



GOVERNMENT OF MEGHALAYA

MEGHALAYA MINISTER'S (ALLOWANCES AND PRIVILEGES) RULES

FOR THE YEAR 1973

The 14th December, 1973

No. FEM.15/72/137 – In exercise of the powers conferred by Sections 3, 4, 5, 7, 8 and 10 of the Meghalaya Ministers' (Salaries and Allowances) Act, 1972 (Act No. 4 of 1972), the Governor of Meghalaya is pleased to make the following rules, namely:-

**THE MEGHALAYA MINISTER'S (ALLOWANCES AND PRIVILEGES)
RULES, 1973**

CHAPTER I

preliminary

1. **Short title and commencement** – (1) These Rules may be called the Meghalaya Ministers' (Allowances and Privileges) Rules, 1973

(2) They shall be deemed to have come into force with effect from the 21st January, 1972, provided that no adjustment of excess mileage or daily allowance or any other allowances or privileges enjoyed by a Minister under rules in force, prior to the issue of these rules, shall be made.

2. **In these rules** –

- (i) "Act" means the Meghalaya (Ministers' Salaries and Allowances) Act, 1972;
- (ii) "Minister" includes the Chief Minister.

CHAPTER II

A – Residence of Ministers and Service Allowances

3. (1) Every residence provided to a Minister shall be initially furnished with furniture, carpets, screens and other articles as per the scale given in Schedule I, and the total expenditure by Government on this account shall not exceed rupees twenty thousand.

Explanation – The maximum limit of rupees twenty thousand for furnishing the residence shall only be applicable, in cases where furnishing is necessary in furniture. Existing houses, already furnished, need not be re-furnished until the Public Works Department in consultation with the Finance Department decides otherwise; but where any item is worn out or damaged beyond repair, except through negligence, replacement may be made by an article of a similar type.

(2) Whenever, a deviation from the scale given in Schedule I, is necessary to suit a particular residence or to meet the wishes of a particular Minister, such deviation shall be permissible, provided that the prescribed monetary limit of rupees twenty thousand is not exceeded in any case.

4. (1) Renewals and replacements of the articles supplied to residence of the Minister under rule 3 shall be at public expense when the Government in the Public Works Department, are satisfied that a particular article has become unusable due to normal wear and tear.

(2) If any article supplied to the residence of the Minister under rule 3 is lost or damaged, except through normal wear and tear, the loss to Government shall be made good by the Minister, Government in the Public Works Department shall be the authority competent to decide whether a particular article has been lost or damaged, otherwise than through normal wear and tear, and to assess the loss.
5. (1) The articles supplied to the residence of the Minister under rule shall be physically verified by the Estate Officer at least once in a year. For this purpose the Estate Officer shall maintain three sets of stock-books, one of which shall be kept with the Estate Officer, the other at the residence concerned and the third one with the Government in the Public Works Department.

(2) When a Minister vacates the residence provided to him under the Act, Estate Officer shall physically verify the articles supplied at the residence under rules 3 and 4 with the stock-books and take over the articles under his custody.

(3) The stock-book shall be signed by the Minister and the Estate Officer at the time of initial furnishing and annual verification and also at the time when the Estate Officer takes over the articles under his custody.
6. Additions, alterations or modifications of such nature as will not come within the purview of normal repairs to a residence provided to a Minister under the Act shall not be permitted except with the prior approval of the Public Works Department and the Finance Department.
7. A free furnished residence provided to a Minister under the act shall be maintained at public expense in the manner indicated below:-
 - (i) The public Works Department will carry out necessary repairs polishing and vanishing of the furniture and washing of carpets, and screens ; provided that the maximum annual expenditure on this account shall not exceed rupees one thousand.
 - (ii) The actual charges on account of consumption of electrical energy, including hot water charges shall be met by the Government, subject to a maximum of rupees one hundred only per mensem.
 - (iii) If the charges on account of items (i) and (ii) above exceed the prescribed maximum limits, the excess over the prescribed maximum shall be borne by the Minister.
 - (iv) The municipal and other taxes on the holding shall be paid by the Government.

- (v) Government may entertain upto two malls and one sweeper for a residence provided to a Minister.
 - (vi) Annual repairs to the Government residence including white washing, polishing and vanishing shall, however, be carried out by P.W.D., in accordance with the rules and practice in force from time to time.
 - (vii) Charges on account of any item other than those mentioned above shall be borne by the Minister himself.
8. When a Minister is not provided with a free furnished residence under the Act he shall be entitled, in addition to the amount of house rent allowance provided for in Section 4 of the Act, to the privileges under rule 7, provided that in lieu of the privileges under rule 7 (i), a Minister will be entitled to draw annually a lump-sum of rupees one thousand and provided further that in lieu of the privileges under rule 7 (v), if a Minister employs his own mali or sweeper he will be entitled to be reimbursed for employing them at the minimum rate in the scale of pay including dearness allowance, etc., admissible to such class of Government employees.

