



The Gazette of Meghalaya

PUBLISHED BY AUTHORITY

No. 42

Shillong, Thursday, October 16, 2025

24th Asvina, 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 15th September, 2025

No.UAU.300/91/Pt.IV/301. - In exercise of the power conferred by the Proviso to Article 309 of the Constitution of India, the Governor of Meghalaya is pleased to amend the following Rules regulating the method of recruitment and the conditions of service of persons appointed to posts in the Meghalaya Urban Affairs Service namely, "The Meghalaya Urban Affairs (Gazetted) Service Amendment Rules, 2024".

1. Short title and commencement:-

- (i) These Rules may be called, "The Meghalaya Urban Affairs (Gazetted) Service Rules, 2025".
- (ii) They shall come into force from the date of this Notification issued in the Official Gazette.

2. Definition:- In these Rules, unless there is anything repugnant in the subject or context:

- (a) "Appointing Authority" means the Governor of Meghalaya.
- (b) "Commission" means the Meghalaya Public Service Commission.
- (c) "Committee" means the Committee constituted under Rule 8.
- (d) "Government" means the Government of the State of Meghalaya.
- (e) "Governor" means the Governor of Meghalaya.
- (f) "Member of the Service" means a person appointed or deemed to have appointed under these rules to any post in the service.
- (g) "Rules" means the Meghalaya Urban Affairs (Gazetted) Service Rules.
- (h) "Service" means the Meghalaya Urban Affairs (Gazetted) Service constituted under these Rules.
- (i) "Schedule" means the schedule appended to these rules; and
- (j) "Year" means a calendar year.

3. Constitution of the Service:-

There shall be constituted a Service to be known as the Meghalaya Urban Affairs (Gazetted) Service consisting of the following persons, namely;

- (a) Persons appointed to different posts in the service on or after 21.1.72 but before the commencement of these rules.
- (b) Persons appointed to different posts in the service in accordance with the provisions of these Rules.

4. Composition of the Service:-

(A) The Service shall consist of such categories of posts as the Governor may from time to time determine.

(B) The Service shall, at the commencement of these rules consists of the following groups and categories of posts, namely;

- (a) Group "A" : (i) Director.
- : (ii) Additional Director.
- : (iii) Superintending Engineer, Joint Director (Design/Planner).
- : (iv) Architect.
- : (v) District Urban Planner.
- : (vi) Executive Engineer.
- : (viii) Research Officer.
- (b) Group "B" : (i) Assistant Urban Planner
- : (ii) Assistant Engineer / Assistant Engineer
(Investigation & Design)
- : (iii) Assistant Architect
- : (iv) Assistant Research Officer

5. Status:-

The status of members of the Service holding the post in the Group "A" and Group "B" shall be Gazetted.

6. Strength of the Service: -

- (i) The strength of the service and the post therein shall be as the Governor may from time to time determine.
- (ii) 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: -

- (i) **Director:-** The post of Director shall be filled by IAS /MCS officers.
- (ii) **Additional Director:-** Appointment to the post of Additional Director shall be reserved to MCS Officers.

(iii)(a) **Superintending Engineer**:- Appointment to the post of Superintending Engineer shall be made by promotion from amongst members of the service holding posts of Executive Engineer who have rendered not less than 5 (Five) years of continuous service in that post or not less than **15 (Fifteen) years of entire service** as specified in Schedule - II and included in the select list approved under sub-rule (v) of Rule 9.

Provided that the proportion of vacancies to be filled up under Rule 7 (iii) (a) shall be three (3) from **Executive Engineer, base on seniority.**

Designation of Superintending Engineers:

1. **Superintending Engineer, Headquarter.**
2. **Superintending Engineer, Tura Circle.**
3. **Superintending Engineer, Jowai Circle.**

(b) **Joint Director (Planner)**:- Appointment to the post of Joint Director (Planner) shall be made by promotion from amongst members of the service holding posts of District Urban Planner who have rendered not less than 5 (Five) years of continuous service in the post or not less than **15 (Fifteen) years of the entire length of service** as specified in Schedule - II and included in the select list approved under sub-rule (v) of Rule 9.

Provided that the proportion of vacancies to be filled up from amongst **District Urban Planner under Rule 7 (iii) (b) shall be Two (2) post from District Urban Planner and also under Rule 7 (iii) (c) shall be on Seniority basis.**

Designation of Joint Director (Planner):

1. **Joint Director (Planner), Headquarter.**
2. **Joint Director (Planner), Tura Circle.**

(c) **Joint Director (Design)**:- Appointment to the post of Joint Director (Design) shall be made by promotion from amongst members of the service holding posts of Architect who have rendered not less than 5 (Five) years of continuous service in the post or not less than **15 (Fifteen) years of the entire length of service** as specified in Schedule - II and included in the select list approved under sub-rule (v) of Rule 9.

Provided that the proportion of vacancies to be filled up from amongst **Architect under Rule 7 (iii) (c) shall be One (1) post from Architect and also under Rule 7 (iii) (c) shall be on Seniority basis.**

Provided that if sufficient members belonging to one of the cadre of amongst Executive Engineer/District Urban Planner and Architect are not available for appointment. The deficiency in the quota reserved for one of the categories shall be kept vacant till such time sufficient members are available for appointment.

Further, One (1) post of Joint Director (Technical) may be created. Two (2) post of Superintendent Engineer recently created are to be subsumed as Joint Director (Technical) respectively. Also, one (1) post of Senior Architect proposed to be redesignate as Joint Director (Design).

- (iv) **Architect:** - Appointment to the post of Architect shall be made by promotion from amongst members of the service holding the post of Assistant Architect as given below :-

Assistant Architects with Degree in Architecture who have rendered not less than 5 (Five) years of continuous service in the post or not less than 7 (Seven) years of entire length of service who possess Degree in Architecture as specified in Schedule - II and included in the select list approved under sub-rule (v) of Rule 9.

Assistant Architects possessing Diploma in Architecture and having rendered not less than 10 (Ten) years of continuous service in the post or not less than 15 (Fifteen) years of entire length of service as specified in Scheduled - II and included in the select list approved under sub-rule (v) of Rule 9.

- (v) **Executive Engineer:-** Appointment to the post of Executive Engineer shall be made by promotion from amongst members of the service holding posts of Assistant Engineer/Assistant Engineer (Investigation and Design) as given below :

Assistant Engineer/Assistant Engineer (Investigation and Design) who possess a Degree/Diploma in Civil Engineering with 5 (Five) years of continuous service in the post or not less than 12 (Twelve) years of continuous length of service (borne in the Subordinate Service) who possess a Diploma in Civil Engineering as specified in Scheduled - II and included in the select list approved under sub-rule (v) of Rule 9.

- (vi) **District Urban Planner:** - Appointment to the post of District Urban Planner shall be made by promotion from amongst members of the service holding the post of Assistant Urban Planner who have rendered not less than 5 (Five) years of continuous service in the post and possess a Post Graduate Degree/Post Graduate Diploma in Urban & Regional Planning or its equivalent as specified in Scheduled - II and included in the select list approved under sub-rule (v) of Rule 9.

