

GOVERNMENT OF MEGHALAYA
PERSONNEL & ADMINISTRATIVE REFORMS (B) DEPARTMENT.

NOTIFICATION.

Dated Shillong, the 14th January, 2021.

No.PER(ARC)3/2012/Pt. I/ 338 - In the exercise of the powers conferred under Section 3(2) of The Meghalaya Right to Public Services Act, 2020 the Governor of Meghalaya is pleased to notify the Services from various Departments w.e.f 29th January, 2021 which are as follows:

Sl. No	Name of Service.	Number of working days for service delivery after receipt of application	Department / Organization.	Designated Official.	Appellate Authority.
1.	Register of Deeds: 1. Deed of Declaration. 2. Sale Deed. 3. Gift Deed. 4. Other Deeds viz. Power of Attorney, Agreement of Sale, Deed of Relinquishment etc.	30 days.	O/O the Deputy Commissioner / Sub Divisional Officer (Civil).	1. Deputy Commissioner concerned, or Officer specifically authorized by Deputy Commissioner. 2. Deputy Commissioner concerned, or Officer specifically authorized by Deputy Commissioner/ Sub Divisional Officer (Civil). 3. Deputy Commissioner concerned or Officer specifically authorized by Deputy Commissioner/ Sub Divisional Officer (Civil). 4. Deputy Commissioner concerned or Officer specifically authorized by Deputy Commissioner /Sub Divisional Officer (C).	1. Principal Secretary / Commissioner & Secretary/ Secretary, Revenue & Disaster Management Department. 2. Principal Secretary/ Commissioner & Secretary / Secretary, Revenue & Disaster Management Department. 3. Principal Secretary/ Commissioner & Secretary / Secretary, Revenue & Disaster Management Department. 4. Principal Secretary/ Commissioner & Secretary / Secretary, Revenue & Disaster Management Department.
2.	Mutation in undisputed cases / Deletion – Inclusion / Renewal. 1. Mutation case by way of Inheritance. 2. Mutation case by way of Clear Sale. 3. Mutation – Inclusion/ Deletion case.	6 Months.	O/O the Deputy Commissioner / Sub Divisional Officer (Civil).	Deputy Commissioner concerned or Officer specifically authorized by Deputy Commissioner / Sub Divisional Officer (Civil).	Principal Secretary/ Commissioner & Secretary / Secretary, Revenue & Disaster Management Department.

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3.	<ol style="list-style-type: none"> 1. Claim of Ration Card for PHH / AAY and NON – NFSA. 2. Correction of name(s). 3. Deletion of name(s). 4. Change of Head of Family. 5. Duplicate card. 6. Transfer from one Shop / Centre to another. 	6 Months.	O/O the Deputy Commissioner / Sub Divisional Officer (Civil).	Deputy Commissioner concerned or Officer specifically authorized by Deputy Commissioner / Sub Divisional Officer (Civil).	Principal Secretary/ Commissioner & Secretary/ Secretary, Food Civil Supplies & Consumer Department.
4.	<p>Events,</p> <ol style="list-style-type: none"> 1. Religious Meeting and Services. 2. Events without selling of Tickets. 3. Events like Concert(s) etc. if there is Selling of Tickets. 4. Events involving use of Drone. 5. Events with temporary construction of Pandal / stage etc. 6. Fete/ Raffle Draw. 7. Trade Fair / Mela. 8. Awareness Programs / Flash Mob / Road Show / Street Play. 9. Fishing Competition. 10. Jumble Sale/ Sale of Work/ Housie game. 11. Car Mela / other events to set up Canopy. 12. Collection Donation/ Procession /Rally/ Marathon / Walkathon. 13. Puja (Other than Durga, Kali, Vishwakarma & Chatt Puja as these requires District level consultations with the Government and Non-Government Authority. 	5 days.	O/o the Deputy Commissioner/ Sub Divisional Officer (Civil).	Deputy Commissioner concerned or Officer specifically authorized by Deputy Commissioner /Sub Divisional Officer (Civil)	Additional Chief Secretary/ Principal Secretary/ Secretary Home (Political) Department.