Explanation – Under this rule, a Minister will be entitled to reimbursement of charges on account of the cost of consumption of electrical energy upto the maximum limit prescribed under rule 7 (ii). He will also be entitled to recover the actual Municipal taxes under rule 7 (iv).

CHAPTER III

Travelling and Daily Allowances

A - GENERAL

9. Travelling allowance is admissible only for journey performed on public business. The journeys must have been actually necessitated by public business which could not be performed at headquarters. For this purpose, performance of normal duties by a Minister at a place away from headquarters, to which he may have proceeded purely for personal reasons, is not sufficient to enable him to draw travelling allowance.
10. (1) For the purpose of calculating travelling allowance, a journey between two stations is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short.
- (2) The shortest route is that by which a traveller can most speedily reach his destination by the ordinary modes of travelling.
- (3) Travelling allowance for journeys by a route other than the shortest or cheapest, will not be admissible unless some public interest is served by such journey, such as the

saving of public time on inspection work en-route, which would not otherwise have been served. In such cases the travelling allowance bill shall contain a certificate to that effect.

11. The headquarters of the Ministers are fixed at Shillong and the point at which a journey by them is held to commence or end is the Court House of the Deputy Commissioner, Khasi Hills, Shillong.
12. (1) Except as otherwise expressly provided in these rules, the travelling allowance of Ministers shall be regulated by the corresponding rules for the time being in force for officers of the senior grade appointed by the State Government in connection with the affairs of the State as provided in the Fundamental Rules and Subsidiary Rules.

(2) Ministers may be granted advance travelling allowance under rule 396 of Assam Financial Rules to cover their tour expenses subject to its adjustment on completion of the tour.

B – Travelling and Daily Allowances of Ministers

13. Journeys by railway and steamer – (1) For journeys by railway or steamer, other than by reserved railway accommodation as in rule 14, a Minister shall be entitled to one fare of the first class or the air conditioned accommodation, as the case may be plus an incidental charge of 4 paise per kilometre.

(2) For journeys on Gauhati-Shillong, Pandu-Shillong, Shillong-Dawki and Shillong-Silchar road performed by service car, a Minister shall be entitled to the actual charges paid for his journey by such service car but he shall not be entitled to any incidental charges.
14. (1) The Minister, travelling by railway on duty, whenever necessary shall be entitled without payment to –
 - (i) A reserved first class compartment or part of compartment for his own use;
 - (ii) Accommodation for two personal servants;
 - (iii) Carriage of all luggage, for which he vouches as his personal luggage, upto a maximum of 115 kgs; including stores carried for consumption on tour, whether carried in the luggage van of the train to which his reserved compartment is attached or sent by any other train;
 - (iv) Freight charges for goods and stores, other than those covered by item (iii) of this rule, shall be borne by the Minister himself.

(2) (a) When a Minister travels in a reserved railway accommodation, on tour in the discharge of his duties, not more than one person, being a relative of the Minister, may, subject to the authorised capacity of the accommodation, travel with him in such accommodation without payment of any fare.

(b) Any person, other than a relative under (a) above, travelling with a Minister in the reserved accommodation must pay the usual fares to the Railway by purchasing necessary tickets and in every bill for travelling allowance in respect of a journey performed in reserved accommodation, the Minister reserving the accommodation shall specify the number of persons who travelled with him and certify that necessary tickets were purchased by them.

(c) The Minister reserving the accommodation shall be required, before commencing the journey, to have the number and other details of the tickets purchased for the persons travelling with him in the reserved accommodation entered in the requisition form by the station master of the station from which the journeys commenced.

(d) The Minister travelling in a reserved compartment partly or wholly reserved is entitled to incidental charges upto the limit of 4 paise per kilometre.

15. For journeys by road, a Minister shall be entitled to mileage allowances at the rates given below:-

- (i) If a Minister travels in his own car, mileage allowance shall be 60 paise per kilometre for a big car; 50 paise per kilometre for a medium car and 45 paise per kilometre for a small car.
- (ii) If a Minister travels in a car allotted to him by the Government under the Act, mileage allowance shall be admissible at the following rates, irrespective of whether a night is spent outside the headquarters or not, provided the cost of propulsion is borne by the Minister himself –

Big car – 45 paise per kilometre

Medium car – 30 paise per kilometre

Small car - 25 paise per kilometre

Explanation 1 – For the purpose of these rules, a car with an engine of 18 H. P. or above shall be treated as a big car, a car with an engine less than 28 H.P. and more than 14 H. P. shall be treated as a medium car, and a car with an engine of 14 H. P. or below shall be treated as a small car.