- (vii) **Research Officer:** - Appointment to the post of Research Officer shall be made by promotion from amongst members of the service holding the post of Assistant Research Officer with Degree in Arts/Science & preferably in Economics/Statistics/Mathematics who have rendered not less than 5 (Five) years continuous service in the post or not less than 8 (Eight) years of continuous length of service as specified in Schedule - II and included in the select list approved under sub-rule (v) of Rule 9.

- (viii) **Assistant Urban Planner:-** Appointment to the post of Assistant Urban Planner shall be made by direct recruitment on the result of the examination conducted by the Meghalaya Public Service Commission. The educational qualification is as prescribed in Schedule - II.

- (ix) (i) **Assistant Engineer:-** Appointment to the post of Assistant Engineer shall be made in the following manner, namely: -

- (a) By promotion from amongst person holding post of Junior-Engineer (borned in the Subordinate Service who possess a Diploma in Civil Engineering and rendered not less than 8 (Eight) years of continuous service in the post or not less than 12 (Twelve) years of entire length of service having a Diploma in Civil Engineering as specified in Schedule - II and included in the select list approved under sub-rule (v) of Rule 9.

- (b) By direct recruitment on the result of the examination conducted by the Meghalaya Public Service Commission as per qualification prescribed in Schedule - II.

- (c) The proportion of vacancies to be filled up in accordance with clauses (a) and (b) above shall be 30 percent by promotion and 70 percent by direct recruitment.

Provided that the number of persons recruited under clause (a) above shall not exceed 30 percent of the total strength in that grade of the Service.

(ix) (ii) **Assistant Engineer (Investigation & Design):-** Appointment to the post of Assistant Engineer (Investigation & Design) shall be made 100% by promotion from amongst persons holding the post of Surveyor Grade-I who possesses 3 (Three) years Diploma in Civil Engineering or 2 (Two) years Certificate Course in Surveying from Center for Survey Training and Map Production Institute, Survey of India or similar institute and rendered not less than 8 (Eight) years of continuous service in the post or not less than 12 (Twelve) years of entire length of service as specified in Schedule - II in the select list approved under sub-rule (v) of Rule 9.

(x) **Assistant Architect:-** Appointment to the post of Assistant Architect shall be made in the following manner, namely: -

- (a) 30% by promotion from amongst person holding post of Planning Draftsman Grade-I who have rendered not less than 10 (Ten) years of continuous service in the post and possessing 2 (Two) years Diploma in Draftsmanship or 3 (Three) years Diploma in Architecture from recognized Institutions or not less than 12 (Twelve) years of the entire length of service as specified in Schedule II and included in the select list approved under sub-rule (v) of Rule 9.
- (b) 70% by direct recruitment on the result of the examination conducted by the Meghalaya Public Service Commissions as per qualification prescribed in Schedule II.
- (c) The proportion of vacancies to be filled up in accordance with clauses (a) and (b) above shall be 30 percent by promotion and 70 percent by direct recruitment.

Provided that the number of persons recruited under clause (a) above shall not exceed 30 percent of the total strength in that grade of the Service.

(xi) **Assistant Research Officer:-** Appointment to the post of Assistant Research Officer shall be made by promotion from amongst persons holding posts of Research Assistant who have rendered not less than 5 (Five) years continuous service in the post or not less than 12 (Twelve) years of the entire length of service as specified in Schedule II and included in the select list approved under sub-rule (v) of Rule 9.

8. **Departmental Promotion Committee:-**

(1) For the purpose of appointment by promotion under Rule 7 to various posts, Pay Level of which is **L - 15 and above**, there shall be a Departmental Promotion Committee consisting of the following members, namely:-

- | | | |
|---|---|------------------|
| (a) Chief Secretary | - | Chairman |
| (b) Additional Chief Secretary/Principal Secretary/Commissioner & Secretary/Secretary Urban Affairs Department | - | Member Secretary |
| (c) Additional Chief Secretary/Principal Secretary/Commissioner & Secretary/Secretary/Additional Secretary, Personnel & A.R. Department | - | Member |
| (d) Additional Chief Secretary/ Principal Secretary/Commissioner & Secretary/Secretary/ Finance Department | - | Member |
| (e) Director, Urban Affairs (if not a candidate himself) | - | Member |

The Committee may invite any other person to attend its meeting if and when considered necessary.

(2) For the purpose of appointment by promotion to various posts which is **below Pay Level-15**, there shall be a Departmental Promotion Committee consisting of the following members, namely : -

- (a) Additional Chief Secretary/ Principal Secretary/Commissioner & Secretary/Secretary Urban Affairs Department. - Chairman
- (b) Additional Secretary/ Principal Secretary/Commissioner & Secretary/Secretary/Additional Secretary, Personal & A.R. Department or his representative. - Member
- (c) Additional Chief Secretary/Principal Secretary/Commissioner & Secretary/Secretary/ Finance Department or his representative. - Member
- (d) Director, Urban Affairs - Member Secretary

The Committee may invite any other person to attend its meeting if and when considered necessary.

9. Procedure for preparing the select list:-

- (i) As soon as a case for promotion to any post in the service arises, the Appointing Authority shall refer to the Committee, the approximate number of vacancies likely to occur in each cadre of the service during the year. To enable the Committee to prepare the lists for promotion to these cadres, the Appointing Authority shall furnish the Committee with the following documents, namely:-
 - (a) A list of the members of the services drawn up in order of seniority and consisting three times the number of vacancies referred to in sub-rule (i).

Provided that such restrictions shall not apply in respect of post where the total number of eligible persons is less than three times the number of vacancies and in such a case the Committee shall consider all such eligible Officers.
 - (b) The Character Rolls and Service Records of such members, and
 - (c) Any other documents and information as may be considered necessary by the Appointing Authority or required by the Committee.
- (ii) The Committee after examining the Character Rolls, Service Records and other documents in respect of all such persons, shall prepare a List based on seniority with due regard to individual merit and suitability. The number of persons to be included in the list shall be according to the actual number of vacancies available at the particular grade. The List shall be forwarded by the Committee to the Appointing Authority.
- (iii) 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.
- (iv) For the purpose of appointment by promotion under sub-rule (i), (ii), (iii), (iv), (v), (vi), (vii), (ix), (x) and (xi) of Rule 7, the appointing Authority shall consider the list prepared by the Committee along with the Character Rolls and Service Records and other documents in respect of each person in the list and unless he considers that any change is necessary, approve the list. If the Appointing Authority considers it necessary to make any change in the list received from the Committee, he

shall inform the Committee of the changes proposed and after taking into account the comments if any, of the Committee, approve the said list finally with or without modification as may in his opinion to be just and proper.

- (v) The list as approved under sub-rule (iv) shall form the select list for the purpose of appointment by promotion under sub-rules (i), (ii), (iii), (iv), (v), (vi), (vii), (ix) (x) and (xi) of Rule 7.

