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### PART-IIA

#### GOVERNMENT OF MEGHALAYA

#### NOTIFICATIONS

The 22<sup>nd</sup> July, 2025.

**No.CDD.91/2024/60.** - In the interest of public service, the Governor of Meghalaya is pleased to notify the "**The Meghalaya Directorate of Community and Rural Development (Accounts) Service Rules, 2025**" for regulating the recruitment/promotion of the Officers and staff of the Accounts Branch of the Directorate of Community & Rural Development Meghalaya, Shillong.

**SAMPATH KUMAR,**

Principal Secretary to the Govt. of Meghalaya,  
Community & Rural Development Department.

The 22<sup>nd</sup> July, 2025.

**No.CDD. 91/2024/58.** - 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 regulating the recruitment and the conditions of Service of persons appointed to the Directorate of Community & Rural Development (Accounts) Service of Meghalaya, namely,-

1. **Short Title and Commencement:-** (1) These Rules may be called "The Meghalaya Directorate of Community & Rural Development (Accounts) Service Rules, 2025".  
(2) They shall come into force from the date of notification in the Official Gazette.
2. **Definitions:-** In these Rules unless there is anything repugnant in the subject or context:-
  - (1) "Appointing Authority" means:
    - (i) The Governor of Meghalaya in respect of the Gazetted Posts;
    - (ii) The Director, Community & Rural Development in respect of the Non-Gazetted Posts.
  - (2) "Commission" means the Meghalaya Public Service Commission;
  - (3) "Committee" means the Committee constituted under Rule 8 of these Rules.
  - (4) "Government" means the Government of Meghalaya;
  - (5) "Governor" means the Governor of Meghalaya;
  - (6) "Member of the Service" means a member of the Directorate of Community & Rural Development (Accounts) Service.
  - (7) "Service" means the Ministerial Service in the Accounts Branch of the office of the Directorate of Community & Rural Development;
  - (8) "State" means the State of Meghalaya,
  - (9) "Schedule" means any of the Schedules annexed to these Rules; and
  - (10) "Year" means Calendar year.
3. **Constitution of the Service:-** There shall be constituted a Service to be known as "The Directorate of Community & Rural Development (Accounts) Service" consisting of the following persons, namely:-
  - (1) Persons appointed to different posts in the Service before the commencement of these Rules.
  - (2) Persons appointed to different posts in the Service in accordance with the provisions of these Rules.

**4. Composition of the Service:-**

(1) The Service shall consist of the following Grades and posts:-

Group	Name of posts	Pay Level
Group - 'B'	(i) Assistant Accounts Officer (AAO). (ii) Superintendent.	Levels - 11 to 14
Group - 'C'	(i) Accountant. (ii) Accounts Assistants.	Levels - 2 to 10

(2) The categories of posts in Sub-rule (1) shall form an independent cadre. Members of the lower cadre shall have no claim for appointment to any of the higher cadre except in accordance with the provisions made in these Rules.

**5. Status:-** The status of the members of the Service holding post of Assistant Accounts Officer (AAO) shall be ministerial officer of Group-B Gazetted rank and members holding the posts of Superintendent, Accountant and Accounts Assistants shall be Group-C Non-Gazetted ministerial staff.

**6. Strength of Service:-** (1) The strength and composition of the Service, permanent as well as temporary, under each of the categories mentioned in rule 4(1) shall be such as may be determined by the Governor from time to time.

(2) At the commencement of these Rules, the strength of the Service and posts therein shall be as shown in Schedule-I.

**7. Method of Recruitment:-**

1. **Assistant Accounts Officer (AAO)** - Appointment to the post of Assistant Accounts Officer shall be made by promotion from amongst persons holding post of Superintendent of Accounts who have rendered not less than 3 (three) years of continuous service as such on the first day of the year in which the selection is made as specified in Schedule II and included in the Select List approved under sub rule (I) of Rule 9.

2. **Superintendent of Accounts** - Appointment to the post of Superintendent of Accounts shall be made by promotion from amongst persons holding post of Accountants who have rendered not less than 3 (three) years of continuous service as such on the first day of the year in which the selection is made.