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5.	Registration under Meghalaya Value Added Tax (MVAT) and Central Sales Tax Act.	15 days.	O/O the Commissioner of Taxes.	Commissioner of Taxes.	Commissioner & Secretary/ Secretary, Exercise Registration Taxes & Stamps.
6.	e-Registration (Online application for dealer registration for IMFL products).	15 days.	O/O the Commissioner of Taxes.	Superintendent of Taxes.	Assistant Commissioner of Taxes.
7.	e-Payment of tax for IMFL products, HSD and Petrol.	Instant (through GRAS).	O/O the Commissioner of Taxes.	Superintendent of Taxes.	Commissioner & Secretary Exercise Registration Taxes & Stamps.
8.	e>Returns (online filing of Return for dealer registration for IMFL products).	Instant.	O/O the Commissioner of Taxes.	Superintendent of Taxes.	Commissioner & Secretary Exercise Registration Taxes & Stamps.
9.	e – C Forms (online application for C Forms by dealer in IMFL Products, petrol and diesel).	15 days.	O/O the Commissioner of Taxes.	Superintendent of Taxes.	Assistant Commissioner of Taxes.
10	e – Dealer profile (for dealer registered for IMFL products).	Instant.	O/O the Commissioner of Taxes.	Superintendent of Taxes.	Commissioner & Secretary Exercise Registration Taxes & Stamps.
11	Issuance of Learner's Driving License.	7 days.	O/O the District Transport Officer.	District Transport Officer concerned.	Commissioner of Transport.
12	Issuance of Permanent Driving License.	30 days.	O/O the District Transport Officer.	District Transport Officer concerned.	Commissioner of Transport.

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13.	Renewal of Permanent Driving License	10 days.	O/O the District Transport Officer.	District Transport Officer concerned.	Commissioner of Transport.
14.	Transfer of Ownership of Vehicle.	30 days.		District Transport Officer concerned.	Commissioner of Transport.
15.	Issuance of Certificate of Vehicle Fitness.	15 days.		District Transport Officer concerned.	Commissioner of Transport.
16.	Issuance of Registration Certificate of Vehicle.	21 days.		District Transport Officer concerned.	Commissioner of Transport.
17.	Implementation of the Food Safety and Standards Act, 2006. 1. Licence for Food Business. 2. Registration for Food Business. 3. Analysis of Food Samples drawn by Food Safety Officers.	1. 60 days. 2. 30 days. 3. 14 days.	Commissioner of Food Safety (Health & Family Welfare Department).	1. Designated Officer/ Licensing Authority. 2. Designated Officer/ Registering Authority. 3. Food Analyst.	Commissioner of Food Safety, Meghalaya, Shillong.
18.	Registration of Cooperative Society.	90 days.	Office of the Registrar of Cooperative Societies.	i. Assistant Registrar of cooperative societies at the District Level; & ii. Sub – registrar of Cooperative Societies at the Civil Sub – Division Level.	Registrar of Cooperative Societies.

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19.	Grant of Fire Safety Certificate	<p>a. After Receipt of Application, Fire Safety Audit / Inspection of the Building / Premises is conducted within 10 days.</p> <p>b. On completion of Fire Safety Audit / Inspection, notice is served to the Owner/ occupier of the Building to adopt and implement the Fire Safety Measures within 60 days.</p> <p>c. 90 days extension of time can be granted by the authority depending upon the satisfied of the work progress. On completion of installation of Fire Safety Measures on the given time, Fire Safety Certificate is issued for a time period of 1 year.</p>	Meghalaya Fire & Emergency Services	Station Officer and above	Superintendent of Police, (F & ES), Meghalaya, Shillong
20.	NOC from Fire Department (prior to commencement of construction activities).	30 days.	Meghalaya Fire & Emergency Services.	Station Officer and above.	Superintendent of Police, (F & ES), Meghalaya, Shillong.
21.	Issue of Non – Forest Land Certificate.	<p>(i) 30 days when the application is in complete form for recommending to the PCCF & HoFF.</p> <p>(ii) 15 days for further rectification of deficiencies and clarification of queries, etc. if any from PCCF & HoFF.</p> <p>(iii) 10 days for final disposal by PCCF & HoFF when the application, document and recommendation of the DFO are complete in all respect and need no further rectification as at (ii) above.</p> <p>(iv) 5 days for final disposal by PCCF & HoFF if there is a Need for further Rectification by the DFO at (ii) above, after both the application & relevant documents and replies / clarification are found in order and satisfactory.</p>	Forest & Environment Department.	<p>Divisional Forest Officer.</p> <p>- Do -</p> <p>Principal Chief Conservator of Forests & Head of Forest Force.</p> <p>- Do -</p>	Principal Secretary/ Commissioner & Secretary/ Secretary, Forests & Environment Department.

