



सत्यमेव जयते

GOVERNMENT OF MEGHALAYA
GENERAL ADMINISTRATION (A) DEPARTMENT

**RULES FOR OCCUPATION
OF
THE MEGHALAYA HOUSES AND
RULES REGULATING THE USE AND MAINTENANCE
OF THE CARS IN THE MEGHALAYA HOUSES**

(REVISED-2020)

RULES FOR OCCUPATION OF THE MEGHALAYA HOUSES

1. The Meghalaya Houses are, primarily meant for the use during official tours of dignitaries and Officers of the Government of Meghalaya as indicated in the list at Appendix-I and in order of priority as indicated therein and who may be accompanied by spouses and children only, provided accommodation is available.
2. Requisition from those officials indicated in Appendix-I for allotment of rooms may be addressed, as far as practicable, one week before the intended stay to the Resident Commissioner/ the Trade Adviser & Director of Movements/ the Officer on Special Duty/ the Liaison Officer as the case maybe. Requisition from other persons for allotment of accommodation stating clearly the purpose and period and stay may be addressed to the General Administration (A) Department of the Government of Meghalaya at least 10 (ten) working days before the date of intended occupation. In allowing accommodation, due regard shall be given to the order of priority as stated in the list at Appendix-I and the needs and circumstances of each case. In case of any doubt or dispute, reference may be made by the Officer in charge to the Government in the General Administration Department for instruction. A room may be shared by two or more Officers in case of unavailability of accommodation.
3. Accommodation on payment of the seat rent besides other charges for Linen etc., shall be allotted to entitled persons on tour on official duty for a period not exceeding 7 (seven) days.
4. Occupants shall enter the time and date of arrival and departure and purpose of stay in the form specially maintained for the purpose. The Resident Commissioner/the Trade Adviser & Director of Movements/the Officer on Special Duty/ The Liaison Officer as the case maybe shall maintained a Register which shall contain columns as indicated below for making necessary entry in respect of each visitors :-
 1. Name and Designation;
 2. Date and hour of arrival;
 3. Date and hour of departure;
 4. Length of stay;
 5. Purpose of stay;
 6. Amount paid;
 7. Signature of the occupant.
5. Telephones :- Landline Telephones maybe utilised by officers for local calls only. For STD calls, requisition should be made to the Resident Commissioner/the Trade Adviser & Director of Movements/the Officer on Special Duty/ the Liaison Officer as the case maybe. These Officers will maintain a Call Register to record necessary entries therein

to facilitate payment of STD phone charges as billed for by the Department concerned.

The Register shall contain the following particulars:-

1. Name and Designation of the Officer by whom the call is made.
2. Name of and telephone number of the person to whom the call is made.
3. Date and Time.
4. Duration of call.
5. Nature of call, i.e., official or private.
6. Amount received for private calls.
7. Signature of the caller.

If such STD Calls are for official purposes the bills will be paid by the Resident Commissioner/the Trade Adviser & Director of Movements/the Officer on Special Duty/the Liaison Officer as the case may be, out of funds placed at their disposal. For official local calls, no charge will be payable by the caller. For private call, both local and STD, bills will be raised based on the existing tariff of the telecom provider and paid in cash to the Resident Commissioner/ the Trade Adviser & Director of Movements/the Officer on Special Duty/the Liaison Officer for which a receipt shall be issued before his/her departure.

6. Visitors shall take care of their valuables, cash and other properties, etc., during their stay in the Houses and the management will, not be liable for any loss or damage notwithstanding any reason.
7. Limited room services shall be provided by Government, but room bearers or any staff posted in the Houses shall not be used by visitors for personal errands or for any other private business.
8. Room Rent and other charges shall be notified from time to time by the General Administration Department for the following rooms and categories of occupants:
 - (a) Rooms
 - (i) VIP Suites and deluxe rooms,
 - (ii) Air - conditioned normal rooms,
 - (iii) Non-air conditioned normal rooms,
 - (iv) Dormitories.
 - (b) Categories of occupants
 - (i) Chief Ministers and Ministers,
 - (ii) Chief Justice & Justices of Meghalaya High Court,
 - (iii) Members of the State Legislative Assembly,
 - (iv) Grade-I Officers/Grade-II officers Grade-III officers, including officers and staff of the Meghalaya High Court and subordinate judiciary,
 - (v) Chairpersons/Chairmen of Public Undertakings,