3. **Accountants** - Appointment to the post of Accountant shall be made by promotion from amongst persons holding post of Accounts assistants who have rendered not less than 5 (five) years of continuous service as such on the first day of the year in which the selection is made as specified in Schedule II and included in the Select List approved under sub rule (I) of Rule 9.

4. **Accounts Assistant** - Appointment to the post of Accounts Assistant shall be made by direct recruitment on the result of the examination conducted by the Meghalaya Public Service Commission as per educational qualification prescribed in Scheduled II.

**8. Departmental Promotion Committee:-** (1) For the purpose of appointment by promotion under Rule sub-rules (1), (2) and (3) of 7, there shall be a Departmental Promotion Committee consisting of the following members:-

- |       |   |   |                  |
|-------|---|---|------------------|
| (i)   | Principal Secretary/Commissioner & Secretary/<br>Secretary to the Government of Meghalaya,<br>Community and Rural Development Department. | - | Chairman         |
| (ii)  | Director Community and Rural Development  | - | Member Secretary |
| (iii) | Principal Secretary/Commissioner & Secretary/<br>Secretary/Additional Secretary, Personnel & A.R.<br>Department or his representative.    | - | Member           |
| (iv)  | Principal Secretary/Commissioner & Secretary/<br>Secretary, Finance Department or his representative.                                     | - | Member           |

**9. Procedure for preparing the Select List:-** (1) For the purpose of selection under sub-rules (1), (2) and (3) of Rule 7, the Appointing Authority shall refer to the Departmental Promotion Committee, the approximate number of vacancies likely to occur in each of categories of post to which promotions are to be made and shall furnish the Committee with character rolls and service records of all eligible persons belonging to the respective categories. The Committee shall examine the character rolls and service records of such person and prepare separate list for promotion under Rule 7(1), (2) and (3). While preparing the list, the Committee shall take into consideration seniority as an important factor with due regard to merit and suitability. The number of persons to be included in the list shall be according to the actual number of vacancies available / anticipated at the particular category of post. This list shall be forwarded by the committee to the appointing authority. The appointing authority shall consider the list prepared by the committee and approve the lists unless it considers any change necessary. If the appointing authority considers that any change is necessary in any of the list received, he shall inform the committee of the change(s) proposed after taking into account the comments if any of the committee, he may approve the lists finally with such modifications as may in his opinion to be just and proper. The lists as finally approved by the Appointing Authority shall form the select lists for the purpose of promotion under the aforesaid rule.

(2) The Committee shall meet from time to time as and when required.

(3) The names of persons in the list shall be placed in order of preference for promotion. In every case where a junior member is selected in preference to his seniors, the Committee shall record in writing the reasons for doing so.

(4) Appointment by promotion under sub-rules (1), (2) and (3) of Rule 7 shall be made from the respective Select Lists in the order in which names appear respectively in the list.

**10. Validity of the Select List:-** The Select List shall remain in force for a period of one year from the date the select list comes into force, provided that its validity may be extended for a period not exceeding six months by the Appointing Authority with the approval of the DPC.

In the event of any great lapse in the conduct or performance of duties on the part of any person in the Select List, the Appointing Authority may, if he thinks fit, remove the name of any such person from the Select List only with the approval of the Committee. The reason(s) for doing so shall be recorded in writing.

**11. Direct Recruitment:-** (1) Competitive Examination for direct recruitment under sub-rule (4) of Rule 7 shall be held at such intervals as the Appointing Authority may, in consultation with the Commission

from time to time determine. The date on which and the place in which the examination shall be held, shall be fixed by the Commission.