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22.	Permission for tree felling under the Meghalaya Tree Felling (Non-Forest Areas) Rules.	(i) 30 days when the application is in complete form for recommending to the PCCF & HoFF. (ii) 15 days for further rectification of deficiencies and clarification of queries, etc if any from PCCF & HoFF. (iii) 10 Days for final disposal by the PCCF & HoFF when the application, documents and recommendation of the DFO are complete in all respect and need no further rectification as at (ii) above. (iv) 5 days for final disposal by PCCF & HoFF if there is a need for further rectification by the DFO at (ii) above, after all the application, relevant documents and replies/clarification are found in order and satisfactory.	Forest & Environment Department.	Divisional Forest Officer. - Do - Principal Chief Conservator of Forests & Head of Forest Force. - Do -	Principal Secretary / Commissioner & Secretary / Secretary, Forests & Environment Department.
23.	Tree felling in forest land (Government or private).	20 days after Stage II clearance under FC Act has been obtained.	Forest & Environment Department.	Divisional Forest Officer.	Principal Chief Conservator of Forests & Head of Forest Force.
24.	Permission for tree felling under the Meghalaya Tree (Preservation) Act.	(1) 20 days for final disposal when the application is in complete form or for recommending to the Conservator of Forest(Territorial). (2) 5 days for further rectification of deficiencies and clarification queries, etc if any from Conservator of Forest(Territorial). (3) 10 Days for final disposal by the CF (T) when the application, documents and recommendation of the DFO are complete in all respect and need no further rectification as at (ii) above. (4) 5 days for final disposal by CF(T) if there is a need for further rectification by the DFO at (ii) above, after all the application, relevant documents and replies / clarification are found in order and satisfactory.	Forest & Environment Department.	Divisional Forest Officer. - Do - Conservator of Forest (Territorial). Conservator of Forest (Territorial).	Principal Chief Conservator of Forests & Head of Forest Force.

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25.	NOC for field survey and investigation work for Hydro Project.	<p>(1) 40 days when the application is in complete form for recommending to the PCCF & HoFF.</p> <p>(2) 15 days for further rectification of deficiencies and clarification of queries, etc if any from PCCF & HoFF.</p> <p>(3) 15 Days for final disposal by PCCF & HoFF when the application, documents and recommendation of the DFO are complete in all respect and needs no further rectification as at (ii) above.</p> <p>(4) 5 days for final disposal by PCCF & HoFF if there is a need for further rectification by the DFO at (ii) above, after both the application, relevant documents and replies/ clarification are found in order and satisfactory.</p>	Forest & Environment Department.	<p>Divisional Forest Officer.</p> <p>- Do -</p> <p>Principal Chief Conservator of Forests & Head of Forest Force.</p> <p>- Do -</p>	Principal Secretary/ Commissioner & Secretary/ Secretary, Forests & Environment Department.
26.	Wildlife Clearance through the National Board for Wildlife.	(1) 5 days for pre-examination to check completeness of the application and communication of shortcomings to the applicant.	Forest & Environment Department.	Divisional Forest Officer.	Chief Wildlife Warden.
		(2) 30 days for processing of an application which is complete in all respect including field inspections.			
		(3) 20 days for processing of application by the Chief Wildlife Warden.	Forest & Environment Department.	Chief Wildlife Warden.	Principal Chief Conservator of Forests & Head of Forest Force.
		(4) 90 days for consultation with the State Board for Wildlife.	Forest & Environment Department.	Secretary in-charge Forests and Environment Department.	Chief Secretary.
27.	NOC for Installation DG Set.	30 days.	Inspectorate of Electricity.	<p>1. Deputy Electrical Inspector, Tura (If the installation is in Garo Hills region).</p> <p>2. Deputy Electrical Inspector, Shillong (If the installation is in Khasi Jaintia Hills region).</p>	Senior Electrical Inspector.