10. Validity of Select List:-

- (i) The Select List shall remain in force for a period of 1 (One) year unless its validity is extended with the approval of the Committee.

Provided that such an extension shall not be for a total period exceeding 6 (Six) months.

Provided further that 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 such person from the select list where the name of such persons appear in the list which has been finalized in consultation with the Committee, the Committee shall be consulted. The reason for doing so shall be recorded in writing.

- (ii) The Committee shall meet once a year to review the Select List.

11. Direct Recruitment:-

- (i) Competitive Examination for direct recruitment under sub-rule (viii), clause (b) of sub-rule (ix)(i) and clause (b) of sub-rule (x) 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 at which the examination shall be held, shall be fixed by the Commission.
- (ii) 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.
- (iii) 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.
- (iv) On the basis of the result of the Competitive Examination, the Commission shall prepare a list of all successful candidates in order of merits, which shall be determined in accordance with the aggregate marks obtained by each 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 according to the actual number of vacancies that are likely to occur during the recruitment year. The list shall be forwarded to the Appointing Authority.
- (v) The inclusion of a candidate's name in the list confer no right to appointment unless the Government is satisfied, after such enquiry as may be considered necessary that the candidate is suitable in all respects 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:-

- (i) In order to be eligible to compete at the examination for direct recruitment a candidate must satisfy the following conditions, namely: -
- (a) He/She must be a citizen of India
- (b) He/She must attain the age as specified in Schedule II.

Provided that in the case of candidates belonging to Schedule Castes and Schedule Tribes the upper age limit will be subject to relaxation made by Government from time to time.

- (c) He/She must hold educational qualification as laid down in Schedule II; and
- (d) He/She must pay the fees as prescribed by the Commission.
- (ii) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom the certificate of admission has not been issued by the Commission shall be admitted to the examination.

13. Disqualification for appointment to posts in the Service:-

- (i) No person shall be appointed who, after such 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 for discharge of his duty.
- (ii) No person shall be appointed to posts in the service who has been convicted for any offence involving moral turpitude.
- (iii) No person who has more than one spouse living shall be eligible for appointment to any post in the Service.

Provided that the Governor may, if he is satisfied that there are special grounds for doing so, exempt any person from the operation of this Sub-rule"

- (iv) 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 post in the service.

14. Appointment to posts in the service:-

- (i) Appointment to any post in the service under Rule 7 shall be made by the Appointing Authority and shall also be published in the Meghalaya Gazette.
- (ii) Subject to the provisions of sub-rule (iii) and (v) of rule 11, appointment by direct recruitment shall be made from time to time in the order of which the names of candidates appear in the Merit list prepared under sub-rule (iv) of rule 11.
- (iii) 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 three months, the appointment shall be cancelled.
- (iv) Appointment under sub-rule (i), (ii), (iii), (iv), (v), (vi), (vii), clause (a) of sub-rule (ix)(i), sub-rule (ix)(ii), clause(a) of sub-rule (x) and sub-rule (xi) of Rule 7 shall be made in the order in which the names of candidates appear under sub-rule (v) of Rule 9.

15. Probation:-

Every person appointed to the Service under sub-rule (viii), clause (b) of sub-rule (ix) (i) and clause (b) of sub-rule (x) 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. Discharge or Reversion:-

A probationer shall be liable to be discharged from the post in the Service or as the case may be, reverted to the permanent post on which he holds a lien or would hold a lien had it not been suspended under the rules applicable to him prior to his appointment to the post if:-

- (a) He / She fail to make sufficient use of opportunities given during the training or otherwise fail to give satisfactory performance during the period of probation; or
- (b) He / She fails to pass the Departmental Examination unless the Appointing Authority permits him to sit for re-examination in the subject or subjects in which he failed; or
- (c) On any information received relating to his nationality, age, health, character and antecedents, the Appointing Authority is satisfied that the probationer is in-eligible or otherwise unfit for being a member of the Service.

17. Seniority:-

- (i) The *inter-se* seniority of the members of the Service in any cadre appointed on or after 21st January, 1972 but before commencement of these rules shall be in the order in which their names appeared in the respective lists prepared by the Commission or the Select List approved by the Commission.
- (ii) The *inter-se* seniority of the number of the service appointed to different cadres after the commencement of these rules shall be in the order in which their names appear in the Merit List prepared under sub-rule (iv) of rule 11 or in the Select List approved under sub-rule (v) of Rule 9. Such person shall be junior to those referred to in sub-rule (i):

Provided that in any cadre, a member of the Service appointed by promotion shall be senior to a member appointed by direct recruitment where such appointment falls in the same year.

- (iii) If confirmation of any member of the service is delayed on account of his failure to qualify for such confirmation, he shall lose his position in order of seniority in the cadre vis-a-vis such of his juniors as may be confirmed earlier than him.

18. Confirmation:-

- (i) Confirmation of a member of the Service appointed by promotion shall be made in the respective cadre according to his seniority in that cadre subject to the following conditions, namely:-
 - (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 (which is to be judged on the basis of the Annual Confidential Reports and other relevant records).
 - (c) that there is no departmental proceedings/vigilance enquiry against him
 - (d) subject to availability of vacancy and that no Officer holds a lien on it.
- (ii) Confirmation of a probationer shall be made according to his seniority in that cadre subject to the following conditions, namely:-
 - (a) that he has completed the period of probation to the satisfaction of the Appointing authority.
 - (b) that he is considered otherwise fit for consideration by the Appointing Authority.
 - (c) Subject to availability of vacancy.

19. Gradation list:-

There shall be prepared and published annually an up-to-date Gradation List as in 1st January, consisting of the names of all members of the Service, cadre-wise and drawn up in order of seniority and other particulars relating to the date of birth and appointment to the service and such other details relevant to the Service Career shall be also indicated against each name.

20. Increment:-

The first increment admissible to a probationer shall accrue on the expiry of one year from the date of joining the post but subsequent increment shall be allowed only on his completion of the period of probation.

21. Power of the Governor to dispense with or relax any rule:-

The Governor if satisfied that the operation of any of the provisions of these rules causes undue hardship in any particular case or results in any particular post being left unfilled for want of person possessing the minimum experience as specified by these rules for promotion to such post may dispense with or relax the requirement of any of these rules to such extent and subject to such condition as it may consider necessary for dealing with the case in a just and equitable, or, for meeting the exigencies of public interest;

Provided that the case of any person shall not be dealt within any manner less favourable to him than that provided by any of these rules.

22. Interpretation:-

If any question arises relating to interpretation of these rules, the decision of the Government in the Urban Affairs Department with the approval of the Personnel and Administrative Reforms Department shall be final.

23. Repeal and savings:-

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, Orders or Notification so repealed or any action taken in pursuant thereto shall be deemed to have been validly made and taken under the corresponding provision of these Rules.

VIJAY KUMAR D.
Commissioner & Secretary to the Govt. of Meghalaya,
Urban Affairs Department.