- (2) The examination shall be conducted by the Commission in accordance with such Syllabus as the Appointing Authority may from time to time make in consultation with the Commission.
- (3) Of the number of vacancies to be filled up on the result of each examination, there shall be reservation in favour of candidates belonging to Schedule Castes and Schedule Tribes to the extent and subject to the conditions as the Government may from time to time prescribe.
- (4) On the basis of the results of the Competitive Examination, the Commission shall prepare a list of all successful candidates in order of merit, which shall be determined in accordance with the aggregate marks obtained by such candidate and if two or more candidates obtain equal marks, the Commission shall arrange them in order of their relative merit which shall be determined in accordance with the general suitability of the candidates for appointment to the post. The number of persons to be included in the list shall be as according to the actual vacancies likely to occur during the recruitment year. The list shall be forwarded to the Appointing Authority.
- (5) The inclusion of a candidate's name in the list confers no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post and that appointment to any post in the Service is subject to availability of vacancy.

**12. Conditions of eligibility for appearing at the Competitive Examination:-** (1) In order to be eligible to compete at the examination for direct recruitment under sub-rule (4) of Rule 7, a candidate must satisfy the following conditions, namely:-

- (a) **Nationality** - He must be a citizen of India.
- (b) **Age** - He must have attained the age of 18 (eighteen) years and must not have exceeded the age of 32 (thirty two) years on the first day of the year in which the advertisement for the post is made. There will be no age limit for candidates already in Meghalaya Government Service provided they entered service within the prescribed age limit.

Provided that in the case of candidate belonging to Scheduled Castes and Scheduled Tribes, the upper age limit will be subjected to relaxation made by the Government from time to time.

- (c) **Educational Qualification** - (1) The Candidate must hold their requisite qualification as laid down in the Schedule-II.
- (2) Subject to the provision of Rule 13, candidates shall be considered for appointment in the order in which their names appear in the list as per the recommendation prepared by the Commission.

**13. Disqualification for appointment to the Service:-** (1) No person shall be appointed who, after medical examination as the Government may prescribe, is not found to be in good mental or bodily health and free from any physical defect or infirmity which may render him unfit in the discharge of his duties.

- (2) No person shall be appointed to posts in the service who had been convicted for any offence involving moral turpitude.
- (3) No person who has more than one spouse living shall be eligible for appointment to any post in the Service:

Provided that the Governor is satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rule.

- (4) No person who attempts to enlist support for his candidature either directly or indirectly by any recommendation, either written or oral or by any other means, shall be appointed to the Service.

**14. Appointment to the Service:-** (1) Appointment to any post in the Service under Rule 7 shall be made by the Appointing Authority and in respect of Gazetted Posts shall also be published in the official Gazette of Meghalaya.

- (2) A person appointed by direct recruitment shall join within 15 (fifteen) days from the date of receipt of the order of appointment, failing which, and unless the Appointing Authority extend the period of joining, which shall not in any case exceed 3 (three) months, the appointment shall be cancelled.

**15. Probation:-** Every person appointed to the Service under Sub-rule (4) of Rule 7 shall be on probation for a period of 2 (two) years:

Provided that the period of probation may for good and sufficient reasons be extended by the Appointing Authority in any individual case by a period not exceeding 2 (two) years.

Provided further, that where a person appointed to the post in the Service could not be placed under probation for want of permanent vacancy, any period which he has rendered in a temporary capacity, may having regard to his performance be counted towards the period of probation.

**16. Training:-** Every person appointed to the service after the commencement of these Rules shall, during the period of probation undergo such training as the Authority may prescribe.

**17. Discharge or Reversion:-** (1) Where the Appointing Authority finds that the performance of duty by any member of the Service, appointed by promotion, is unsatisfactory or where he is found unfit to hold the post at any time during the period of probation, such member shall be liable to be reverted to his next lower post or grade.

- (2) A member of the Service appointed by direct recruitment shall be liable to be discharge if;
- (a) he fails to give sufficient use of the opportunities given during the training or otherwise fails to give satisfactory performance during the period of probation or
  - (b) if he fails to pass the Departmental examination unless the Appointing Authority permits to sit for re-examination in the subject in which he failed;
  - (c) on any information received relating to his nationality, age, health, character and antecedents the Appointing Authority is satisfied that the probationer is ineligible or otherwise unfit for being a member of the Service.

