

**GOVERNMENT OF MEGHALAYA
FINANCE (ECONOMIC AFFAIRS) DEPARTMENT**

No.FEA 55/2026/02

Dated Shillong the 10th August, 2026

OFFICE ORDER

Subject : Revised Procedure for Routing and Submission of Cabinet Memorandums.

In continuation to Finance Department's letter No. FEG.65/2016/1, dated 02.12.2016, all Administrative Departments are to ensure that routing and submission of all proposals relating to Cabinet Memorandums shall henceforth be regulated by the following revised procedure:

- (a) Cabinet Memorandums relating to the revision of project cost and estimates shall be routed through the concerned **Finance EC(I) and EC(II) Departments**.
- (b) Cabinet Memorandums relating to service rules, administrative procedures, and the creation of posts, shall be routed through the **Finance (Establishment) Department**.
- (c) All other Cabinet Memorandums except for (a) and (b) above, shall be routed through the **Finance (Economic Affairs) Department**.
- (d) All Cabinet Memorandums are to reach the **Department** at least **1 (one) week** before the date of the cabinet meeting so that they can be appraised adequately.

This Officer Order shall come into force with immediate.



Dr. Vijay Kumar D, IAS
Commissioner & Secretary, Finance
Government of Meghalaya

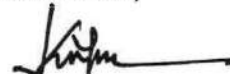
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Dated Shillong the 10th August, 2026

Copy to:

1. The Commissioner & Secretary to the Governor of Meghalaya, Shillong.
2. The Private Secretary to the Hon'ble Chief Minister, Meghalaya, Shillong for kind information of Hon'ble Chief Minister
3. The Private Secretary to the Chief Secretary, Govt. of Meghalaya, for kind information of the Chief Secretary.
4. All Additional Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries/ Secretaries, to the Govt. of Meghalaya, Shillong.
5. Senior Informatics Officer, NIC, Meghalaya, Shillong for uploading in Government Portal.
6. All Administrative Departments.
7. All Heads of Departments.
8. Office Copy.

By order etc.,



Director Institutional Finance & Ex-Officio
Joint Secretary to the Government of Meghalaya
Finance (Economic Affairs) Department