- (vi) CEMs and members of Autonomous District Councils,
 - (vii) Ex-Serviceman,
 - (viii) Retired government officials,
 - (ix) Grade - IV staff,
 - (x) Non -officials.
 - (xi) Students.
- (c) The following norms and general guidelines will be taken into consideration when the room rents are fixed or revised from time to time:
- (i) The rates for rent (excluding that for Grade-IV) are exclusive of charges on Air-condition usage, electricity, and linen, for which separate orders shall be issued by the Government.
 - (ii) Rooms are double bedded and generally not more than two guests should be allowed in one room. In case of emergency extra beds may be provided in which case the same rent will be charged.
 - (iii) Ministers and Government employees on duty accompanied with family members will be charged rent for the full room, i.e., for two bedded rooms at the rate prescribed for each bed irrespective of the number of family members. They may, however, be provided with bedsheets for which extra charges will be levied.
 - (iv) When Ministers, other dignitaries and State Government Employees not on official duty, are provided with accommodation, the rent should be increased by 50% to be rounded up to the nearest rupee in each case.
 - (v) If M.Ps or Members of Meghalaya Legislative Assembly stay in the Houses in connection with the work of some official Committees or other official business either in Kolkata or New Delhi, or on way to any other place via Kolkata or New Delhi, they should be treated as on duty for the purpose of rent and are liable to pay rent as Government Employees of the Senior Grade.
 - (vi) For Officers of the Government of Meghalaya including the Members of All India Services, while on deputation except on transfer to the Government of India, other State Governments, Corporation or elsewhere rent and other charges should be recovered at rates applicable to non- officials
 - (vii) Government Officers on deputation to other State Governments, Corporations, Companies etc., should be treated as non- officials for the purpose of rent
- (d) The members of the family of a minister and other State Government employees, viz., his wife and children, accompanying the Minister/ Officer on tour shall be treated as official for the purpose of rent.
- (e) I.A.S. Probationers in the Junior Scale should be treated as Grade-I officers for the purpose of rent.

- (f) State Government Employees with 1 (one) escort visiting the Meghalaya Houses for medical treatment should be charged the same as on duty. Note: "State Government Employees" includes family members dependent on him/her.
- (g) Students visiting the Houses in connection with their studies/ Medical treatment shall be allowed concession at rates prescribed for Government Employees of Grade-III provided accommodation is available.
- (h) Students of Bona fide, excursion parties sponsored by the Government or the N.E.H.U. should be charged rent at a concessional rate. In case of rooms when they are entitled (son/daughter of Govt. employees) shall be charged Official not on duty.
 - (i) Persons who are normally residents in Meghalaya who have been allotted rooms in the respective Meghalaya Houses for Medical treatment shall be allowed to stay normally for two weeks at a concessional rate. If they continue to occupy the rooms beyond the permitted period, the room rents shall be enhanced proportionately to be notified by the Department from time to time. 50% concession of the seat rent shall be realized from all the Meghalaya Pensioners.
 - (ii) The Resident Commissioner/the Trade Adviser & Director of Movements/the Officer on Special Duty/the Liaison Officer shall ensure that the facility meant for medical treatment cases, accommodation and the rent applicable shall be decided on production of referral letter for medical treatment and to be limited to the patient and 1 (one) escort only.
 - (iii) The accommodation will be made available for a period of 2(two) weeks, which in emergent cases, can be extended to a limit of 2(two) weeks by the Resident Commissioner/the Trade Adviser & Director of Movements/the Officer on Special Duty/the Liaison Officer as the case may be. Specific permission from General Administration Department will be required for stay beyond this period.

Explanation: A Government employee whose services are deputed to a company, Corporation, Organisation or a Local Authority by the Government shall, for the purpose of these Rules, be deemed to be a Government employee serving under the Government notwithstanding the fact that his salary is drawn from sources other than the consolidated Fund of the State.

"Member of family" in relation to a Government employee includes :-

- (i) The wife or husband as the case may be, of the Government employee, whether residing with the Government employee or not, but does not include a wife or husband as the case may be, separated from the Government employee by a decree or order of a competent Court.