**18. Confirmation:-** (1) Confirmation of a member of the Service in the Cadre appointed by promotion shall be made according to his seniority in that cadre subject to the following conditions:-

- (a) that he has served not less than 1 (one) year in the post where he is to be confirmed.
- (b) that the performance of the employee is satisfactory (to be judged on the basis of Annual Confidential Reports and other relevant records).
- (c) that there is no departmental proceeding / vigilance enquiry against him and
- (d) subject to availability of vacancy and that no Officer holds a lien on it.

- (2) Confirmation of a probationer shall be made according to his seniority subject to the following conditions :-
- (a) that he has completed the period of probation to the satisfaction of the Appointing Authority.
  - (b) that he is considered otherwise fit by the Appointing Authority, and
  - (c) subject to availability of vacancy.

Provided that where a person is not given opportunity to undergo the prescribed training during the period of probation his confirmation shall not be held up for reasons of not successfully undergoing the said training but such persons shall, when called upon by the Appointing Authority and opportunity given successfully undergo the said training.

Provided further, that the Appointing Authority may for good and sufficient reasons exempt a member of the service from passing any one or more of the prescribed Training and confirm him in the respective cadre of the Service.

- 19. Seniority:-** (1) The *inter se seniority* of the Accounts Assistants mentioned in sub-rule (4) of Rule 7 shall be in the order in which their names appeared in the result of the Competitive Examination conducted by the Commission.
- (2) The *inter se seniority* of the members appointed to the different categories through promotion in accordance with the provision of these Rules shall be as follows:
- (a) The *inter se seniority* of Assistant Accounts Officer appointed under sub-rule (1) of Rule 7 shall be in the order in which their names appear in the Select List.
  - (b) The *inter se seniority* of Superintendent appointed under sub-rule (2) of Rule 7 shall be in the order in which their names appear in the Select List.
  - (c) The *inter se seniority* of Accountants appointed under sub-rule (3) of Rule 7 shall be in the order in which their names appear in the Select List.
- 20. Gradation List:-** There shall be prepared and published annually an up-to-date Gradation List as on 1<sup>st</sup> January consisting of the name of all members of the Service Cadre-wise and drawn up in order of seniority and other particulars relating to date of birth and appointment to the Service and such other details relevant to the service career, shall also be indicated against each name.
- 21. Increment:-** (1) The first increment admissible to a member of the Service shall accrue on completion of 6 (six) months either on 1<sup>st</sup> January or 1<sup>st</sup> July of the year from the date of joining the post but subsequent increment shall be allowed only on his completion of the period of probation successfully.
- (2) Such persons referred to in Sub rule (1) of Rule 3 shall be allowed to draw increments becoming due within the period of 2 (two) years from the date of commencement of these Rules but further increments shall be allowed only on their successful completion of the training course prescribed.
- (3) The pay of the member of the Service on his completion of the period of probation prescribed shall be fixed at such a stage as if he has been allowed his usual annual increments due but he shall not be entitled to any arrear in pay on account of withholding due increments for the period prior to the date of his completion of the period of probation or passing the Prescribed Training.
- (4) The increment admissible to a member of the Service promoted from one post to another shall accrue on the expiry of such year as admissible under the rules.

- 22. Pay Scale:-** The scale of pay including special pay admissible to the members of the service in different posts are as shown in column 3 of Scheduled I subject to Revision by Government from time to time.
- 23. Leave Pension and other conditions of Service:-** All matters generally relating to pay and allowances, leave, pension, discipline and other conditions of Service shall be regulated by rules and orders as are from time to time applicable to other officers of the Government of corresponding status.
- 24. Power of the Governor to dispense with or relax any Rules:-** The Governor, if satisfied that the operation of any of the provisions of these Rules causes undue hardship in any particular case or cases or results in any particular post or posts being left unfilled for want of person(s) possessing the minimum experience as specified by these rules for promotion to such post(s), may dispense with or relax the requirement of any of these rules to such extent and subject to such conditions as it may considered necessary for dealing with the case in a just and equitable manner, or, for meeting the exigencies of public interest.
- 25. Interpretation:-** If any question arises relating to the interpretation of these rules, the decision of the Government in the Community and Rural Development Department with the approval of the Personnel and A.R Department, shall be final.
- 26. Repeal and Saving:-** All Rules, Orders, or Notifications corresponding to and in force immediately before the commencement of these rules are hereby repealed:

Provided that all orders made or action taken under the Rules, Order or Notification so repealed or any action taken in pursuant thereto shall be deemed to have been validly made or taken under the corresponding provisions of these Rules.