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28.	Registration under State Cinema Regulations/ rules.	180 days.	Arts and Culture Department.	Audio Visual Archivist.	Director, Arts and Culture Department.
29.	Permission for Movie Shooting related to State Protected Monument.	180 days.	Arts and Culture Department.	Archaeologist.	Director, Arts and Culture Department.
30.	Travel Agency / Tour Operator (Registration and Renewal).	60 days.	Directorate of Tourism.	Assistant Director, Directorate of Tourism.	Director, Directorate of Tourism.
31.	Mining lease / Composite License / Non-exclusive Reconnaissance Permit.	90 days.	Mining and Geology Department	Joint Secretary to Government of Meghalaya, Mining and Geology Department.	Commissioner & Secretary to Government of Meghalaya, Mining and Geology Department.
32.	Mining Lease for minor minerals.	6 months.	Mining and Geology Department.	D.F.O (Territorial)/ Division Mining Officer.	PCCF & HoFF / Director of Mineral Resources.
33.	Quarry Permits for minor minerals.	15 days.	Mining and Geology Department.	D.F.O (Territorial)/ Division Mining Officer.	PCCF & HoFF / Director of Mineral Resources.
34.	NoC for water abstraction from Central Ground Water Authority/ Relevant Authority.	180 days.	Water Resources Department.	Concerned Executive Engineer (WR).	Chief Engineer (WR)..
35.	Certificate of non-availability of water from water supply agency required for NoC for water abstraction from Central Ground Water Authority/ Relevant Authority.	30 days.	Public Health Engineering Department.	Concerned Superintending Engineer (PHE).	Chief Engineer (PHE).
36.	State Excise - Label Registration.	15 days.	E.R.T.S Department.	Deputy Commissioner of Excise.	Commissioner of Excise.

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37.	Recommendation of License of Bottling Plant, Distillery, Breweries, Retail / Wholesale, Shops for Liquor at district.	120 days.	E.R.T.S Department.	Deputy Commissioner of concerned districts,	Commissioner of Excise.
38.	Import permit of Liquor (Spirit, Foreign Liquor etc.) for retail licenses.	7 days.	E.R.T.S Department.	Assistant Commissioner of Excise/ Superintendent of Excise.	Deputy Commissioner of concerned districts.
39.	Recommendation for Export permit of Liquor (Spirit, Foreign Liquor etc.).	7 days.	E.R.T.S Department.	Assistant Commissioner of Excise/ Superintendent of Excise.	Deputy Commissioner of concerned districts.
40.	Transit Permit of Liquor by Individual.	3 days.	E.R.T.S Department.	Assistant Commissioner of Excise/ Superintendent of Excise.	Deputy Commissioner of concerned districts.
41.	Recommendation for Temporary Bar License.	7 days.	E.R.T.S Department.	Deputy Commissioner of Excise.	Commissioner of Excise.
42.	Recommendation for Grant of License by Commissioner Office.	30 days.	E.R.T.S Department.	Commissioner of Excise.	Commissioner & Secretary/ Secretary, Excise Registration Taxation Stamps Department.
43.	Import and Export Permit for Wholesale, Hospital etc. of Spirits, Liquor.	7 days.	E.R.T.S Department.	Deputy Commissioner of Excise.	Commissioner of Excise.
44.	Permission for Temporary Bar Licenses.	30 days.	E.R.T.S Department.	Commissioner of Excise.	Commissioner & Secretary/ Secretary, Excise Registration Taxation Stamps Department.
45.	Issue of Fresh Licenses of Manufacturer, Dealer, Repairer in weights and measures.	27 days.	Legal Metrology Department.	Controller of Legal Metrology.	Secretary to Government of Meghalaya, Legal Metrology Department.