SCHEDULE - I
(RULE 6 AND RULE 21)

Sl. No.	Name of Post	Scale of Pay	No of Post		
			Permanent	Temporary	Total
1	Director	Level - 21	1	-	1
2	Additional Director	Level - 20		1	1
3	Superintending Engineer	Level - 19	-	3	6
	Joint Director		2	1	
4	Architect	Level- 18	1	-	1
5	Executive Engineer	Level- 18	4	-	4
6	District Urban Planner	Level- 18	3	-	3
7	Research Officer	Level - 16	1	-	1
8	Assistant Urban Planner	Level - 15	3	-	3
9 (i)	Assistant Engineer	Level- 15	14	4	18
(ii)	Assistant Engineer (Investigation & Design)	Level- 15	1	-	1
10	Assistant Architect	Level- 15	3	-	3
11	Assistant Research Officer	Level - 12	3	-	3

VIJAY KUMAR D.

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

SCHEDULE -II
(RULE 7 AND 13 (b) (c))

Sl. No.	Name of Post	Method of recruitment with percentage of vacancies to be filled in any recruitment year by direct recruitment	By Direct Recruitment		Upper age limit	Persons Eligible for consideration for promotion to post mentioned in column (2)	By Promotion	Remarks
			Educational Qualification etc., for direct recruitment	Lower age limit				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Director	IAS/MCS cadre	-	-	-			
2.	Additional Director	MCS cadre	-	-	-			
3	Superintending Engineer, Joint Director (Design/Planner)	100 % by Promotion	-	-	-	Executive Engineer/ District Urban Planner / Architect who have rendered not less than 5(Five) years of continuous service in the post shown in column (7) on the first day of the year in which the selection is made or not less than 15(Fifteen) years of entire length of service.	Executive Engineer/ District Urban Planner / Architect who have rendered not less than 5(Five) years of continuous service in the post shown in column (7) on the first day of the year in which the selection is made or not less than 15(Fifteen) years of entire length of service.	
4.	Architect	100 % by Promotion				Assistant Architect	The Assistant Architect who possess a Degree in Architecture must have rendered not less than 5 (five) years of continuous service in the post or not less than 7(Seven) years of entire length of	

8.	Assistant Urban Planner	100 % by Direct Recruitment	B. Arch/ B. Tech (Civil) with Post Graduate Degree/PG Diploma in Urban & Regional Planning/ city/Town Planning or equivalent qualification desirable Associate membership of the <i>Institute of Town Planner (India)</i> OR M.A./ MSc in Geography/ Social Science with Post Graduate Degree/PG Diploma in Urban & Regional Planning or equivalent from recognized University desirable AITP (India) OR Bachelor Degree in Physical Planning from recognized University with 2 years experience in Urban/Regional Planning	18 years	32 years as per Government Notification	
----	-------------------------------	-----------------------------------	---	-------------	--	--

9(i).	Assistant Engineer	30 % by Promotion							Junior Engineer who possesses a Diploma in Civil Engineering & rendered not less than 8(Eight) years of continuous service in the post shown at column (7) on the first day of the year in which the selection is made or not less than 12 (Twelve) years of continuous length of service.	*Belonging to the Subordinate Service
		70 % by direct recruitment	B.E (Civil) from a recognized University or equivalent	18 years	32 years as per Government Notification					
9(ii).	Assistant Engineer (Investigati on & Design)	100 % by Promotion							Surveyor Grade-I who possess 3(Three) years Diploma in civil Engineering or 2(two) years Certificate Course in Surveying from Centre for Survey Training and Map Production Institute, Survey of India and rendered not less than 8 (Eight) years of continuous service in the post on the first day of the year in which the selection is made or not less than 12 (Twelve) years of entire length of service.	
10.	Assistant Architect	30 % by Promotion							Draftsman Grade-I (borne in Subordinate Service) who possess a diploma in Architecture or two years Certificate Course in Draftsmanship & have rendered not less than 10(ten) years of continuous service in the post shown at column (7) on the first day of the year in which the selection is made	*Belonging to the subordinate Service
		70 % by	B. Arch	18	27 years					

The 3rd October, 2025.

No.RDS.17/2022/236. - 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 **800 Sq. Mtrs.** (more or less) located at **Lad Mudur, Moodymmai Village, West Jaintia Hills District** (and more fully described in the Schedule below) by way of lease for a period of 30 (thirty) years from Smti. Jomris Ksoo to Indian Oil Corporation Limited for the purpose of setting up of a retail outlet.

SCHEDULED OF BOUNDARIES

North : P.W.D. Road.
East : Land of Jomris Ksoo.
South : Land of Jomris Ksoo.
West : Land of Jomris Ksoo.

M. LAKIANG,

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

The 7th October, 2025.

No.RDS.12/2025/112. - 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 **900 Sq. m.** (more or less) located at **Mawkriah Village, East Khasi Hills District** (and more fully described in the Schedule below) by way of sub-lease for a period of **22 (twenty-two) years** from **Shri Ashley Kharpuri** to **Indian Oil Corporation Limited** for the purpose of setting up of a retail outlet.

SCHEDULED OF BOUNDARIES

North : Jaka I Kong Phrissilian Kharsahnoh.
East : Phud Um Matring.
South : Jaka I Kong Tildinora Kharsahnoh.
West : Surok Bah P.W.D. (NH).

M. LAKIANG,

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

The 6th October, 2025.

No.EDN.99/2024/44. – The terms and conditions as laid down under O.M. No.FEG.62/81/5, dated 19th August, 1982 for deputation in respect of Shri Junebirth A. Marak as indicated below:-

1. Pay and Deputation Allowances: During the period of deputation, he may elect to draw either his own grade pay or pay of the deputation post. If he elects to draw his own grade pay and allowances in his parent department, he will be entitled to draw the deputation (Duty Allowances @10% of his basic pay subject to a maximum of Rs. 4000/- P.M. as per O.M. No.FEG.9/2018. (Flag 'A').
OR
He may elect to draw the scale of the deputation post prescribed by the Board plus other allowances under the rules of the Board but without the benefit of the deputation (Duty allowance). Subject to the restriction as laid down under para 4.5 of Finance (Estt.) Department O.M. FEG.74/72/365, dated 17th August, 2010. (Flags 'B').
2. Joining time T.A./D.A. : The Officer will be entitled to joining time and TA/DA both on joining the post of deputation and on reversion there from to the parent Department Government under the rules of the Foreign Employer. The expenditure for the purpose will be borne by the Foreign Employer. T.A./D.A. for journeys performed on tour in connection with the work of the foreign employer will be paid by and under the rules of the foreign employer (in case of deputation to other State Government including Government of India joining time pay and T.A. will be regulated as per provision laid down in Appendix 3-B of Account Code Vol. 1).
3. Leave Salary of Pension Contribution : The Foreign Employer will be liable to pay the leave salary and pension contribution according to the rate in force from time to time. Regarding payment of leave salary, the procedure laid down in O.M.No.FEG.74/72/114, dated 4th November, 75 shall apply. (In case of deputation to other Governments; including Government of India, General Principles as laid down in Account Code Vol-I shall apply.).
4. Payment of Leave Salary during the disability leave : The Board will be liable to pay the leave salary in respect of any disability incurred in and through service under Board and even if such a disability manifests itself after the termination of service under the Board.
5. Pensioner Contribution Provident Fund : The Officer will not be allowed to join any Pension or Contributory Provident Fund scheme.
6. Medical Facilities : During the period of deputation, he will be entitled to medical