**SAMPATH KUMAR,**

Principal Secretary to the Government of Meghalaya,  
Community & Rural Development Department.

**SCHEDULE - I****[Sec Rule 2(9), 6(2)]**

Sl. No.	Name of Posts	Time Pay level	Number of Posts		Total
			Permanent	Temporary	
1	2	3	4	5	6
1	Assistant Accounts Officer (AAO)	L-14	1	0	1
2	Superintendent of Accounts	L-12	1	0	1
3	Accountant	L-10	6	0	6
4	Accounts Assistant	L-6	2	0	2

**SCHEDULE - II****[See Rule 2 (9), 7 & Rule 12 (1) (c)]**

Sl. No.	Name of Posts	Method of recruitment with percentage of vacancies to be filled up in any Recruitment Year by Direct Recruitment or promotion	Educational Qualification, etc required for Direct Recruitment	Direct Recruitment		Promotion eligible for consideration.	Remarks.
				Lower age limit	Upper Age limit		
1	2	3	4	5	6	7	8
1	Assistant Accounts Officer (AAO)	Promotion	-	-	-	Person holding post of Superintendent of Accounts who have rendered not less than 3 (three) years of continuous service as such on the first day of the year in which the selection is made.	
2	Superintendent of Accounts	-do-	-	-	-	Person holding post of Accountant who have rendered not less than 3 (three) years of continuous service as such on the first day of the year in which the selection is made.	
3	Accountant	-do-	-	-	-	Person holding the post of Accounts Assistant who have rendered not less than 5 (five) years of continuous service as such on the first day of the year in which the selection is made.	

The 12<sup>th</sup> May, 2025.

**No.RDS.14/2020/231.** - In exercise of the powers conferred under Section 11(d)(i) of the Meghalaya Transfer of Land (Regulation) Act, 1971, the Governor of Meghalaya is pleased to specify the **Hindustan Petroleum 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-10L** (more or less) located at West Garo Hills District covered by **Periodic Patta No. 6, Dag No. 38** under **Mouza No. VI-I** (and more fully described in the Schedule below) by way of lease for a period of **19 years 11 months** from **Smti. Namjak Marak, w/o Shri Ponjing Marak** to **Hindustan Petroleum Corporation Limited** for the purpose of setting up of Petroleum Outlet.

**SCHEDULED OF BOUNDARIES**

North : **Land of Anthon Ch. Marak**  
East : **AMPT Road**  
South : **Land of Mathias A. Sangma**  
West : **Land of Moljing Ch. Marak**

**M. LAKIANG,**

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

The 1<sup>st</sup> August, 2025.

**OFFICE MEMORANDUM**

**No.FEM.26/94/131.** - In supersession of this Department O.M. No.FEM.26/94/115, dated 29<sup>th</sup> August, 2013, the Governor of Meghalaya is pleased to order that in the event of a Government vehicle not provided to a Minister for his/her official use/tours or the vehicle provided is under repair, the revised cost of requisition charges of a private vehicle not exceeding ₹ 1,440/- per day is payable to the Minister *in lieu* of an allotted vehicle. For journey beyond 8 Kms, mileage allowances shall be paid as admissible.

This order shall come into force with immediate effect.

**VIJAY KUMAR D,**

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

The 31<sup>st</sup> July, 2025.

**No.DCA.24/2017/270.** - The Governor of Meghalaya is pleased to notify the Joint Secretary to the Govt. of Meghalaya, District Council Affairs Department as the Nodal Officer for implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, in respect of District Council Affairs Department, with immediate effect and until further orders.

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

Commissioner & Secretary to the Govt. of Meghalaya,  
District Council Affairs Department.