- (ii) Son or daughter or step-son or step-daughter of the Government employee and wholly dependent on him, but does not include a child or step child who, in any way is no longer dependent on the Government employee or of whose custody the Government employee has been deprived of by or under law, and
 - (iii) Any other person related, whether by blood or marriage to the Government employee or to the Government employee's husband or wife, and wholly dependent on the Government employee.
9. For the purpose of these rules:-
- (a) "Officials" means State Government Employees and Officers of the North Eastern Council on duty.
 - (b) "Non-officials" means private persons, officials of the Central Government, officials of Union Territories, other States, officials of Public Sector Undertakings (Central Government), Members of Defense Forces, Members of the Universities (outside State), unless otherwise, the Government direct.
- * However, officials of Public Sector undertaking of the State members of District Councils, Universities and Colleges of the State will be treated as officials not on duty.
10. For the purpose of these rules part of a day exceeding 8 hours of stay during one calendar day will count as full day. Periods less than 8 hours in one calendar day shall count for a half- day in the calculation of rent and other charges, except that a night halt shall count for one full day.
11. Catering Arrangements- Catering Arrangements are available in the Houses and for which quotations shall be invited by the Department for a fixed tenure. Charges and rates will be realized by the Resident Commissioner/the Trade Adviser & Director of Movements/ the Officer on Special Duty/the Liaison Officer as the case may be, according to the rates offered by the successful bidder.
- The Resident Commissioner/the Trade Adviser & Director of Movements/ the Officer on Special Duty/the Liaison Officer as the case may be will, from time to time, make a review of the charges fixed and revise the rates as may be justified by the current market prices. Immediately after such revision he/she should make a report to Government in the General Administration Department giving the reasons for such revision. Government may confirm the charges fixed by the officer or may take such action as may be considered necessary. Charges once fixed by the local officers will prevail until revised under orders of the Government.
12. Any damage to furniture, crockery, cutlery, fixtures and fittings, etc., caused by a visitor or any one in his entourage shall be settled by the visitor before leaving the Houses on production of a bill in respect of such charges made out by the Resident Commissioner/ the Trade Adviser & Director of Movements/the Officer on Special Duty/the Liaison

Officer as the case may be, based on the valuation of each item as shown in the register maintained to record the items of furniture, crockery, etc.

13. Complaints-

- (a) Any complaint connected with the upkeep of the rooms, premises or fixture and furniture may be addressed direct to the Under Secretary, General Administration (A) Department, Government of Meghalaya, Shillong, the Resident Commissioner/the Trade Adviser & Director of Movements/the Officer on Special Duty/the Liaison Officer as the case may be. Responsibility for the management and care of furniture, collection of rent, etc., control of establishment and general maintenance of the premises is vested with the officer in charge of the establishment.
- (b) Minor complaints regarding staff, services, building, furniture, etc., should be brought to the notice of the Resident Commissioner/the Trade Adviser & Director of Movements/the Officer on Special Duty/the Liaison Officer as the case may be, for immediate redress. The Resident Commissioner/the Trade Adviser & Director of Movements/the Officer on Special Duty/the Liaison Officer as the case may maintain one book where any complaint regarding the Houses may be made by the occupant.
- 14.** All receipts and disbursements on account of charges connected with the management of the premises, must in all cases, be made directly by the officer's in-charge of the Houses and dealt with by them in the same manner as other civil receipts and disbursements.
- 15.** Remission of charges- Government may, if circumstances so require, remit or modify by general or special order the charges mentioned in Rule 8 in respect of any particular persons of his entourage.


(Smti R. LVNGDOW, IAS)

Commissioner & Secretary to the Govt. of Meghalaya
General Administration Department.

APPENDIX -I

REFERRED TO IN CLAUSES 1 & 2

List of Dignitaries/Officers entitled to occupy Meghalaya Houses in New Delhi, Kolkata, Mumbai, Vellore and Guwahati.