Explanation 2 – When a taxi is engaged, a Minister may draw the actual expenses incurred. A certificate by the Minister to the effect that a taxi becomes necessary in the public interest shall be attached to the travelling allowance bill when a taxi is engaged and also details of the journeys performed by taxi.

Explanation 3 – Travelling by road includes travelling by river in a steam-lunch, or in any vessel other than a steamer.

Explanation 4 – Fractions of a mile in the total of the claims for a particular journey shall not be charged for.

Explanation 5 – Journey on the Gauhati-Shillong, Pandu-Shillong, Shillong-Dawki and Shillong-Silchar roads performed otherwise than by service car shall be treated as road journey for the purpose of this rule.

16. (1) For journeys by air, a Minister shall be entitled to one and one-fifth of the standard air fare of the 1st class or the highest class inclusive of incidental charges subject to a maximum of Rs. 20 by way of incidental charges.

(2) When available, return tickets at reduced rates shall be purchased, in case the Minister expects to perform the return journey by air within the period during which a return ticket is available. The mileage allowance for the forward and return journeys when such return tickets are available shall however be the actual cost of the return tickets, plus two-fifths of the standard air fare for a single journey between the two places subject to a maximum of Rs. 40.

(3) A Minister shall be entitled to actual expenses for a journey from the residence to the aerodrome and *vice-versa* in addition to mileage allowance for the air journey admissible under this rule if such journey is performed by a hired vehicle, and if the journey is performed by his own car or by an allotted car, he shall be entitled to the mileage allowances at the rates admissible under rule 15.

17. (1) For journeys by conveyance maintained wholly at public expense (including the wages of the driver, cleaner and the cost of petrol, mobile, etc.) and placed at the disposal of Minister out of the pool of cars maintained by Government, a Minister shall be entitled to draw only daily allowances under rule 19 of these rules.

(2) For journeys by Government aeroplane or by plane chartered by Government, a Minister shall be entitled to daily allowance ordinarily admissible under rule 19. Where, however, on the same day the air journey is preceded or followed by –

(1) A journey by rail or steamer, or

(2) A journey by road, the amount admissible to a Minister shall be as follows :-

In the case of (1), the daily allowance under rule 19 *plus* the railway or steamer fare admissible.

In the case of (2), the daily allowance admissible under rule 19, unless the journey by road exceeds 32 kilometre; if the journey by road exceeds 32 kilometre, mileage allowance ordinarily in addition to daily allowance.

In neither of the case under (1) and (2) above, shall any extra daily allowance be admissible during the journey by air.

18. A Minister may, subject to no additional expenditure being caused thereby to Government, take a non-entitled person with him in a Government plane or in a plane chartered by Government on payment to Government, of a 1st class full or half railway fare for an adult or child, as the case may be, and in the case of a journey between two

stations not connected by rail but connected by a regular air service, one or half standard air fare as the case may be. In case, no regular air service exists the fare should be calculated the rate of 19 paise per air kilometre.

19. (1) A Minister may draw daily allowance at the rate of rupees twenty per day for each day of travel or half, inside Meghalaya or Assam and at the rate of rupees forty per day for each day of travel or halt outside Meghalaya or Assam. The daily allowance is admissible only when a Minister spends a night away from headquarters on duty:

Provided that in the case of journey which does not involve spending a night away from headquarters, one daily allowance will be admissible when the total distance travelled on each day is not below 80 kilometres:

Provided further that when on tour outside the State, or on deputation abroad, he is treated as a State guest, and provided with free board and lodging at the expense of the Government of the State/Union or Country visited, the daily allowance drawn shall be limited to half of what would be admissible to him at the station concerned.

- (2) Daily allowance may not be drawn by a Minister except during absence from headquarters on duty.

Explanation – The period of absence from headquarters begins when a Minister actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts outside or not.

- (3) Daily allowance may be drawn by a Minister for any day on which he does not reach a point outside a radius of 8 kilometres from headquarters or returns to his headquarters from such a point.

- (4) Daily allowance may be drawn by a Minister during a halt on tour or on a holiday occurring during a tour.

- (5) Daily allowance may not be drawn by a Minister for a continuous halt of more than ten days at any one place, unless the State Government officially intimate to the Accountant General, Assam, Meghalaya and Nagaland that the presence of the Minister was required at the place throughout this period in the public interest. The rate of daily allowance in that case shall be reduced to three fourths after the first ten days and to half after the first thirty days.

