30<sup>th</sup> August, 2024.

**No.JHADC/GENL/3/2012/236.** - The Executive Committee, Jaintia Hills Autonomous District Council, Jowai is pleased to promote and appoint Shri Rambih Challam, Executive Engineer, Jaintia Hills Autonomous District Council, Jowai as the Assistant Chief Engineer in Civil Work Department, Jaintia Hills Autonomous District Council, Jowai in the level of pay of ₹ 62,400 - 1,23,100/- plus other allowances as admissible under the rules in force with effect from the date of joining the post.

**No.JHADC/GENL/3/2012/237.** - The Executive Committee, Jaintia Hills Autonomous District Council, Jowai is pleased to promote and appoint Shri Mardeekordor Lamin Assistant Engineer, Jaintia Hills Autonomous District Council, Jowai as the Executive Engineer in Civil Work Department, Jaintia Hills Autonomous District Council, Jowai in the level of pay of ₹ 49,000 - 1,09,100/- plus other allowances as admissible under the rules in force with effect from the date of joining the post.

Secretary,  
Executive Committee,  
Jaintia Hills Autonomous District Council,  
Jowai.

The 7<sup>th</sup> November, 2024.

**No.JHADC/GENL/3/2012/240.** - On the recommendation of the District Council Selection Board, Jaintia Hills Autonomous District Council Jowai *vide* letter No.JHADC/GENL/3/2023/114, dated 22<sup>nd</sup> October, 2024, the Executive Committee, Jaintia Hills Autonomous District Council, Jowai is pleased to appoint Smti. Khatarhaka Dkhar as Assistant Law Officer in Law Cell, General Department in the level of pay of ₹ 43,700 - 97,100/- plus other allowances as admissible under the Rules in force with effect from the date of Joining the post.

The appointment is purely temporary and may be terminated at any time without notice or assigning any reason thereof.

**B. BAMON,**  
Secretary,  
Executive Committee,  
Jaintia Hills Autonomous District Council,  
Jowai.

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

**No.Health.106/2024/151.**

**1. Name of the Society.**

- a. The name of the Society shall be "**Shillong Medical College Management Society**", Shillong.

**2. Address & Registration of the Society.**

- a. The registered office of the Society shall be at the office of the Head of the Institute (Director), Shillong Medical College, Pasteur Institute, Plot No. 02, Lawmali Pasteur Hill, Shillong-793 001.
- b. The Society will come into existence on the date of its registration by the Registrar of Societies, Meghalaya, Shillong.

**3. The Objects of the Institute Shall be:**

- a. To provide advanced and specialized medical facilities of the highest level in selected specialties and to serve as a state referral service centre for comprehensive health care and provide management consultancy in preventive, promotive, diagnostic, curative, rehabilitative services for the entire state.
- b. To provide and impart practical job-oriented training including refresher courses in selected specialties to medical and para medical personnel sponsored by the State/Union Territories of the region/state.
- c. To encourage, guide and assist in training and making available adequate number of requisite categories of skilled manpower at primary, secondary and higher levels of health care.
- d. To provide high-quality medical education and training to produce competent, compassionate, and ethical medical professionals who can meet the healthcare needs of the state as well as country.

**4. Substances:**

- a. To develop educational training facilities of the highest order for various types of para-professional, supportive and auxiliary staff at all levels.
- b. To address itself to all aspects of primary health care programmes including health manpower development in state as well as North-Eastern Region and to provide consultation, advice and/or assist the State Government and Union Territories in regard to planning, establishing managing and accessing the programmes and other related activities.
- c. To conduct research, especially operational and applied, and other studies as related to health sciences and man-power development.
- d. To assist the state Council for coordinating health planning and developmental activities especially in the organisation of primary health care and health manpower development for the state between various governmental and other agencies.
- e. To impose and recover fees and charges for services rendered.
- f. To receive grants from Govt. and gifts, donations, bene factions, loans and subscriptions whether in cash or securities or any property either movable or immovable in furtherance of the objects of the Institute.

- g. To hold examinations and grant such degrees, diplomas and other academic distinctions and titles in Undergraduate medical education as may be laid down in accordance with the regulations.
- h. To institute, and appoint persons to professorships, readerships, description in accordance with regulations.
- i. To acquire and hold any movable or immovable property required in furtherance of the objects of the Institute.
- j. To sell, lease, exchange or otherwise transfer any properties of the Institute.
- k. To invest and deal with the funds and money of the Institute or entrusted to it in such manners as may, from time to time, be determined by the Governing Council.
- l. To frame regulations specifying the manner in which, and the conditions subject to which, pension and provident funds may be constituted for the benefit of officers, faculty (Teaching/Non-Teaching) and other employees of the Institute.
- m. To do all such other lawful acts are conducive or incidental to the attainment of the above objects.

#### 5. Governing Council:

The occupations and designations of the first members of the Governing Council to whom the management of the Institute is entrusted as required under Section 5 (d & e) of the Meghalaya Society Registration Act of 1983 are as follows:

Also, we the several persons whose occupation(s) are subscribed *hetero* are desirous of forming a society in pursuance of this memorandum of association.