- facilities not inferior to those which he would have been enjoyed in his parent office but for his deputation.
7. Grant of Gratuity or Pension injury or death : The Board will be liable to pay any gratuity or pension that be for admissible under the rules if any injury is sustained or death occurs during the service on deputation to the Board.
8. Compensatory Allowances : The whole expenditure in respect of any compensatory allowance for the period of leave during, and/or at the end of the services under the Foreign Employer/borrowing Government before he joins his parent Government will be borne by the Foreign Employer/ borrowing Government i.e. the Board.
9. Leave Travel Concession : During the period of deputation under the Corporation, he will be entitled to L.T.C. on the scale he is entitled to his parent Department and the cost of such concession will be borne by the Board.
10. Leave Rules : During the period of deputation, he will be governed by the leave rules applicable to him to the service of which he is a member.
11. Residential Accommodation : During the period of deputation under the Board, he will be entitled to residential accommodation under the rules of his parent department or the rules of the Board, according to his option to draw either his own grade pay in his parent department or the pay of the deputation post and the entire expenditure will be borne by the Board.
12. Movable and Immovable Properties : The Deputationist concerned will regularly furnish returns of his movable and immovable properties owned by him to his parent department.
13. Commencement and termination of Deputation Services : The period of deputation of the officer concerned under the Board will be normally for a period of 1 (one) year with effect from the date of assumption of duty and the date of termination thereof will be the date he resume charge of any post under the parent Department as provided in the FRs and SRs.

This issues with the approval of Personnel & AR (A) Department *vide* their I/D No.211/2024, dated 28th August, 2024 and concurrence of Finance (Esstt.) Department *vide* I/D No.FIN/1340/2025-26, dated 1st September, 2025.

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

The 11th September, 2025.

No.EDN.188/2024/Pt./1. - Whereas Section 13(1) of the Right of Children to Free and Compulsory Education (RTE) Act, 2009 provides, *inter-alia*, that while admitting a child, no school or person shall subject the child or his/her parents to any 'screening procedure';

Whereas Section 2(o) of RTE Act defines, "selection procedure" to mean the 'method of selection for admission of a child, in preference over another, other than a random method';

Whereas objective of the provisions of Section 13(1), *read* with Section 2(o), is to ensure that schools follow a non-discriminatory, rational, and transparent admission process without subjecting children or their parents to tests or interviews as a basis for admission;

Whereas Section 13(2)(b) of the RTE Act, 1999, provides that any school or person who contravenes Section 13(1) by subjecting a child to a screening procedure shall be punishable with fine which may extend to twenty-five thousand rupees for the first offence and fifty thousand rupees for each subsequent offence.

Whereas the Ministry of Education, Government of India, issued guidelines under Section 35(1) of the RTE Act, 2009, *vide* notification F.No. 1-15/2010-EE-4, dated 23rd November, 2010, stating that all aided and special category schools must formulate an admission policy outlining criteria for categorizing applicants in alignment with the school's objectives on a rational, reasonable, and just basis, without profiling children based on parental educational qualifications, and that this policy must be placed in the public domain, widely publicized, explicitly stated in the school prospectus, and strictly followed, with no testing or interviews for any child or parent, regardless of category, and selection to be made solely on a random basis;

Whereas, in *Aviral Srivastava v. National Capital Territory of Delhi*, the general principle drawn from Section 13 of the RTE Act, 2009—which prohibits any screening procedure such as interviews or tests for children's admission—has been consistently upheld by the Hon'ble Supreme Court to reduce stress and eliminate discrimination, with the broader intent, despite varied High Court interpretations for unaided private schools, being to ensure non-discriminatory, transparent, and rational admission processes, often through random selection.

Whereas, in *Modern School v. Union of India* (2004) 5 SCC 583, Hon'ble Supreme Court held that admissions, particularly at the pre-primary level, must be fair, transparent, and non-discriminatory, a principle later reinforced by the RTE Act, 2009—specifically through Section 13, which prohibits screening procedures to ensure inclusive access.

Whereas the four special schools of Education Department following the ICSE curriculum—Pine Mount School, Shillong Public School, Jowai Public School, and Tura Public School (hereinafter referred to as "Special Schools")—have consistently been receiving more applications than the number of seats available;

Whereas it has come to the knowledge of the Education Department that, in the absence of specific guidelines from the Education Department, some or all of the Special Schools have been conducting admissions through a screening process involving separate interactions with the child and parents; and

Whereas extensive educational research worldwide recognises that all children are born with equal potential to learn and become creative adults, and that tests and other screening procedures merely reflect differences in nurturing rather than intrinsic learning potential, it becomes the obligation of the State and society to ensure better nurturing through quality schooling, especially for children from poor and disadvantaged sections;

Now, the Governor of Meghalaya is pleased to notify the "**Standard Operating Procedures for Admission into the Special Schools of Meghalaya**" (hereinafter referred to as "**SOP 2025**"), as herein under, which shall come into force with immediate effect:-

1. Admission Committees: Admission Committees are hereby constituted, to be notified by Education Department, with the following composition to conduct the admission to Special Schools:

1.1. Pine Mount School Admission Committee

- Director of School Education & Literacy - Chairperson
- District School Education Officer, Shillong - Member
- Principal, Pine Mount School - Member Secretary
- Two Teachers, to be recommended Member Secretary - Members

1.2. Shillong Public School Admission Committee

- District School Education Officer, Shillong - Chairperson
- Principal, Shillong Public School - Member Secretary
- One Officer from Directorate of School Education & Literacy, not below the rank of Deputy Secretary - Member
- Two Teachers, to be recommended by Member Secretary - Members

1.3. Tura Public School Admission Committee

- District School Education Officer, West Garo Hills District - Chairperson
- Principal, Tura Public School - Member Secretary
- Three Teachers of the School, to be nominated by Chairperson on recommendation of Member Secretary - Members

1.4. Jowai Public School Admission Committee

- District School Education Officer, West Jaintia Hills District - Chairperson
- Principal, Jowai Public School - Member Secretary
- Three Teachers of the School, to be nominated by Chairperson on recommendation of Member Secretary - Members

2. Admission Notice:

- 2.1. The Principal of each school shall issue an Admission Notice annually, at least three months before the commencement of the academic year, *via* the school's official website, social media handles, and notice board.
- 2.2. The Admission Notice must clearly specify the following:
 - 2.2.1. Number of Available Seats at the entry level;
 - 2.2.2. Admission Schedule, including release date of application forms, last date for submission and date of document verification;

- 2.2.3. Eligibility Criteria: Minimum age shall be as per the norms of RTE Act, 2009 and Rules thereof;
- 2.2.4. Documents Required: A clear list must include proof of age (birth certificate or equivalent), ST certificate, address proof, income certificate of parents/guardians, and any other documents prescribed by the school or Admission Committee;
- 2.2.5. Mode of Application: To ensure inclusivity, application forms shall be made available in both online and offline modes; and
- 2.2.6. Fee Details: A nominal, non-refundable application fee may be charged to cover administrative costs, provided it does not impose a financial burden on economically weaker families.