20. **Combination of road journey with journey by rail or steamer** – When a journey by road is combined with a journey by rail or steamer –

- (i) Mileage allowance may be drawn on account of such journey by road, but such mileage allowance shall be limited to the amount of daily allowance, unless the journey by road exceeds thirty-two kilometres;

- (ii) Unless such journey by road be a journey to or from a Minister's headquarters, mileage allowance shall be calculated on the distance actually travelled without regard to the point fixed by rule 11.

Explanation – The road journey must be in continuation of the rail or steamer journey.

21. Actual expense in addition to mileage allowance or daily allowance – (1) When in the interest of the public service, a Minister is required to send his motor car by railway or steamer or by country craft where no steamer service exists capable of conveying the car or when such means of carriage is cheaper or more expeditious, he may recover in addition to mileage allowance or daily allowance to which he may be entitled or both, the actual cost of transporting the car.

(2) A Minister may recover the cost of sending the car by road at the rates admissible under rule 15 in the following cases, namely:-

- (a) When a Minister travels in his car upto a rail station, steamer-ghat or road-head or airport for undertaking further journey therefrom by other means of transport and sends back the car to his headquarters;
- (b) When the car of a Minister is required to meet him at a railway station or steamer-ghat or road-head or an airport in order to enable the Minister to travel by road from such rail station or steamer-ghat or road-head or airport;
- (c) A Minister, when travelling on duty, in an area inaccessible to any sort of public conveyance, such as, train, steamer or motor car, and using other means of conveyance for transport of himself and his personal luggage, may recover his actual travelling expenses, appending to his travelling allowance bill a certificate to the effect that part of the country travelled was actually inaccessible as indicated above, and that the amount does not include any charge for the freight of any stores or goods other than his personal luggage or any charge for refreshments, hotel or staging bungalows.

For the purpose of this rule:-

- (i) Stores carried for consumption on tour may be treated as personal luggage;
- (ii) The cost of transporting a chauffeur or cleaner may be drawn in addition to the actual cost of transporting the car;
- (iii) The expression “in the interest of public service” includes economy of time;
- (iv) When a motor car is transported by a steamer, the actual cost of transportation, may include, besides the freight other incidental charges, such as ghat pass, river dues, loading and unloading charges.

22. A Minister shall not be entitled to travelling allowance for journeys and halts within 8 kilometres of his headquarters.
23. A Minister, proceeding on duty outside India, is entitled to such terms in regard to travelling and other expenses as admissible to the Heads of Indian Missions in those country.
24. When a person is appointed to be a Minister, he is entitled for the journeys to join his post or return home on ceasing to hold office, to travelling allowances for himself and the members of his family and for the transport of personal effects as admissible to a senior grade Government servant under the rule making control of the State Government while on transfer.

CHAPTER IV

Maintenance and repairs of care

25. (1) Where a car is allotted to a Minister, a driver will be engaged by the Government.
- (2) The motor cars with their accessories shall remain the property of Government. The cars for each Minister with their accessories shall be placed at the disposal of the Minister for the period of their tenure of office. When a Minister relinquishes office, his car with all accessories shall be returned to Government or to the officer nominated by the Government in this behalf.

Explanation – The term “accessories” including –

- 1) Horn.
- 2) Lamps.
- 3) Bumpers.
- 4) Metal tyre covers, if any, provided by the company without extra charge.
- 5) Truck Rack.
- 6) Speedo meter.
- 7) Rear view mirror.
- 8) Wind screen Wiper.
- 9) Direction Indicators.
- 10) Number plate.
- 11) Licence-holder.
- 12) Complete set of Tools.
- 13) Type Pump.
- 14) Jack with handle.
- 15) Clock on the Panel or Mirror.
- 16) Screen to glasses.
- 17) Luggage carrier, if provided as ordinary equipment without any extra cost or if provided by the company without any extra charge carrier and canvass.

- 18) Leather straps for Luggage cover for Luggage.
- 19) Butter cloth or chamols leather.
- 20) One Spare wheel and tube tyre if provided by the company without any extra charge.
- 21) Pilot Ray Lamp.
- 22) Car Washer.
- 23) Cushion cover.
- 24) Sunvisor.

(3) The car shall be inspected by the Government Motor Vehicles Inspector half-yearly and at the time when a Minister relinquishes other.