Sl. No.	Occupation	Designation
1	The Minister I/c., H & FW, Government of Meghalaya.	President
2	The Principal Secretary to the Govt. of Meghalaya, Health & FW Department.	Member
3	The Commissioner & Secretary, Health & FW, Government of Meghalaya.	Member Secretary
4	The Secretary, H & FW, Government of Meghalaya.	Member
5	The Head of the Institute - Dean/Principal etc.	Member
6	Director of Health Services (Medical Education & Research)	Member
7	Director of Health Services (MI)	Member
8	Director of Health Services (MCH & FW)	Member
9	Director of Higher & Technical Education	Member
10	Other Members – Recommended by the President/Chairman/Member Secretary from time to time.	Member

**6. Rules of the Shillong Medical College & Hospital Management Society, Meghalaya.**

- a. **Definition:** In these Rules, unless there is anything repugnant to any Act or Conduct.
- b. **Institute:** means the "Shillong Medical College & Hospital", Shillong.
- c. **"Governing Council"** means the body which according to Rule No. 2 following hereafter, shall exercise full powers on behalf of the Institute.
- i. **"President"** means President of the Governing Council of the Institute.
- ii. **"Member Secretary"** means Member Secretary of the Governing Council and Executive Council of the Institute.
- iii. **"Member"** means a member of the Governing and Executive Council of the Institute.
- iv. **"Director"** means Director of the Institute (Shillong Medical College & Hospital).
- v. The words and expressions used in the rules and not defined in these rules shall have the meaning assigned to them in the rules.

**7. Authority of the Institute**

The following shall be the authorities of the Institutes:

- a) Governing Council
- b) Executive Council
- c) Finance Committee
- d) Academic Committee
- e) Estate Committee
- f) Selection Committee
- g) Coordination Board
- h) Board of Consultants
- i) Ad-hoc Committees
- j) President
- k) Principal/Dean/Director
- l) Such other authorities as may be appointed by the Governing Council.

**8. Term of office of members of the Governing Council**

- a) Save as otherwise provided in these rules, the term of office of a member shall be a maximum of five years per term from the date of his nomination.
- b) The term of office of a Member of Parliament elected by the Lower/Upper - House shall come to an end as soon as he/she ceases to be member of the House from which he/she was elected.
- c) The term of office of an *ex-officio* member shall continue so long as he holds the office by virtue of which he is such a member.

- d) The term of office of a member nominated or elected to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he is nominated or elected.
- e) An outgoing member other than a member elected by the Lower/Upper - House and *ex-officio* member shall, unless the President of the Council otherwise directs, continue in office until another person is nominated as a member in his/her place.
- f) An outgoing member shall be eligible for re-nomination.
- g) A member may resign his/her office by writing under his/her hand addressed to the President of the Council but shall continue in office until his resignation is accepted by the later.
- h) A member other than *ex-officio* member or a Member of Parliament who remains absent from three consecutive meetings of the Council without proper justification may be removed by a resolution passed by a majority of the total membership of the Governing Council and the resultant casual vacancy may be filled in the foregoing manner.

9. Power & Function of the Governing Council

- 1. The Governing Council shall be the highest authority empowered to take all measures necessary for the attainment of the objects specified in the Memorandum of Association.
- 2. In particular, the Council shall carry out/exercise the following functions/powers:
  - a) To create within the budget provisions any post specifically included in the annual budget and to appoint from time to time such and so many academic faculty and other employees on such terms and conditions as it may deem Fitter for carrying on the management and affairs of the Agency including Research Studies, Investigations or Consultancy.
  - b) To consider and approve the scientific, academic and technical programmes of the Institute:
  - c) To adopt the annual budget:
  - d) To take a decision on any academic and administrative matters that may be referred to it by the Director and other bodies of the Institute.
  - e) To undertake any other activities that are consistent with the aims and objectives of the Institute or needed for the efficient management of the Institute.
  - f) To set up such committees, working groups or boards and create and fill up such posts as it may consider necessary from time to time for the proper management of the Institute.

**Without prejudice to the generality of the above power, the Governing Council shall have power.**

- a) To make, alter and revise the Rules.
- b) To acquire, hold and dispose of property, movable or immovable and to administer all assets:
- c) To delegate by specific resolution any of its powers to any persons, posts, committees, boards or other bodies composed wholly or partly or its own members; and
- d) To organize, establish, carry on and maintain, dissolve working centre for training, research, consultation and any other work in furtherance of the objects of the Institute in any part of India.

**Executive Council:**

- a) There shall be an Executive Council which shall be constituted from among the members of the Governing Council and shall exercise such powers and discharge such duties as the Governing Council may confer or impose upon it.
- b) The term of office of the members of the Executive Council shall be co-terminus with that of the members of the Governing Council.

**The following shall be the member of the Executive Council:**

Sl. No.	Occupation	Designation
1	The Hon'ble Minister, Health & Family Welfare Department, Government of Meghalaya.	Chairman
2	The Commissioner & Secretary to the Govt. of Meghalaya, Health & Family Welfare Department.	Member Secretary
3	The Director of Shillong Medical College & Hospital.	Member
4	The Director of Health Services (Medical Education & Research)	Member
5	Other Member as Recommended by the Member Secretary from time to time.	Member

**Power and Functions of the Executive Council are as follows:**

1. To supervise the overall administration and management of the Institute on day-to-day basis.
2. To consider and approve the budget estimates including revised and supplementary expenditure and recommend the same for adaption by the Governing Council.
3. To consider and approve the annual reports of the Institute.
4. To review the progress of the work and necessary out-come of the Institute.
5. To consider and recommend the academic, scientific and technical programs of the Institute for approval of the Governing Council.
6. To review the functioning of the various committee and give directions to such Committee.
7. To consider amendment of Bye-laws and procedures for conduct of the affairs of the Institute for approval of the Governing Council.
8. To enter into an agreement for co-operation with any other educational institutions having objects wholly or partly similar to those of the Institute in such a manner as considered expedient.
9. To exercise such powers and discharge such duties as the Governing Council may confer upon or entrust to from time to time.

