

2. Staffing Norms (Essential Minimum) and Workload

Sl. No.	Staff	Essential Activities
1	Medical Officer	OPD: 75 patients/day; IPD assistance; OT assistance; Emergency and other duties.
2	General Medicine Specialist	OPD: 60 patients/day; IPD: 20 patients/day; 10 procedures/week.
3	General Surgery Specialist	OPD: 60 patients/day; IPD: 20 patients/day; OT: 7 major surgeries/week/surgeon.
4	Obstetrics & Gynaecology Specialist	OPD: 60 patients/day; IPD: 20 patients/day; OT: 7 major surgeries/week.
5	Paediatrics Specialist	OPD: 60 patients/day; IPD: 20 patients/day.

3. Attendance

Biometric/face and location-based attendance shall be mandatorily maintained. Monthly attendance records shall be:

- Reviewed in the Medical Officer (MO) meeting chaired by the Medical Superintendent, and
- Subsequently forwarded to the Hospital Management Society (HMS) for deliberation.

4. OPD Services

- OPD timings shall be from 9:00 AM to 3:00 PM, from the opening of registration to the last patient attended.
- Clinical records (history, examination findings, treatment) must be:
 - Written in legible handwriting, and
 - Signed with the name of the doctor.
- Cases reporting after 3:00 PM shall be treated as Emergency cases.

5. 1PD Care

- All admitted patients shall be examined daily by the Doctor on Duty.
- Detailed case notes and treatment orders must be recorded in legible handwriting.
- Prescriptions shall be written in capital letters.
- Regular ward rounds shall be conducted to ensure continuity of care.

6. Emergency Duties

- Each shift must have:
 - One OBG/CEmOC/DGO-trained doctor, and
 - One Paediatrician/DCH-trained doctor.
- A written and person-to-person handover of all critical cases shall be ensured between shifts.

7. Labour Room & OPD Hour Emergency Coverage

During OPD hours:

- One OBG/DGO-trained doctor, and
- One Paediatrician/DCH (FBNC-trained) doctor shall be specifically assigned to labour room and emergency duties to prevent delays in care.

8. HMIS Implementation

Hospitals shall ensure installation and operationalization of HMIS software, along with adequate training and capacity building of staff.

The HMIS shall cover the following modules:

- OPD
- IPD
- Laboratory
- Radiology
- Drug Store & Support Services
- Pharmacy
- Billing
- Registration
- Room Management
- Bed Management
- Financial Management.

SAMPATH KUMAR.,

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

The 7th April, 2026.

No. GHADC-GAD/APPT/P-V/571/2015/202.- In exercise of powers conferred under the Rule 19 (2) of the Assam and Meghalaya (Constitution of District Councils) Rules, 1951 (amended), Shri Sam Ricardo R. Marak is hereby reinstated as Secretary to the Executive Committee, Garo Hills Autonomous District Council and is relieved from the post of Additional Judge, District Council Court with immediate effect.

Accordingly, Shri P. R. Marak, Joint Secretary to the Executive Committee is relieved from the charge of Secretary to the Executive Committee with immediate effect.

DHORMONATH CH. SANGMA

Chief Executive Member,
Garo Hills Autonomous District Council, Tura.

The 24th March, 2026.

No. GHADC-GAD/APTT (EM)/P-III/2020/718/165.- In exercise of the powers conferred by Sub-Rule (1) of the Rule 31 of the Assam and Meghalaya Autonomous Districts (Constitution of District Councils) Rule 1951 (as Amended), I, Shri Dhormonath Ch. Sangma, Chief Executive Member, Garo Hills Autonomous District Council, Tura do hereby allocate the subject of administration of the Members of the Executive Committee noted against each names as follows:

Sl. No.	Name & Designation	Subject Allocation
1.	Shri Dhormonath Ch. Sangma, Chief Executive Member.	General Administration, Finance, Parliamentary Affairs, Posting, Transfer, Promotion & Training and all other subjects not allocated to any other Executive Members.
2.	Shri Stevie M. Marak, Deputy Chief Executive Member.	Taxation, Art & Culture, Sports and Youth Affairs.
3.	Shri Arbinstone B. Marak, Executive Member.	Land & Revenue.
4.	Shri Grahambell A. Sangma, Executive Member.	Civil Works.
5.	Shri Henen R. Sangma, Executive Member.	Forest and Water Conservation & Catchment Area Development and Jhum Control.
6.	Shri Sengbath R. Marak, Executive Member.	Agriculture, Ferry Ghats and Fisheries, Water Works.
7.	Shri Crozier G. Momin, Executive Member.	Haat.
8.	Shri Ashahel D. Shira, Executive Member.	Tourism, Reformation and Co-ordination.
9.	Shri Nehru D. Sangma. Executive Member.	Rural Development, Sand Market, Brick Market.
10.	Shri Cherak W. Momin, Executive Member.	Rural Administration, Resource Mobilization, Cattle Feeding, Custom and Usage, Inter-State Boundary Dispute matters.
11.	Shri Alphonsush R. Marak, Executive Member.	Transport, Printing and Stationery, Relief & Rehabilitation, Administration of Justice.

DHORMONATH CH. SANGMA

Chief Executive Member,
Garo Hills Autonomous District Council, Tura.

The 27th April, 2026.