3. Selection Process

3.1 If Number of Valid Applications \leq Number of Seats:

If the number of valid applications is less than or equal to the number of available seats, the principal shall verify the documents and publish the list of selected children, with the approval of the Chairperson of the Admission Committee, within two weeks of the application deadline. The principal shall strictly follow the Rule 9 and 10 of *Meghalaya Right of Children to Free and Compulsory Education Rules, 2011*.

3.2 If Number of Valid Applications $>$ Number of Seats: If the number of valid applications is more than the number of available seats, a selection procedure as detailed below shall be adopted:

3.2.1. Based on difference between the number of valid applications and the number of seats, the Admission Committee shall determine the admission criteria in accordance with applicable laws, rules, and the guidelines issued by Ministry of Education, Government of India, under Section 35(1) of the RTE Act, 2009, *vide* notification F.No. 1-15/2010-EE-4, dated 23rd November, 2010. The criteria shall categorize applicants in a rational, reasonable, and just manner, consistent with the objectives of the school, without profiling children on the basis of their parents' educational qualifications.;

3.2.2 Children with Preference: While adopting admission criteria, the Admission Committee shall first identify applicants under the 'Children with Preference' category, which includes:

- o Children whose siblings already study in the same school;
- o Children of single mothers, orphans, or others deemed disadvantaged by the Admission Committee;
- o Children whose parents reside in close proximity to the school;
- o Children from families unable to afford private school fees;
- Any other children as decided by Admission Committee.

The Admission Committee shall give preference to the above-mentioned category of children while deciding the admission. The Admission Committee shall maintain detailed records of the prioritization process and justification for each selection.

4. Result Publication and Admission Formalities

4.1. The final list of selected children shall be published immediately after obtaining approval from the competent authority. For Pine Mount School and Shillong Public School, the competent authority

shall be the Education Department, while for Tura Public School and Jowai Public School, it shall be the Director of School Education & Literacy. Prior approval from competent authority shall not be required in cases specified under Para 3.1.

- 4.2. Results for the Shillong Public School shall be declared only after Pine Mount School publishes its results, as both schools may have overlapping applicants. Students selected for Pine Mount will be automatically excluded from Shillong Public School's process unless parents submit a written request forfeiting the Pine Mount admission.
- 4.3. Parents of selected children must complete admission formalities within one week of result publication. Failure to do so will result in forfeiture of the seat, which may then be allotted to other applicants, at the discretion of the Admission Committee. For the purpose of Proof of Age for admission, the provisions of Section 14 of *RTE Act 2009 read with Rule 9 of Meghalaya Right of Children to Free and Compulsory Education Rules, 2011* shall be strictly adhered by the principal.
5. **Penalty:** Whoever contravenes any of the provisions of RTE Act 2009, Rules and this instant SOP 2025, shall be liable for action(s) under provisions RTE Act, 2009 and Meghalaya School Education Act, 1981.
6. **Appeal:** Any aggrieved person may write to the Education Department for redressal of their grievance wherein appropriate appellate authority will review and decide the petition.
7. **Amendment:** The Government in Education Department in public interest, may amend, relax or modify any provisions of the instant SOP 2025, in case any difficulty for giving effect to any of the abovementioned provisions arises.

VIJAY KUMAR MANTRI,

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

The 8th October, 2025.

No.EDN.154/2024/33. - In notification No.EDN.154/2024/23, dated 2nd September, 2025, the words "*the candidates would be treated as valid diploma holders for the purpose of applying in other institutions or for promotional avenues*" shall be inserted after the words "*Unaided Private Schools*".

V. K. MANTRI,

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

The 22nd September, 2025.

OFFICE MEMORANDUM

Subject :- Guidelines for Compulsory Forensic Crime Scene Investigation.

No.HPL.271/2022/Pt./112. - In partial modification of the Office Memorandum No.HPL.271/2022/Pt/77, dated 27th June, 2024, the Governor of Meghalaya is pleased to frame the "Guidelines for Compulsory Forensic Crime Scene Investigation" for the mandatory visit of Forensic Experts to all crime scenes of heinous cases with punishment of seven (7) years and above in the State of Meghalaya, as mandated by Section 176(3) of the Bharatiya Nagarik Suraksha Sanhita, 2023:-

A. AIMS & OBJECTIVES

In order to bolster the conviction rates and fortify the criminal justice system, the collection of forensic evidence right from the initiation of any criminal investigation is paramount. An essential primary measure involves the professional management of crime scenes by forensic experts, encompassing the identification, location, collection, and careful packaging of physical evidence before it is sent to the Forensic Science Laboratory. In pursuit of this objective, the Directorate of Forensic Sciences, Meghalaya, has taken a significant stride by establishing the Mobile Forensic Crime Scene Unit. Furthermore, the Directorate has diligently appointed technical staff members tasked solely with conducting comprehensive forensic crime scene investigations. With the coming into effect of the BNSS, 2023, it is to be noted that section 176(3) of the new criminal procedure code mandates compulsory visit by Forensic Experts to crime scenes of crimes having punishment of seven (7) years and above. This Office Memorandum is designed to delineate explicit guidelines necessitating the mandatory utilization of forensic services at crime scenes in specific offenses that carry punishments exceeding seven years by all Investigating Officers (IOs) within the Meghalaya Police.

B. Guidelines for Compulsory use of Forensic

The Directorate of Forensic Sciences, Meghalaya has procured Mobile Forensic Crime Scene Vehicle which is equipped with state-of-the-art forensic kits to identify and collect physical, chemical, biological and digital evidence for crime scene management. The Directorate shall have 1 (one) Forensic Crime Scene Vehicle per district for faster incident response time and also to procure fingerprint collection kit. The Forensic Scientific staff will provide technical and scientific assistance on the spot to the IOs whenever any need is arisen. The Mobile Forensic Crime Scene Unit and the Mobile Forensic Crime Scene Vehicle shall be under the direct administrative control of the Directorate of Forensic Sciences responsible as an independent entity to the Court of Law. However, they shall visit the scene of crime, especially in cases of heinous nature, whenever requisitioned by the SPs of the respective Districts or any other Investigating agency of Meghalaya Police.

The following guidelines are hereby provided to ensure the efficient utilization of the Mobile Forensic Crime Scene Vehicles:

C. For requisition of Mobile Forensic Vans:-

1. Upon the report of any incident where the Officer-in-Charge of the respective Police Station or Investigating Officer (IO) anticipates the registration of an offence carrying a punishment exceeding seven years, and deems it necessary to gather forensic evidence from the crime scene, they shall promptly inform the District Superintendent of Police or Supervisory Officer either by electronic means or through written communication or in person.