**Financial Committee:**

- a) There shall be a Standing Finance Committee of the Institute which shall consist of not more than eight members of the Council. The Chairman and members of the Finance Committee shall be nominated by the President/Chairman of the Governing Council. The Secretary (Finance) of the Government of Meghalaya or his nominee not below the rank of Joint Secretary and Secretary of the State or his nominee shall be members of the Finance Committee.

- b) The following matters shall be referred to the Standing Finance Committee which shall consider them and make its recommendations thereon namely:
- Annual accounts of the Institute showing receipts and expenditure together with audit report thereon.
  - Budget estimates showing the estimated receipts and expenditure of the Institute and
  - Expenditure not included in the Budget and not exceeding the Annual Limit of Rs. 3.00 lakhs, be within the powers of the Director/Principal.
  - All proposals for the creation of posts:
  - All financial matters not delegated to the Director.
  - The term of office of the Standing Finance Committee shall be co-terminus with the term of the office of the Governing Council.
  - A casual vacancy in Standing Finance Committee shall be filled by the President of Governing Council.

**Other Standing Committees:**

- The Governing Council may constitute other Standing Committee including a Standing Selection Committee, an Estate Committee, an Academic Committee, each consisting of a Chairman and seven other members nominated by the Council from among members of the Governing Council: provided that.
- In the case of the Academic Committee the Committee may co-opt two other experts in the medical and health field, outside the membership of the Council.
- Provided further than in case of Selection Committee, Director of Health Services (MI/Research) or his nominee not below the rank of the Additional Director of Health Services shall be a member of the Committee and that the Committee may co-opt external experts who are not members of the Council.
- A casual vacancy in a Standing Committee may be filled for the remainder of the term by nomination by the President of the Council.
- The term of the Standing Committee shall be co-terminus with the term of the Governing Council.

**Ad-hoc Committee:**

- Ad-hoc Committee may be constituted by the Council for such purpose and for such periods as may be deemed necessary.
- The total number of members of each Ad-hoc Committee shall not exceed eight including a Chairman and the Secretary and may consist of not more than one-third of the members who are not members of the Governing/Executive Council.
- The chairman and members of the Ad-hoc Committee may be nominated by the Executive Council.
- Any casual vacancy in the Ad-hoc Committee may be filled by the Chairman of the Executive Council.

**Coordination Board:**

There shall be a Coordination Board for the following purposes:

- a) To provide feedback, to coordinate, to promote and maintain all activities for developing functional linkage between the North-Eastern Indira Gandhi Regional Institute of Health and Medical Sciences and Health Institution Hospitals etc. of various States Union Territories of Northeastern Region.
- b) To assist the State/Union Territories of the region in the Program for "Health for All".
- c) To develop and strengthen relationships with various communities/voluntary organizations agencies, and persons working in the field of health an upliftment of the unorganized, poor, tribal and otherwise under privileged sections of the population, with a view to -
- d) Provide necessary information and knowledge to the State/Union Territories/Governments Voluntary Organizations/other interested groups in planning, evaluating and operating health programs:
- e) To apply newer knowledge in the field of public and personal health to the community at large: and
- f) To adopt/adapt new health related and educational programs and plans in areas wherever considered appropriate.
- g) The Coordination Board shall consist of Directors of Health Services (MI/Research) of all the North-Eastern States/Union Territories as *ex-officio* members, representatives of the Ministry of Health & FW.
- h) The Secretary, North-Eastern Council shall be the Chairman of the Board.
- i) The Coordination Board shall function under the Governing Council.

**Board of Consultants:**

The Council may appoint from time to time a Board of Consultants consisting of not more than 15 - 20 members including the Director from different fields of Health sciences with the following functions:

- To exercise collectively, broad leadership and top consultancy in the field of health development.
- To develop a program for health manpower development and related research so that effective and efficient administration and management at all level by the local health and other concerned departments is facilitated.
- To promote and maintain a program of investigation and research designed to provided continuing knowledge on the health status of the people in the North-Eastern region and to develop new technical and administrate skills in diseases prevention and control and of health promotion: and
- To provide consultation in all aspects of Health Science and Technology to the North-Eastern Indira Gandhi Regional Institute the State Union Territories authority. This will include planning, monitoring and evaluation of all the health-related programs in the region.

**President:**

The President of the Governing Council shall be called the President of the Institute and exercise such power and discharge such function as are laid down in these rules or as may be required by the regulation.

Director/Head of the Institute:

- I. There shall be a Principal Executive Officer and head of all the academic, scientific and administrative activities of the Institute who shall be designated as the Director of the Institute and

shall be appointed by the Council with the prior approval of the Government of Meghalaya. Provided that the first Director of the Institute shall be appointed by the Government of Meghalaya.

- II. The Director shall act as the Secretary to the Council as well as the Executive Council.
- III. The Director shall exercise such powers and discharge such functions as may be prescribed under the Rules and Regulations or as may be delegated to him/her by the Council or the President of the Institute or by the Executive Council or the Chairman of the Executive Council.
- IV. The Director and other officers, and employees of the Institute shall be entitled to such salary and allowances and shall be governed by such conditions of service in respect of leave, pension provident fund and other matters as may be prescribed by Regulations in this behalf.
- V. The Director shall be the Executive/Member-Secretary of all the Committees constituted by the Institute.
- VI. The Governing Council shall, if it is of the opinion that it is in the public interest to do so, have the right to terminate the term of office of Director at any time before the expiry of his term by giving him a notice of not less than three months in writing or three month's salary and allowances in lieu thereof. The Director shall also have the right to relinquish his office at any time before the expiry of the fixed term by giving the Institute notice of not less than three months in writing.