1. Governor.
2. Chief Minister.
3. Deputy Chief Ministers.
4. Chief Justice of Meghalaya High Court/Speaker of the Legislative Assembly.
5. Cabinet Minister/Judges of the Meghalaya High Court/Chairman, State Planning Board/Ministers of State.
6. Chief Whip/Deputy Chief Whip enjoy the same facilities and entitlement applicable to the Ministers.
7. Hon'ble Chairperson, Meghalaya Human Rights Commission.
8. Member, Meghalaya Human Rights Commission.
9. Deputy Chairman State Planning Board.
10. Deputy Speaker of the Legislative Assembly.
11. Parliamentary Secretaries.
12. Members of Parliament from Meghalaya, while on duty.
13. Members of Meghalaya Legislative Assembly.
14. Chief Executive Member of Autonomous District Council.
15. Chief Secretary.
16. Advocate General.
17. Additional Chief Secretaries.
18. Chairman of the Meghalaya Energy Corporation Limited (MeECL).
19. Chairman of Board/ Commission or Task Force under Government of Meghalaya.
20. Development Commissioner.
21. Principal Secretaries to the Government.
22. Director General of Police.
23. Chairman of the State Public Service Commission.
24. Chairman, Board of Revenue.
25. Commissioner of Division.
26. Commissioner & Secretary to the Government.
27. Inspector General of Police.
28. Additional Advocate General.
29. Executive Members of Autonomous District Councils of the State.

30. Secretaries/ Additional Secretaries to the Government
31. Secretary, Private Secretary and A.D.C to the Governor.
32. Secretary, Meghalaya Legislative Assembly.
33. Chief Conservator of Forest.
34. Deputy Commissioner.
35. Members of Meghalaya Public Service Commission.
36. Registrar General of the Meghalaya High Court.
37. Chief Public Health Engineer.
38. Chairman State Level Public Grievances Committee and Chairman Meghalaya State Law Commission.
39. Conservator of Forest.
40. Deputy Inspector General of Police.
41. Head of Department.
42. Additional Deputy Commissioner.
43. Agricultural Production Commissioner.
44. Additional Chief Engineer.
45. Deputy Secretary to the Government.
46. Joint Head of Department.
47. Superintending Engineer.
48. Superintendent/Additional Superintendent of Police.
49. Assistant Commissioner of Taxes (State)
50. Medical and Health Officer.
51. Executive Engineer.
52. District Forest Officer.
53. Under Secretary to the Government
54. Deputy Head of Department.
55. Private Secretary to Speaker/ Deputy Speaker.
56. Private Secretaries and Personal Assistants to Ministers.
57. Ex- Governor.
58. Retired Chief Justice of the Meghalaya High Court.
59. Retired Judges of the Meghalaya High Court.
60. Ex- Members of Parliament from Meghalaya.
61. Members of District Council.

62. Chairman and Vice Chairman of the Public Undertakings of the State Government are allowed to avail at the rates applicable to Grade-I Govt. Employees while on official duty.
63. Ex-M.L.A.
64. Secretary, MeECL.
65. Managing Director of Public Sector undertakings of State Government while on duty.
66. Officer of the High Court of Meghalaya.
67. Judicial Officers of Meghalaya.
68. Officials of Autonomous District Council.
69. Officials of Accountant General Meghalaya, depending on request.
70. Official of the N.I.C. while on duty.
71. Officials of the Meghalaya Public Service Commission.
72. Members of Economic Development Task Force while on duty for the purpose of seat rent only.
73. Accredited Journalist while on duty.
74. Senior officers of the Corporations who are drawing the State Government's pay scale or equivalent.

For Non faculty officials of North Eastern Hill University based at Shillong and Tura they will be Charged at rate for officials not on duty for the first 3 (three) days.

RULES REGULATING THE USE AND MAINTENANCE OF THE CARS IN THE MEGHALAYA HOUSES.

1. The cars maintained in the Meghalaya Houses are meant primarily for the use, during tour of the Ministers, Deputy Ministers, Parliamentary Secretaries, Speaker, Deputy Speaker and other Gazetted Officers of the Government of Meghalaya. The responsibility for maintenance, use and control of the cars will devolve on the Resident Commissioner/ the Trade Adviser & Director of Movements/the Officer on Special Duty/the Liaison Officer as the case may be who will be the Controlling Officers in respect of the cars and should see that the cars are utilized only in connection with the performance of official duties.

Requisitions for Government vehicles by any one not mentioned in Rule 1 above for the discharge of his official duties should be addressed to the General Administration Department well in advance indicating the purpose and period for which the use of the cars is needed.