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46.	Renewal of Licenses of Manufacturer, Dealer, Repairer in weights and measures.	14 days.	Legal Metrology Department.	Controller of Legal Metrology.	Secretary to Government of Meghalaya, Legal Metrology Department.
47.	Registration of Manufacturer, Dealer, Repairer in weights and measures.	14 days.	Legal Metrology Department.	Controller of Legal Metrology.	Secretary to Government of Meghalaya, Legal Metrology Department.
48.	Issue of Verification & Reverification Certificate of weights and measures.	30 days.	Legal Metrology Department.	Controller of Legal Metrology.	Secretary to Government of Meghalaya, Legal Metrology Department.
49.	Granting and renewal of Wholesale Drug License.	90 days.	Health and Family Welfare Department.	Licensing Authority & Controlling Authority.	DHS(MI) in consultation with Administrative Department.
50.	Granting and renewal of Retail Drug License.	90 days.	Health and Family Welfare Department.	Licensing Authority & Controlling Authority.	DHS(MI) in consultation with Administrative Department.
51.	Granting and renewal of Drug Manufacturing License.	90 days.	Health and Family Welfare Department.	Licensing Authority & Controlling Authority.	DHS(MI) in consultation with Administrative Department.
52.	Registration under "The Meghalaya Nursing Homes (Licensing and Registration), Act 1993 and the Meghalaya Nursing Home (Licensing and Registration Rules 2015".	90 days.	Health and Family Welfare Department.	Member Secretary, Meghalaya Nursing Home Licensing and Registering Authority.	DHS(MI) in consultation with Administrative Department.
53.	Registration under PC&PNDT Act, 1994 (Amended, 2003) (For 5 years) & its Renewal.	90 days.	Health and Family Welfare Department.	Director of Health Service (MCH&FW).	Principal Secretary/ Commissioner & Secretary/ Secretary Health and Family Welfare Department.
54.	Registration of schools under Right to Education.	60 days.	Education Department.	District School Education Officer.	Director of School Education & Literacy.
55.	NoC for setting up CBSE School.	60 days.	Education Department.	District School Education Officer.	Director of School Education & Literacy.

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56.	Registration of Contractors for works and services (Roads).	60 days.	Public Works Department.	Deputy Chief Engineer, PWD (Roads).	Chief Engineer, PWD (Roads).
57.	Registration of Contractors for works and services (Buildings).	60 days	Public Works Department	Deputy Chief Engineer, PWD (Buildings).	Chief Engineer, PWD (Buildings).
58.	Road Cutting Permission.	60 days.	Public Works Department.	Deputy Chief Engineer, PWD (Roads).	Chief Engineer, PWD (Roads).
59.	License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970.	10 days.	Office of Labour Commissioner	The Deputy Labour Commissioner and The Assistant Labour Commissioner (District Head Office).	Labour Commissioner.
60.	Registration under Meghalaya Shops and Establishment Act, 2003.	10 days.	Office of Labour Commissioner	The Deputy Labour Commissioner and The Assistant Labour Commissioner (District Head Office).	Labour Commissioner.
61.	Registration/Renewal of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970.	10 days.	Office of Labour Commissioner	The Deputy Labour Commissioner and The Assistant Labour Commissioner (District Head Office).	Labour Commissioner.
62.	Registration/Renewal under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.	10 days.	Office of Labour Commissioner	The Deputy Labour Commissioner and The Assistant Labour Commissioner (District Head Office).	Labour Commissioner & Secretary, Meghalaya Building & Other Construction Workers Welfare Board.
63.	Registration of establishment under the Inter State Migrant Workmen (RE&CS) Act, 1979.	10 days.	Office of Labour Commissioner	The Deputy Labour Commissioner and The Assistant Labour Commissioner (District Head Office).	Labour Commissioner.