**Other employee of the Institute:**

The Governing Council shall from time to time create a necessary post for the proper functioning of the Institute. The employees shall be whole-time employee and may be employed in any manner required by the proper authority of the Institute without claim for additional remuneration.

**Qualifications and other conditions of Service:**

1. Experience and other qualifications for appointment to posts under the Institute shall be prescribed by the appointing authority keeping in view the qualifications and experience prescribed by the State Government for similar posts before applications of candidates are called for subject to the condition that non-medical personnel shall not be appointed to the post to Director.
2. While filling vacancies in posts and services either by direct recruitment or by promotion under the Institute, reservations in favor of the Scheduled Castes & Scheduled Tribes as may be made by the Central/State Government from time to time in filling vacancies, posts and services under the State Government shall be strictly followed.
3. The seniority of the employees of the Institute in each category shall be determined by the order of merit in which they were selected for appointment to the grade in question, those selected on an earlier occasion being ranked senior to those selected later.
4. In respect of matters not provided for herein, the rules as applicable to the State Government servants regarding the general conditions of service, pay and allowances including travelling and daily allowances, leave salary, joining time, foreign service terms, etc. and orders and decision issued in this regard by the State Government from time to time shall apply mutatis mutandis to the employees of the Institute.
5. Private practice of any kind shall not be allowed. NPA shall be provided as per the approval of the competent authority.

**Business of the Council:**

1. The Council shall meet as often as may be considered necessary by the Governor/Minister (Health) for the transaction of the business of the Institute. Provided that the Council shall meet at least once in six months.
2. Meetings of the Council shall be held at such place, date and time as may be fixed by the President of the council.
3. The President of the council may at any time call a meeting of the Council and shall do so if a requisition for that purpose is presented to him/her in writing by not less than five members specifying the subject of the item proposed to be discussed.
4. No less than fourteen clear days' notice of every meeting of the Institute shall be given to each member who is for time being in India.
5. A notice may be served upon any member either personally/electronically or by registered post.
6. Notwithstanding anything contained in sub-rule above, an extraordinary meeting of the Council may be called by the President at a shorter notice, viz. a notice of at least seven clear days.
7. No business shall be transacted at a meeting of the Council unless there is a quorum of at least 12 members. Provided that if meeting is adjourned for want of quorum, the adjourned meeting called to dispose of the agenda by transact business even without the prescribed quorum.
8. The President shall preside over every meeting of the Council.
9. If the President is not present at any such meeting, the members present shall choose one from among themselves to be the Chairman for that meeting.
10. Any member of the Council desirous of moving any resolution at a meeting of the Council shall give notice thereof in writing to the Executive/Member Secretary of the Council so as to reach him not less than ten days before the date of the meeting and when such notice has been given, the proposed resolution shall be circulated to the members.
11. Any business which may be necessary for the Council to transact, may if the President so directs be dealt with by the circulation of papers under registered cover among all the members for the time being in India at their usual address and any resolution so circulated and approved by majority of all the members signing shall be as effectual and binding as if the resolution had been passed at the meeting of the Council.
12. When any business is so referred to the members by circulation, a period not less than fifteen clear days shall be allowed for the receipt of replies from the members, such periods to be counted from the date on which the notice of business is issued. Provided that if no reply is received by the stipulated date from any member, the resolution so circulated shall be deemed to have been approved by the member concerned.
13. If a resolution is circulated, the results of circulation shall be communicated to all the members.
14. Nothing in these rules and regulations shall prevent the President from exercising all the powers of the Governing Council in case of emergencies for the furtherance of the objects of the Institute and the action taken shall be reported to the Governing Council at the next meeting of the Council.
15. A record shall be maintained of all business transacted by the Council.

16. All business of the Council shall, as far as possible, be recorded in the form of resolution and an entry of such decisions in the book of proceedings of the Council shall be conclusive evidence of the fact that such decisions were taken by the Council.
17. All disputed questions shall be determined by votes. Each member shall have one vote and in case of a tie the Chairman shall have a casting vote.
18. The Proceedings of every meeting of the Council shall be circulated to the members.
19. The President or any member of the Council shall not be entitled to any allowances or other remuneration. He may, however, draw the travel and daily allowances, if any to which he may be eligible as may be prescribed by the byelaws.
20. The Council may, with the previous approval of the State Government, make by-laws consistent with the objectives of the Institute and without the generality of this power by-laws may provide for:
  - a) The summoning and holding of meetings other than the first meeting of the Executive Council, the time and place where such meetings are to be held, the conduct of business at such meetings and the number of members necessary to form a quorum.
  - b) The manner of constituting the Executive Council and Ad-hoc Committees, the term of office and the manner of filling vacancies among the members of the Executive Council and Ad-hoc Committees.
  - c) The powers and functions to be exercised and discharged by the President of the Council and Chairman of the Executive Council.
  - d) The allowances, if any, to be paid to the Chairman and members of the Executive Council and of Standing and Ad-hoc Committees.
  - e) The procedure to be followed by the Executive Council and Standing and Ad-hoc Committees in the Conduct of their functions.
  - f) The tenure of office, salaries and allowances and other conditions of service of the Director and other officers and employees of the Institute including teachers appointed by the Council.
  - g) The powers and duties of the Chairman of the Executive Council.
  - h) The powers and duties of the Director and other officers and employees of the Institute.
  - i) The management of the properties of the Institute.
  - j) The degrees, diploma and other academic distinctions and titles which may be granted by the Institute/UGC recommendation.
  - k) The professorships, readerships, lectureships, and other posts which may be instituted and persons who may be appointed to such professorships, leaderships, lectureships and other posts.
  - l) The fees and other charges which may be demanded and received by the Institute.
  - m) The manner in which, and the conditions subject to which pension and provident funds may be constituted for the benefit of officers, teachers and other employees of the Institute.
  - n) Any other matter for which under those rules provisions may be made by bye-laws. The Council may create posts, subject to specific provision in the budget, classify them into grades and specify their designations.