No.HPL.52/2024/Pt.IV/162.- In partial modification to this Department's Notification No.HPL.52/2024/Pt.IV/147 dated 23rd September, 2025 and in compliance with the instructions issued by the Bureau of Police Research and Development (BPR&D), Ministry of Home Affairs, Govt. of India, the Government of Meghalaya hereby issues the following directives for the effective enforcement of the provisions related to organised crime as follows :

1. Registration of Cases Relating to Organised Crime.

Notwithstanding anything contained in the earlier notification, cases invoking provisions relating to organised crime shall be registered only after obtaining **prior approval** from an officer **not below the rank of Superintendent of Police (SP)**.

2. Conditions for Grant of Approval.

The concerned Superintendent of Police shall, before granting such approval, satisfy himself/herself that:

- (a) The material placed on record discloses the existence of organised crime and an organised crime syndicate; and
- (b) Invocation of the said provisions is necessary in the facts and circumstances of the case.

3. Review Clause.

This Notification is **subject to modifications** based on field feedback after the implementation of Nyaya Sanhita (BNSS/BSA,2023).

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

The 27th April, 2026.

UAU/88/2024/654.- In partial modification of Notification UAU/88/2024/605 Dated 30th July 2025, the Department hereby notifies that the parking fees for on-street parking within the Greater Shillong Planning Area shall be amended to a single slab rate removing the distinction between high-demand and low-demand zones.

Accordingly, the parking charges shall be revised as follows:

1. **Four-wheelers:** ₹ 20 per hour
2. **Two-wheelers:** ₹ 10 per hour

This shall come into effect as per the date of issue of this notification.

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

The 28th April, 2026.

No.EDN.104/2024/210.- In exercise of powers under Sub-Section (1) of Section 4 of the Meghalaya Non-Government School and College Employees Centralised Provident Fund Scheme Act, 1969 read with sub-section (2) of Section 1 of the Meghalaya Non-Government School and College Employees Centralized Provident Fund Scheme, 2026, the Governor of Meghalaya is pleased to notify that the Meghalaya Non-Government School and College Employees Centralized Provident Fund Scheme, 2026 which was notified *vide* Notification No.EDN.104/2024/194 dated 18th March, 2026 shall come into force with immediate effect.

VIJAY KUMAR MANTRI,

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

The 28th April, 2026.

No.PER(ARC)6/2023/65.- In continuation to this Department's Notification No.PER(ARC)6/2023/61 dated 31st March, 2026 the entry at **Sl.No 229 and 230** shall be added to the List of Services notified under Section 3(2) of **The Meghalaya Right to Public Services Act, 2020**, with effect from the date of issue of the notification.

Sl. No.	Name of Service.	Number of working days for service delivery after receipt of applications.	Department/Organizations.	Designated Official.	Appellate Authority.
229.	e-Registration (Online application for employers under Meghalaya Profession, Trader, Callings and Employments Taxation (Amendment Act, 2022).	30 days.	O/o the Commissioner of Taxes.	Superintendent of Taxes.	Assistant Commissioner.
230.	e-enrolment (Online enrolment for individuals under Meghalaya Profession, Trader, Callings and Employments Taxation (Amendment Act, 2022).	7 days.	O/o the Commissioner of Taxes.	Superintendent of Taxes.	Assistant Commissioner.

C.V.D. DIENGDH,

Commissioner & Secretary to the Govt. of Meghalaya,
Personnel & Administrative Reforms (B) Department
(Administrative Reforms Cell).

The 21st April, 2026.

No.SAE.128/2026/1.- With the objective of promoting a health-conscious environment in the Office, to ensure good health of all staff and as part of our commitment to ensure a holistic health approach, all employees are hereby informed that an Annual Medical Check-up has been curated at the Meghalaya Secretariat Health Clinic. All staff of the Secretariat will have to undergo this Annual Medical Checkup at least once in a calendar year.

Therefore, in this regard all Departments are requested to facilitate and ensure participation of all the employees. They are also advised to cooperate and to complete their health checkup as per Annexure enclosed. They may visit the Meghalaya Secretariat Health Clinic on any working day as per their convenience.

Henceforth, the Medical Reports of all the employees under the control of Secretariat Administration Department (Establishment) are to be submitted along with the Annual Confidential Report (A.C.R.) for every year ending.

This has the approval of the Competent Authority.

SWAPNIL TEMBE,
Secretary to the Government of Meghalaya,
Secretariat Administration Department (Establishment).

MEGHALAYA SECRETARIAT ANNUAL HEALTH CHECK-UP FORMAT**1. Basic Details**

Name : _____
 Employee ID : _____
 Dept. : _____
 Designation : _____
 Age/Gender : _____
 Contact : _____
 Date of Checkup : ___/___/___

2. Vital Parameters

Parameter	Reading	Remarks
Height (cm)		
Weight (kg)		
BMI		
Blood Pressure (mmHg)		
Pulse (bpm)		
SpO2 (%)		
Temperature		

3. Basic Screening

Parameter	Reading	Remarks
Blood Sugar		
Haemoglobin		
Vision		
Known Illness		
Medication		

4. Lifestyle (Self-declared)

Smoking/Tobacco: Yes /No

Alcohol: Yes / No

Physical Activity: Regular / Occasional / None

Sleep (hrs): _____

5. Doctor's Observation

6. Advice

Fit Follow-up Referral Details:

7. Certification

Examined By: _____ Signature: _____ Date: ____/____/____