2. Subsequently, the Officer-in-Charge of the respective Police Station or the IO must secure the crime scene from further disturbance of the same, attend to the injured & take photographs of injury, if any and the crime scene, remove all persons from the scene, barricade it, and prevent any potential contamination.
3. The Officer-in-Charge of the respective Police Station shall immediately complete the Mobile Forensic Crime Scene Unit (MFCSU)/Fingerprint Bureau (FPB) requisition form (Annexure - I) and forward to the District Superintendent of Police either by electronic means or through written communication or in person.
4. The District Superintendent of Police shall examine the requisition form and reduce in writing in the form, as to whether the Mobile Forensic Crime Scene Unit/Fingerprint Bureau are required to visit the Crime Scene.
5. The SP of the respective District or respective investigating agency shall either by electronic means or through written communication, forward the requisition form requesting the Director of Forensic Sciences, Meghalaya or the Special Superintendent of Police (CID) for the Fingerprint Bureau (FPB).

D. For Forensic Crime Scene Investigation

1. The designated authority overseeing the Mobile Forensic Crime Scene Vehicle shall be a Scientific Officer or a Senior Scientific Assistant of the Mobile Forensic Crime Scene Unit, DFS, Meghalaya who is entrusted with the task of inspecting the crime scene, documenting its particulars, identifying pertinent evidence, lifting such evidence for forensic purposes and packaging of the same. The investigation process is to be video-graphed throughout by the Officer-in-Charge, In-Charge or Investigating Officer or any other Police Officer who has been assigned the duty to make the audio-video recording as well as by the responding Forensic Unit.
2. Subsequent to the inspection, the designated authority, in consultation with the IO, will assess if the crime scene has been contaminated. Based on this evaluation, a decision will be made regarding the appropriateness of collecting and preserving the evidence. In the event of an uncontaminated scene, the designated team will meticulously document all evidence, including its packaging and labelling. Conversely, if extreme gross contamination is identified, the designated authority reserves the right after consultation with the Officer-in-Charge of the respective Police Station to decline any further forensic investigation of the crime scene which shall be duly recorded in writing by the designated authority. Seizure memo must bear the signature of the designated authority.
3. Following the collection and sealing of evidence, the designated authority shall hand over the sealed evidence to the IO. Subsequently, the IO will initiate the preparation of a seizure memo, which will be deposited in the police station Malkhana for later transmission to the Forensic Science Laboratory (FSL) or Central Forensic Science Laboratory (CFSL) within 07 days. Seizure memo must bear the signature of the designated authority.
4. All procedures conducted by the IO and the Mobile Forensic Crime Scene Unit, from the initial inspection to the handover of evidence, must be meticulously recorded in the IO's Case Diary. Chain of custody with proper sealing, labeling and seizure memos shall be maintained and all activity to be video-recorded as per relevant sections and rules.

5. As far as practicable, independent witnesses are to be summoned to participate in the process of collecting forensic evidence. Their statements under section 103 (4) of the Bharatiya Nagarik Suraksha (Second) Sanhita, 2023, must be duly recorded to corroborate the proceedings.
6. The Office of the Superintendent of Police, the Officer-in-Charge of Police Station and MFCSU/FPB shall maintain records of Crime Scene visit as per the Annexure-II. A copy of the records maintained as per Annexure - II, shall be handed over to the IO, to be part of the Case Diary by the MFCSU/FPB.

E. ROLE OF SUPERVISORY OFFICERS

1. The supervisory officers i.e. DSPs and above and as designated by the concerned SP shall personally ensure that in all cases in which punishment is more than 7 (seven) years, the MFCSU/FPB carry out proper Forensic Investigation.
2. Monitor scene preservation before MFCSU arrival.
3. Verify completion of documentation and seizure memos.

F. Heinous cases covered by this Office Memorandum are:

1. Offences against women and children having punishment more than 7 years.
2. Offences under Protection of Children from sexual offences (POCSO) Act 2012, The Immoral Traffic (Prevention) Act, 1956.
3. Murder, culpable homicide, attempt to murder, grievous hurt, acid attack, outraging modesty of woman, rape, gang rape, robbery, dacoity.
4. Offences under Arms Act.
5. Serious road accident cases.
6. Any other cases/incident, especially in cases of heinous nature, as deem fit by concerned Superintendent of Police.

G. Reviews & Updates

This Office Memorandum is subject to modifications based on field feedback.

C. V. D. DIENGDOH,
Commissioner & Secretary to the Govt. of Meghalaya,
Home (Police) Department.

Annexure-I**MFCSU/FPB Requisition Form**

Date & Time of Requisition	Name of PS/Number (Month) Year
Requisition No.	
District/Police Station	
FIR Number & Sections invoked /G.D.E.	
Brief Description of Incident	
Suspected Heinous Case Category	
Nature of Evidence Expected	
Time of Securing Crime Scene	
Expected Arrival Time of MFCSU	
Name, Rank & Contact of Requesting Officer (SHO) (signature & seal)	
Superintendent of Police (Name & Signature with seal)	
Remarks of Superintendent of Police	
Mode of dispatch	

Annexure – II
MFCSU/FPB Log Book

Particulars	Details
Requisition No (as per Annexure – I)	
Date/time of requisition & arrival	
FIR details / G.D.E.	
Type of case	
Evidence collected	
Names of MFCSU/FPB	
Signature and seal of MFCSU/FPB Official	

The 3rd October, 2025.

No.LE&SD.35/2021/167. - In exercise of the powers under Section 19 of the **Meghalaya Shops & Establishment Act, 2004**, the Governor of Meghalaya, is pleased to notify the implementation of the Third-Party Inspection/Self-Certification Mechanism for Shops, and Commercial establishments in the State of Meghalaya.

This initiative reflects the State's commitment to reducing compliance burdens and promoting deregulation under the Ease of Doing Business (EoDB) framework, as outlined by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India. It aims to encourage voluntary compliance, minimize regulatory overhead, and enhance the overall business environment through Third Party Inspection/Self-Certification of compliance for shops and commercial establishments.

The following definitions and guidelines shall govern the implementation of the Third-Party Inspection/Self-Certification mechanism for shops and commercial establishments in the State:-

1. In this mechanism unless the context otherwise requires:-
 - (a) "Third Party Inspection/ Self-Certification" means a systematic, objective and documented evaluation of the compliance under the Shops & Establishment Act, 2004.
 - (b) "Third Party Inspector/Compliance Auditor" would be a qualified practicing Company Secretary who is a member of Institute of Company Secretaries of India constituted under Section 3 of the Company Secretaries Act, 1980 and approved by the Central Government; and who has not been an employee or on the regular pay role of the establishment or has not been a consultant of the company for the last three years. The units which submit Third Party Certification regularly on annual basis shall not be inspected and such units may be inspected only in the event of serious complaints or unrest etc.
 - (c) "Institution" means a firm, association, body, corporate of Company Secretaries, Society registered in accordance with the law for the time being in force or an individual Company Secretary, auditing the compliance of various laws including labour laws.
2. The Compliance Audit shall be carried out as per the standards laid down under various labour laws mentioned above -
 - (a) This Company Secretary (hereinafter referred to as a Third-Party Inspector/Compliance Auditor) conducting the audit shall maintain a logbook of all audits undertaken by him indicating the name and address of the audited establishment, name of the person who has carried out the audit, contact persons, date of the audit and date of submission of the audit report to the notified head of the establishment and the Labour Commissioner.
 - (b) A Third Party Inspector/Compliance Auditor authorized to carry out third party inspection shall not conduct Compliance Audit of any establishment where such auditor or person is employed, or an occupier, partner, director, or manager of that establishment, or of any other unit owned, operated, managed, or conducted by immediate family members, relatives or extended family members or wherein that Third Party Inspector/Compliance Auditor has any direct or indirect interest whatsoever. A Third-Party Inspector/Compliance Auditor shall not carry out the compliance audit of that establishment to which that Third Party Inspector/Compliance Auditor has any participation in its business within the last three years.