**Funds of the Council and Accounts:**

The funds of the Institute shall consist of the followings:

- a) Grants made by or through the Government of India or State Government/Union Territory.
- b) All money received by the Institute by way of grants, gifts, donations, benefactions, loans, requests, or transfers.
- c) All fees and other charges received by the Institute.
- d) All money received by the Institute in any other manner or from any other source.

The annual budget showing the estimated receipts and expenditure of the Institute shall be prepared in two parts specified below and they shall be in such form as may be laid down by the Government of Meghalaya and shall be submitted to it in such number of copies as may be required by it, not later than the 15th of October each year, namely: -

1. Part-I relates to the standing charges, and Part-II relating to the fresh charges.
2. All money credited to the fund of the Institute shall be deposited to a nationalized public sector bank to be decided by the President.
3. The Fund shall be managed by the Director of Shillong Medical College & Hospital, and withdrawals from the Fund shall be made by cheques jointly signed by the Director Shillong Medical College & Hospital along with the Commissioner & Secretary to the Govt. of Meghalaya, Health & FW Department cum Member Secretary to the Governing Council of the Institute.
4. All bills shall be pre-checked by an accounts officer of the Institute.

**Accounts and Audit:**

1. The annual Statements of accounts including the balance sheet of the Institute shall be in such form as may be laid down by the State Government.
2. The accounts of the Institute shall be audited by the Comptroller and Auditor General of India and any expenditure by him in connection with such audit shall be payable by the Institute to the C.&AG/S&AG.
3. The Comptroller and Auditor General of India and any person appointed by him in connection with the audit of the accounts of the Institute shall have the same rights, privileges and authority in connection with such audit as the Comptroller and Auditor General of India has in connection with the audit of Government accounts and, in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect the office of the institute as well as of the Institutions established and maintained by it.
4. The accounts of the Institute as certified by the Comptroller and Auditor General of India or any other person appointed by him in this behalf together with the audit report thereon shall be forwarded annually to the H & FW, Government of Meghalaya.
5. The Institute shall prepare for every year a report of its activities during that year ending 31st March and shall submit to the State Government with 50 spare copies thereof not later than the 31st December, following. The State Government shall cause the Annual Report to be placed before both the Houses of the Parliament within one month of its receipt.

6. All orders and decisions of the council shall be authenticated by the Signature of the president or any other member authorized by the council in this behalf and all other instruments shall be authenticated by the Signature of the Director or any other officer of the Institute authorized in like manner in this behalf.
7. The Institute shall carry out such directions as may be issued to it from time to time by the Project Management Unit (PMU) constructed under the chairmanship of Commissioner & Secretary to Government of Meghalaya, H & FW for the efficient administration of the Institute.
8. The Institute shall furnish to the Government of Meghalaya such reports, returns and other information as that Government may require from time to time.

**General:**

1. No act or proceedings of the Council or the Executive Council shall be deemed to be invalid by reason merely of any deficiency in or any defect in the Constitution of the Council or the Executive Council as the case may be.
2. The Council may sue or be sued in the name of the Director.
3. The income and property of the Institute. However, derived, shall be applied towards the pro motion of the objects thereof subject, nevertheless in respect of the expenditure of grants made by the D/o. H&FW Government of Meghalaya to such limitation as that Government may from time to time impose. No portion of the income and property of the Institute shall be paid or transferred, directly or indirectly by way of dividends, bonus or otherwise however by way of profits to any persons or organization who at any time are or have been members of the Council or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith or remuneration of any member thereof, of other persons, in return for any service rendered to the Institute. If on the winding up or dissolution of the Institute, there shall remain after the satisfaction of its debts on liabilities, any property whatsoever, the same shall not be paid to, or distributed among the members of the Council or any of them but shall consistently with the objects of the Institute be dealt with in such manner as the State Government may determine.

**BYE - LAWS**

In exercise of the powers conferred under rule of Shillong Medical College & Hospital Management Society, Meghalaya Rules, the Governing Council with the previous sanction of the State Government hereby makes the following Bye-laws for regulating the powers and functions of the Governing Council, the President, the Executive Council, the Standing Finance Committee, Ad-hoc Committees and the Director of the Institute.

**1. Short Title:**

These bye-laws may be called the Bye-Laws of Shillong Medical College & Hospital Management Society, Meghalaya.

**2. Definitions:**

In the bye-laws of the Shillong Medical College & Hospital Management Society, Meghalaya (hereinafter referred to as Bye-Laws),

- a) "Rules" means the Rules of the Institutes.

- b) "President" means the President of the Governing Council of the Institute.
- c) "Director" means the Director of the Institute appointed under Rule of the Rules.
- d) "Deputy Director" means the Deputy Director (Admn.) of the institute.
- e) "Fundamental Rules" mean the Fundamental Rules as applicable to the State Government Servants.
- f) "Supplementary Rules" means the Supplementary Rules as applicable to the State Govt. Servants who are subjected to the Fundamental Rules of the State Government.
- g) "General Financial Rules" means the General Financial Rules, 1963 framed by the State Government for financial management and Controls.
- h) "Treasury Rule" means the Treasury Rules of the State Government
- i) "Schedule" means the Schedule to these bye laws.
- j) "Members of the teaching faculty" means the Professor, Associate Professor, Assistant professor, Lecturer and such other employees of the Institute as may be declared to be a member of the teaching faculty by the Council.