2. The Resident Commissioner/the Trade Adviser & Director of Movements/the Officer on Special Duty/the Liaison Officer as the case may be, being in-charge of the cars will be responsible for ensuring that the cars are maintained in good running condition. He/ she will be responsible for proper maintenance of the vehicle Log Book in the form enclosed. It will be the duty of the Controlling Officers in this respect to scrutinize the Vehicle Log Books, at least once a week and as soon as the vehicle returns after each trip he will satisfy himself that there was no misuse of the vehicle and that the Officer who used the same on official duty made the entries correctly in accordance with the provisions of these rules.
 - (i) The Controlling Officers will supervise the execution of repairs, replacement of spares etc.,. These should invariably be done in approved Automobile Workshops and the labour charges billed therefore should be in accordance with standard rates of charges.
 - (ii) Issue of petrol, lubricating oil, tyres etc., and purchase of spares and tools shall be under the authority of the Controlling Officer who will see that none of these items is purchased without orders in this behalf signed by him.
 - (iii) The vehicle should be thoroughly examined and cleaned as often as necessary, but in any case at least once a week. It should also be serviced and greased after completion of 1,600 KM. running or after every three months, whichever is earlier.
3. The Controlling Officer shall ensure that :-
 - (i) The driver carries out his duties properly and in no circumstances anybody should drive except the appointed driver,
 - (ii) The consumption of petrol and Mobil oil against mileage performed is checked up

once every week to ensure economic use of fuel and oil and for timely repairs incase of any defect developing.

- (iii) Mobil oil, gear oil and differential oil should be changed after completion of every 3,500 Kms or six months whichever is earlier. In the case of a newly purchased car, the oil should be drained and changed after the first 800 Kms. This will be in the case of both the engine and the rear-axle,
 - (iv) The speed limit is maintained in driving the car. Speed over 35 Km. should be discourage in all cases.
 - (v) Report to the police is promptly made in the event of an accident.
 - (vi) The vehicle carries a plate with the inscription "Meghalaya House" in front and the rear, besides the number plates.
 - (vii) The car is not used without the milometer in perfect working order.
4. On making over charge of his office, the Controlling Officer will ensure that the vehicle is handed over to his successor with complete equipment, spare parts, spare wheels, tyres and tools.
 5. The vehicles will be inspected by an officer duly authorized by Government in this behalf every six months. Inspection Report will be submitted to the Government in General Administration (A) Department with a copy to the controlling officer.
 6. **Requisition of vehicles :-** Requisition for the vehicles shall be made in writing to the Controlling Officer well ahead of requirement.
 7. Use of the vehicles on tour, their repairs, etc. The person using the vehicle on tour will be responsible :-
 - (a) for drawal of petrol, lubricating oil, etc., required in the midst of a journey:
 - (b) for accidents and shall abide by the provisions of the Motor Vehicles Act and the Rules framed there under.
 8. **Use of vehicles (by those entitled to use) except on Government duty :-** The vehicle may be used for Members of Parliament from Meghalaya and of the Legislative Assembly non-duty journeys by those entitled to used under these Rules on payment at the rate of Rs.10.00p (ten rupees) per Km subject to the condition that their use for such purpose does not interfere with official requirements in any way. Persons performing non-duty journey shall record the details of the journey in the Log Book showing distinctly the distance covered for private use and shall make payment of the due charges to the Controlling Officer:

Provided, however, that no charge shall be levied for the use of the vehicle by a Minister or a Deputy Minister for any customary call or for the conveyance of any person of the station whom he may require for consultation on matters connected with Meghalaya or any other journeys for objects which he as a Minister or a Deputy Minister is required or expected to perform.
 9. When the cars is placed at the disposal of a Government official, he is entitled to draw only daily allowances and not mileage as per instructions issued from time to time by

the Finance Department.

10. In order to prevent indiscriminate use of State vehicles, a ceiling of 1,200 KM. per month per vehicle is fixed. In exceptional circumstances, however, this limit may be exceeded and the reasons therefore should be intimated to the Government in the General Administration (A) Department.
11. Driver's duties and responsibilities :-
 - (a) The driver of the vehicle will be responsible for daily maintenance of the vehicle. It is his duty to have the car properly cleaned, oiled and greased. He shall be personally held responsible for proper filling up of the entries in the Vehicle LOG BOOK.
 - (b) The drivers of the vehicles shall furnish cash security of Rs. 200/- (two hundred) each for issue of vehicle's tools and equipment to him.

(Smti R. LYNGDOH, IAS)

**Commissioner & Secretary to the Govt. of Meghalaya
General Administration Department.**