- (c) Third Party Inspector/ Compliance Auditor authorized to carry out third party inspection shall not disclose, even after he retires from the role, any commercial secrets or working processes or other confidential information which may come to his knowledge in the course of their duties. Any failure in this regard may such a person liable for criminal or civil proceedings in accordance with the law for the time being in force.
- (d) If the Third Party Inspector/ Compliance Auditor has carried out the inspection in violation of the provisions of the Act or rules or has acted in a manner inconsistent with the intent or the purpose of the Act or rules made thereunder or has omitted or failed to act as required under the Act and rules made thereunder; or for any other similar reason by which he has failed in duty as a Third Party Inspector/ Compliance Auditor, he shall be liable to be debarred from conducting such inspection.
3. The Compliance Auditor shall within one week from the date of completion of inspection forward the report to the Head of the establishment on the letter head and his recommendations regarding the compliance under various labour laws.
 4. The Head of the establishment as well as the Third-Party Inspection/Compliance Auditor shall inform in writing to the Labour Commissioner, one week in advance before commencement of the inspection in an establishment.
 5. The Head of the establishment shall, within ten days of receiving the Inspection Report (Annexure-I), initiate appropriate action based on the auditor's recommendations. Furthermore, an Action Taken Report (ATR) or Inspection Report, along with supporting documents as proof of compliance, must be submitted to the Labour Commissioner within thirty days, in accordance with the recommendations outlined in the Inspection Report.
 6. The compliance of the observation/ discrepancies pointed out in the Inspection Report shall be monitored at the level of Labour Commissioner, Government of Meghalaya. He may grant ample opportunities for personal hearing for apprising the authorities regarding the steps taken by him and the status of compliance. In case he is not satisfied with the compliance made by the Head of the establishment, he may get it verified at his level.
 7. The establishment opting for this scheme shall not be inspected by the department till it carries out a third-party inspection every year regularly. The Labour Commissioner may issue directions for inspection of any such establishment in case of genuine complaint against it.
 8. No legal action shall be taken against the Head of the establishment/manager for any discrepancies/ observations/ violations of Acts / Rules pointed out by the auditor in his audit report.
 9. Audit Report Submission: Auditor submits Annexure-I to:
 - (a) Head of the Establishment
 - (b) Labour Commissioner
 10. Inspection Exemption: Establishments submitting annual Third-Party Inspection shall be exempt from routine inspections.

Inspections shall be undertaken only under the following circumstances:

- (a) Receipt of a **serious and substantiated complaint** regarding non-compliance or violation of applicable labour laws.

- (b) The occurrence of **labour unrest** or disruption affecting workplace harmony and employee welfare.
- (c) **Failure to comply** with audit recommendations issued as part of the Third-Party Certification process.

11. Safeguards

- (a) **Confidentiality Obligation:** Auditors are required to maintain strict confidentiality of all information accessed during the course of their duties. This obligation continues even after the cessation of their engagement.
- (b) **Consequences of Misconduct:** Any breach of professional conduct, including violations of confidentiality, may result in debarment from future assignments and may attract legal action as per applicable laws.
- (c) **Protection for Establishments:** No legal proceedings shall be initiated against an establishment solely based on discrepancies identified in the audit report, unless there is clear evidence of willful concealment or fraudulent intent.

12. Empanelment of Third-Party Inspectors/Compliance Auditors for third party inspection:

Expression of interest (Eoi) to be issued by the Department for the empanelment of agencies for third party notification under the Act. The Eoi will be published on the department's website and in newspapers with the following 'Scope of Work: Inspection of establishments for compliance with labor, safety, and welfare norms.' The responses received to the Eoi will be evaluated and shortlisted as follows:

- Screen for eligibility.
- Evaluate technical and financial credentials.
- Conduct presentations if needed.

Based on the screening criteria, the Department will empanel the firms for providing third party inspection services to the shops and commercial establishment. The validity for the empanelment will be ranging for 2 to 3 years. The terms for suspension, renewal, cancellation or penalty, if any, shall be governed as per the agreed empanelment terms.

13. Inspection Protocol

- Agencies must not outsource work.
- Reports must be submitted within a defined timeline (e.g., 7 days).
- Agencies must follow standard procedures and maintain confidentiality.

CHALLIENKHUM SONGATE,

Principal Secretary to the Govt. of Meghalaya,
Department of Labour, Employment & Skill Development.

Annexure - I**Compliance Audit Report Format**

Name and Address of the Establishment:

Email ID & Contact Number:

Name of the Employer:

Name of the Manager, if any:

Date of Audit:

Name of labour law under which compliance audit was carried out:

Key Findings (Observations/Discrepancies):

1.

2.

3.

Name of the Compliance Auditor:

Certificate No.:

Date:

Place:

Signature of Third-Party Inspector/Compliance
Auditor/Authorized Person of an Institution
Authorized to carry out Compliance Audit

_____ (Employer) undertake to submit the action taken on
Compliance Audit on or before _____.

Date:

Signature of the Employer

The 11th September, 2025.

No.DC.III/RA/161/2025/4. - Whereas in exercise of the Powers conferred by section 12 of the Khasi Hills Autonomous District (Khasi, Social Custom of Lineage) Act, 1997, the Executive Committee, Khasi Hills Autonomous District Council through the Registration Authority is pleased to pass the following order:-

Khasi Hills Autonomous District (Khasi Social Custom of Lineage) Act, 1997.

Preamble:- Whereas it has become expedient to accept the petition for the change of surname from "Nongpiur" to "Nongpiur Thawmuit".

1. Shri Shemphang Monday Nongpiur to Shri Shemphang Monday Nongpiur Thawmuit.

Now, Therefore, it is satisfied that due procedure prescribed in the said Act was duly followed by the Petitioner that the proposed change of surname is not in contravention of the prevailing Khasi, Social Custom of Lineage in any way form hence the aforementioned Petitioner is allowed to assume the surname of Nongpiur Thawmuit and shall henceforth be known as such for all intents and purposes.

A. L. BASIAWMOIT,
Registration Authority,
Khasi Hills Autonomous District Council,
Shillong.