The words and expressions used in the Bye laws and not defined in these bye laws shall have the meaning assigned to them in these Bye laws.

**Powers and Duties of the Director:**

The Director shall be the "Head of the Department" and "Principal Executive Officer" and shall exercise the powers of the "Head of the Department" in terms of Supplementary Rules and *inter-alia* discharge the duties mentioned below:

- a) He shall allocated duties to officers and employees of the Institute.
- b) He shall also exercise the power as specified in the Scheduled to these bye-laws, as the powers of the Director.
- c) He/She shall also have powers to delegate any of the powers conferred on him under the Rules Bye laws to any of the officers of the Institute on the Administrative side subject to such limitations as may be imposed by the Governing Council.

**Meeting of the Executive Council:**

- a) The Executive Council shall meet as often and may be considered necessary by the Chairman for transaction of its business but shall ordinarily meet at least once in a year at such place, date and time as may be decided by the Chairman of the Committee.
- b) The proceedings and meeting of the Executive Council shall be entered in the minute book to be maintained by the Member Secretary for the purpose and all proceedings shall be signed by the Chairman of the meeting after the same is duly confirmed.
- c) The extra-ordinary meeting of the Executive Council shall be called on a written requisition by at least half the members of the Committee or by the Chairman.
- d) Notice of every meeting of the Executive Council shall be sent by the Member Secretary to the other members of the Committee in the case of an ordinary meeting, at least 14 days and in the case of extraordinary meeting at least 7 days before the date of the meeting under a certificate of posting

when sent by post/manually. The agenda of the meeting shall be sent at least 7 days and 4 days respectively before the date of the meeting.

- e) In the absence of the Chairman at any meeting the members present shall elect a person from amongst themselves to preside over such meeting.
- f) At least one third of the total members shall form the quorum.
- g) All decisions of the Committee shall be taken on a majority vote. In case of equal vote, the Chairman shall have a casting vote.
- h) Any member desirous of moving a resolution at the meeting of the Committee shall give notice thereof in writing to the Secretary so as to reach him within 7 days before the date of such meeting. Such notices when received shall be circulated immediately by the Secretary to the members and be included in the agenda of the meeting.
- i) Any matter not included in the agenda and of which the notice mentioned in the Sub-Rules above has not been given, may be considered at the meeting of the Executive Council with the permission of the Chairman.
- j) Any business which may be necessary for the Institute to transact if the Chairman of the Executive Council so directs or is considered urgent and necessary by the Member Secretary of the Committee, may be transacted by circulation of papers under sealed cover to the members and Chairman to their usual postal address in Meghalaya and any decision taken with the approval of the majority of the members, in writing, shall be as effectual and binding as if the decision has been passed at a regular meeting of the Committee of the Institute shall be placed before the next meeting of the Executive Council for confirmation. When business is transacted in such a manner as given in this clause, a period of not less than three weeks shall be allowed for receipt for replies from the members, such period to be counted from the date on which the noticed of business was issued.
- k) The Executive Council shall in addition to the above, exercise such powers and discharge such functions as may be delegated to it by the Governing Council under Rule and as given in Schedule as above to the bye laws.

**Meeting of the Standing Finance Committee:**

- a) The Standing Finance Committee shall meet as often and may be considered necessary by the Chairman for transaction of its business but shall ordinarily meet at least once after every six months at such place, date and time as may be decided by the Chairman of the Committee.
- b) The proceedings and meetings of the Standing Finance Committee shall be entered in the minute book to be maintained by the Member Secretary for the purpose and all proceedings shall be signed by the Chairman of the meeting after the same is duly confirmed.
- c) Notice of every meetings of the Standing Finance Committee shall be sent by the Member Secretary to the other members of the Committee at least 14 days before the date of the meeting under a certificate of posting when sent by post/manual. The agenda of the meeting shall be sent at least 4 days before the date of the meeting.
- d) At least one third of the total members shall form the quorum.
- e) All decisions of the Committee shall be taken on a majority vote. In case of equal vote, the Chairman shall have a casting vote.

- f) Any business which may be necessary for the Institute to transact may, if the Chairman of the Standing Finance Committee so directs or is considered urgent and necessary by the Member Secretary of the Committee, may be transacted by circulation of papers under sealed cover to the members and chairman to their usual postal addresses in Meghalaya and any decision taken with the approval of the majority of the members, in writing, shall be as effectual and binding as if the decision has been passed at a regular meeting of that Committee of the Institute and shall be placed before the next meeting of the Standing Finance Committee for confirmation. When business is transacted in such a manner as given in this clause above, a period of not less than three weeks shall be allowed for receipt for replies from the members, such period to be counted from the date on which the notice of business was issued.
- g) Notwithstanding anything contained in Rule of the Rules, all matters pertaining to the invitation and acceptance to tender shall be placed before the Standing Finance Committee.
- h) The Standing Finance Committee shall in addition to the above, exercise such powers and discharge such functions as may be delegated to it by the Governing Council Under this Rule.