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64.	Business License and Renewal thereof by Shillong Municipal Board.	7 days.	Urban Affairs Department.	CEO, Shillong Municipal Board.	Principal Secretary/ Commissioner & Secretary/ Secretary, Urban Affairs Department.
65.	Obtaining Water Connection from Shillong Municipal Board.	7 days.	Urban Affairs Department.	CEO, Shillong Municipal Board.	Principal Secretary/ Commissioner & Secretary/ Secretary, Urban Affairs Department.
66.	Goods Carriage Permit.	7 days.	Transport Department.	RTA/STA Secretary.	Commissioner & Secretary of Transport.
67.	Grant of license for 'Fair Price Shops' under the relevant act and its renewal.	45 days.	Food Civil Supplies & Consumer Affairs Department.	Concerned Deputy Commissioners/ Sub-divisional Officers.	Director of Food Civil Supplies & Consumer Affairs.
68.	Licenses / Authorizations required for sale / storage of commodities (other than fertilizers).	45 days.	Food Civil Supplies & Consumer Affairs Department.	Concerned Deputy Commissioners/ Sub-divisional Officers.	Director.
69.	Consent to Establish under the Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1974.	120 days.	Meghalaya State Pollution Control Board.	Member Secretary.	Chairman.
70.	Consent to Operate under the Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1974.	120 days.	Meghalaya State Pollution Control Board.	Member Secretary.	Chairman.
71.	Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016.	120 days.	Meghalaya State Pollution Control Board.	Member Secretary.	Chairman.

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72.	Registration/ Renewal under The E-waste (Management and Handling) Rules, 2011 (under Chapter III) (effective from May 2012).	120 days	Meghalaya State Pollution Control Board	Member Secretary	Chairman
73.	Registration/ Renewal under Plastic Waste (Management and Handling) Rules, 2011.	90 days.	Meghalaya State Pollution Control Board.	Member Secretary.	Chairman.
74.	Disposal of Grievances through Meghalaya Public Grievances Redress and Monitoring System (MEGPGRAMS).	30 days.	Concerned Department / Office.	Public Grievance Redressal Officer (PGRO) as designated by the concerned Department / Directorate / Office.	Additional Chief Secretary/ Principal Secretary / Commissioner & Secretary / Secretary (as applicable).
75.	Measurement / Demarcation of Land.	106 days.	Office of Deputy Commissioner.	Additional Deputy Commissioner – Revenue.	Principal Secretary/ Commissioner and Secretary / Secretary, Revenue and Disaster Management Department.
76.	Non-encumbrance.	30 days.	Office of Deputy Commissioner.	Sub-registrar.	Registrar.
77.	Cinematograph License & License for Screening a Films (as applicable).	60 days for license. 30 days for renewal.	Office of Deputy Commissioner.	Additional Deputy Commissioner - Municipal.	Commissioner of Division.
78.	NOC required for setting up of explosives manufacturing, storage, sale, transport.	90 days.	Office of Deputy Commissioner.	Additional Deputy Commissioner -Municipal.	Commissioner of Division.
79.	NOC required for setting up of petroleum, diesel & Naphtha manufacturing, storage, sale transport.	60 days.	Office of Deputy Commissioner.	Additional Deputy Commissioner - Municipal.	Commissioner of Division.

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80.	License for Sale of Crackers.	60 days.	Office of Deputy Commissioner.	Additional Deputy Commissioner, - Municipal.	Commissioner of Division.
81.	Telecom Infrastructure Approval by various Local Authorities as defined in MTIP 2018 for various Departments including Public Works, Power, Urban Affairs, Forest & Environment etc.	60 days.	Information Technology & Communications.	Senior Informatics Officer I/C Telecom Directorate of IT & C, Government of Meghalaya.	Principal Secretary/ Commissioner & Secretary/ Secretary, Information Technology & Communications Department.

Sd /-

(C. V. D. Diengdoh)

Secretary to the Government of Meghalaya,
Personnel & A.R. (B) Department (ARC)

Memo.No.PER(ARC)3/2012/Pt. I/ 338-A

Dated Shillong, the 14th January, 2021.

Copy to :-

1. P.S. to the Chief Minister of Meghalaya for kind information of Hon'ble Chief Minister.
2. P.S. to the Chief Secretary of Meghalaya for kind information of the Chief Secretary.
3. P.S. to the Additional Chief Secretary of Meghalaya, Personnel Department for kind information of the Additional Chief Secretary.
4. All Administrative Departments.
5. All Heads of Departments.
6. All Deputy Commissioners.

By order etc.,

Deputy Secretary to the Government of Meghalaya,
Personnel & A.R. (B) Department (ARC)