**Allowances of the Chairman and members of the Executive Council, Standing Finance Committee and Ad hoc Committees:**

- a) The Chairman and Members of the Executive Council or the Standing Finance Committee and Ad-hoc Committee shall not receive any pay, fees, remuneration or any other allowances except travelling and daily allowances for attending the meeting, if the department allows.
- b) The Chairman and Members of the Executive Council/Standing Committee/Ad hoc Committee if they are the officers of the Central or State Government shall be paid travelling and daily allowances by the Institute at the rate admissible to them as officers of the Central or State Government if department allows.
- c) In the case of Chairman and Members of the Executive Council, Standing Finance Committee, Ad-hoc Committees other than those mentioned in (b) above, travelling allowance and daily allowance shall be paid at the rate to which they are entitled as per Rule of Organization in which they are working or those prescribed from time to time by the Central Government under S.R. 190 and the Executive decisions and orders thereunder.
- d) The President may for special reasons sanctions journeys by air not otherwise admissible to the members of the Executive Council and Standing and Ad-hoc Committees. For such journeys, travelling allowances shall be paid at the rates admissible to Grade I Officers of the Central/State Government.

**Building and land belonging to the Institute:**

- a) The Institute shall use its land and building for the purpose of the Institute and may, when not required for such purpose, allot them for occupation by such persons or Officers as the Director may decide provide that such allotment shall be reported to the Executive Council in its next meeting for confirmation.
- b) The allotment and the assessment and recovery of rent of building, shall as far as possible, be made by the Director in accordance with the provision of Fundamental Rule 45 A, 45B, and 45C and the Supplementary rules framed thereunder.

- c) Every employee of the Institute if offered residential accommodation in the Institute shall stay in the residence and pay all such rent and other charges as may be fixed by the Institute.

**The Power for award of Prizes, Scholarship, etc.**

The Institute may award such prize, souvenirs, stipends and scholarships to its students as may be decided from time to time.

**Admission to the Course of Studies:**

90% of the seats in every Course of Study shall be reserved for the candidates belonging to the state of Meghalaya and the remaining 10% under the national quota.

The reservation system may be revised by the Central/State Government on the recommendation of the Governing Council so as to reflect the population ratio of different groups in the North Eastern states including Sikkim without compromising the National Character of the Institute.

**Employees to be whole time Servant:**

Unless in any case, if it were otherwise distinctly provided, the whole time of any employee of the Institute shall be at the disposal of the Institute and he may be employed in any manner required by the proper authority of the Institute without any claim for additional remuneration.

**Permanent and Temporary Posts:**

The posts in service of the Institute shall be (a) Permanent Posts, that is carrying a definite rate of pay sanctioned without any limit of time, or (b) Temporary Posts, that is, posts carrying a definite rate pay sanctioned for a limited time, or (c) work charged/work charged (Regular) posts carrying a definite rate of pay sanctioned for a limited time for completion of work.

**Qualification for Appointment:**

- a) Age, Experience and other qualification for appointment to a post shall be as prescribed by the Institute, in the recruitment rules keeping in view the qualification and experience prescribed by the State Government for similar posts before applications of candidates are called for subject to the condition that non-medical personnel shall not be appointed to the post of Director and Medical Superintendent.
- b) The Director shall fill vacancies in posts and services, either by direct recruitment or by promotion, under the Institute, make such reservations in favor of candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes, as may be made by the State Government from time to time in filling vacancies in posts and services under the Central/State Government.
- c) Such fees not exceeding Rs. 100/- or as may be decided by the Institute from time to time shall be payable by the candidates belonging to OBC Other Castes and a fee of not exceeding Rs. 50/- by the Candidates belonging to SC/ST. The Institute, may, exempt the payment of fee for candidates applying for a particular Group of service, if it is so decides.

**Seniority:**

Seniority of employees of the Institute in each category shall be determined by the order of merit in which they were selected for appointment to the grade in question, those selected on earlier occasion being ranked senior to those selected later:

Provided that the seniority inter se of employees other than the teaching staff of the Institute shall be determined by the length of continuous service on post in a particular service:

Provided further than in case of members recruited by the direct appointment, the order of merit determined by the selection committees shall not be disturbed in fixing the seniority:

Provided further that in case of two members appointed on the same date, their seniority shall be determined as follows:

- a) A member recruited by direct appointment shall be senior to a member recruited otherwise.
- b) A member appointed by promotion shall be senior to a member appointed by transfer.
- c) In the case of Members appointed by promotion or other transfer seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred and -
- d) In case of members appointed by transfer from different cadres, their seniority shall be determined according to their pay, preference being given to a member who was drawing a higher rates of pay in his previous appointments and if the rates of pay are also the same, then their length of service in those appointments and if the length of service is also the same then the member who is older in age shall be senior to a younger member.

**Note 1:** This rule shall not apply to a members appointed on purely on provisional basis pending their passing the qualifying test.

**Note 2:** In the case of members whose probation period is extended, the date of appointment for the purpose of these rules shall be deemed to have been deferred to the extend the period of probation is extended.

**Leave:**

Temporary and permanent employees of the Institute shall be entitled to such leave and leave salary as are admissible to the corresponding categories of State Government servants under the State Civil Services (Leave) Rules as amended from time to time, provided that, for the purpose of State Civil Service (Leave) Rules, the following categories of teaching staff in the Institute shall be treated as serving in vacation department (1) Professor (2) Associate Professor (3) Assistant Professor (4) Reader (5) Lecturers. The regular vacancies for the purpose shall be as may be decided by the Standing Finance Committee from time to time. Provided further, that incumbents on deputation, contract to the Institute as on state/central service shall be governed by Leave Rules as may be stipulated in the conditions of their deputation/contract.

**Pension, General Provident Fund:**

- a) The SCS (Pension) Rules, shall apply *mutatis mutandis* to the employees of the Institute.
- b) The benefits of added years of service as admissible in this Rule of the SCS (Pension) Rule, as amended from time to time shall be applicable to the eligible members of the Faculty and staff.
- c) The General Provident Fund (State Services) Rules, 1960 shall be applicable to the employees of the Institute. Those employees who are on deputation on foreign/central service terms to the Institute should submit an option for General Provident Fund and Pensionary benefits to the Institute on their permanent absorption in the Institute.

**Absence from Duty:**

Unless otherwise decided by the President in exceptional circumstances no permanent employee of the Institute shall be allowed to be away from his/her post, otherwise than on a central/foreign service or because of suspension for more than 2 years at a stretch, including the period of leave sanctioned by competent authority.

**Period of Probation:**

Unless otherwise, specified in the Recruitment Rules, all employees will be on probation for 1 (one) year. During the probation, the employees shall be required to put in satisfactory service failing which his/her services shall be liable to termination at any time without any notice or reason being assigned for the same. The appointing authority may, however, extend the period of probation.

**Superannuation:**

- a) The age of superannuation of the employees of the Institute shall be 60 years.
- b) The age of superannuation of the Teaching faculty of the Institute shall be 65 years. The age of superannuation of Nursing faculty with MSc in Nursing shall be 65 years subject to the condition that these Nurses would continue to function as faculty members after the age of 60 years.
- c) Notwithstanding anything contained in (a) and (b) above, the appointing authority shall, if it is an opinion that it is in the public interest so to do have the absolute right to retire and employee of the Institute by giving him notice of not less than 3 months in writing or 3 months of pay and allowances in lieu of such notice. If he is in group A service or Group B service or post and had entered service of the Institute before the age of 35 years after he attained the age of 50 years and in any other case, after he/she has attained the age of 55 years.
- d) Any employee of the Institute may by giving notice of not less than 3 months in writing to the appointing authority, retire from service after he has attained the age of 50 years, if he is the Group A or Group B service or post and had entered the service of the Institute before attaining the age of 35 years and in all other cases after he has attained the age of 55 years.

**Conduct, Discipline and Penalties:**

- a) The State Civil Services (Conduct) Rules, 1964 shall apply mutatis mutandis, to the employees of this Institute.
- b) Part-IV (Suspension), Part-V (Penalties and Disciplinary authority), Part-VI (Procedure for imposing Penalties), Part-VII (Appeals), and Part-VIII (Review) of the State Civil Service (Classification) Control and Appeal) Rules, 1965, shall apply mutatis, mutandis to the employees of the Institute.

**Provided that for the purpose of this regulation:**

1. Group A, Group B, Group C, and Group D posts of the Institute shall correspond to State services Group A, Group B, Group C, Group D posts respectively.
2. The Appointing Authority, the Disciplinary Authority for the penalties that may be imposed and the Appellate authority for the various posts in the Institute shall be prescribed in Schedule II.
3. In respect of Central or State Government servants borrowed by the Institute, the Provision respectively of Rules 20 and 21 of the Central/State Civil Services (Classification, control and

Appeal) Rules 1965 shall apply and the Institute shall exercise the functions of the Central or State Governments as the case may be for the purpose of the two aforesaid rules.

**Pay of the Re-employed persons:**

The pay of any person who may be employed in the Institute after retirement from service of the Institute or of the State or the Central Government or any statutory or local body administered by Government shall be fixed in the prescribed scale of pay in accordance with the rules and orders of the Central Government as amended from time to time.



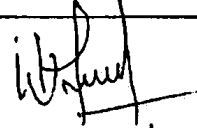
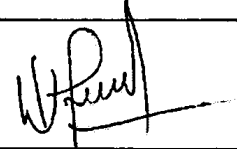
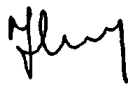

**Other Conditions of Service:**

In respect of matters not provided for in these bye-laws, the rules as applicable to Central Government servants such as regarding the general condition of service, pay, allowances including travelling allowances and daily allowances, leave salary, joining time, foreign service terms, and orders and decisions issued in this regard by the State/Central Government from time to time shall apply, mutatis mutandis, to the employees of the Institute.

**Proceeding by or against the Institute:**

The Director of the Institute, shall be competent to file suits or applications or commence other proceedings civil or criminal for and on behalf of the Institute and to prosecute same and for such purposes to sign, execute or attest plaints, petitions, appeal, or other documents that may be necessary therefore and to verify the same, to swear to affidavits and to compromise, refer to arbitration and to defend in suit or other proceeding that may be filed against the Institute and to prosecute the claims or defense in the Court of Appeal or origin or before any officers or before Income Tax Authorities and for such purpose to appoint any Advocate, Pleader, Solicitor or Agent.

**C. M. KHONGWIR,**  
Deputy Secretary to the Govt. of Meghalaya,  
Health & Family Welfare Department.

Signatures from the Members of the Governing Council		
S.L. No.	Key Member	Signature
1	The Hon'ble Minister I/c, Government of Meghalaya, Health & Family Welfare Department.	
2	The Principal Secretary to the Govt. of Meghalaya, Health & Family Welfare Department.	
3	The Commissioner & Secretary to the Govt. of Meghalaya, Health & Family Welfare Department cum Member Secretary.	
4	The Secretary to the Government of Meghalaya. Health & family Welfare Department	
5	The Head of the Institute – Director	
6	Director of Health Services (Medical Education & Research)	
7	Director of Health Services (MI)	
8	Director of Health Services (MCH & FW)	
9	Director of Higher & Technical Education	
10	Other Members – Recommended by the President/Chairman/Member Secretary from time to time.	