(4) Charges for the maintenance and upkeep of the car shall be apportioned in the manner indicated below:-

- (a) Registration fee, municipal tax and tax under the Motor Vehicles Taxation Act in force, charges for insurance, if required expenditure on all repairs and replacement of worn-out or broken parts including renewal of tyres and tubes incidental charges, such as the purchase and painting of number plates, provision and maintenance of national flags and all the charges incurred in connection with painting and periodical overhauling shall be met by Government.
- (b) Running expense, such as the cost of petrol, mobil oil and lubricants shall be met by the Minister himself.
- (c) The provision of lubricants and oils such as brake fluid, gear oil, axle oil and mobil oil used while flushing the engine should constitute part of normal servicing and the cost will be borne by Government.

Explanation – Periodical overhauling includes such items as servicing and check-up; occasional tuning and adjustments and decarbonising, changing of rings and reboring, etc.

CHAPTER V

Use of residence and conveyance after relinquishing office

- 26. Subject to any exceptional case, a Minister shall be entitled to the use of free furnished residence provided to him under the Act for a period not exceeding one month on ceasing to hold office.
- 27. Subject to any special order of the Government that may be issued in any exceptional case, a Minister shall be entitled to the use of the conveyance allotted to him under the Act without payment for a period not exceeding one month on ceasing to hold office.

SCHEDULE I**(See Rule 3)****A. Drawing Room –**

	Rs.
1. Drawing room suit, sofa set of one three-seated satte 4 setce sofa single-seated, Central table and 4 Nos. per table 1 st Class – one set at Rs. 2,300 one set.	2,300.00
2. Woollen carpet (Minister's approved quality) 5.00 m * 4.00 m size – 1 No. at Rs. 53.00 m	1,060.00
3. Door and Window screen and half purdahs – 2 sets ...	900.00
4. Drawing room chairs (easy) with cushions – 2 Nos LS.	240.00
5. Door mats (big size) – 1 No. LS.	40.00
	<u>4,540.00</u>

B. Dining Room –

1. Dining table formica tp with 8 Nos. dining chair cushion seated for 8 persons – 1 set.	850.00
2. Linolium carpet size 5.00*4.00 m at Rs. 17.00 m ² ...	340.00
3. Side / Cup board – 1 No.	450.00
4. Glazed almirah – 1 No.	250.00
5. Screens and purdahs – 2 sets	800.00
	<u>2,690.00</u>

C. Masters Bed Room –

				Rs.
1. Double Bed complete with mosquito net frame (78'' * 56'') @ Rs. 300 each – 1 No.				300.00
2. 4'' thick Dunlop pillow covered mattress size 78'' * 56''	...			780.00
3. Screens and Purdahs (2 sets)	L.S.	800.00
4. Bedside cupboard – 1 No.	L.S.	50.00
5. Bedside table – 1 No.	L.S.	50.00
6. Woollen carpet (4m * 3m)	L.S.	600.00
7. Sofa chair – 1 No.	L.S.	280.00
8. Table lamp – 1 No.	40.00
9. Door mat – No.	20.00
				<u>2,920.00</u>

D. Attached Dressing Room –

1. Dressing Table with Stool – 1 No.		350.00
2. Wardrobe – 1 No.	410.00
3. Chess of drawers – 1 No.	250.00
4. Screens and Purdahs – 2 sets	200.00
				<u>1,210.00</u>

E. Children Bed Room –

1. Single Bed – 2 Nos. @ Rs. 220 each		440.00
2. Dunloppillow mattress 4'' thick 75''*42'' – 2 Nos., at Rs. 480 each				960.00
3. Wardrobe – 1 No. at Rs. 410 each		410.00
4. Dressing Table with Stool – 1 No.		350.00
5. Purdahs and Screens – 2 sets	800.00
6. Woollen Carpets (4m*3m)	600.00
7. Writing Table with 2 chairs	100.00
				<u>3,660.00</u>

F. Guest Room –

	Rs.
1. Bedstead – 2 Nos. 	440.00
2. Cotton Mattress 3” thick 75”*42” – 2 Nos. 	300.00
3. Dressing Table with Stool – 1 No. 	350.00
4. Woollen Carpet (4m*3m) – 1 No. 	600.00
5. Screens and Purdahs – 2 sets 	700.00
6. Bedside Cupboard/table – 2 Nos. 	80.00
7. Easy Chairs with Cushion – 2 Nos. 	240.00
8. Door mat – 1 No. 	20.00
9. Alna 	40.00
	<u>2,770.00</u>

G. Verandah (for Visitors) –

1. Cane Chairs – Nos, with one Table – 1 set 	200.00
2. Door mat (iron) – 1 No. 	50.00
	<u>250.00</u>

H. Spare bed Room –

1. Bed Stead – 1 No. 	220.00
2. Cotton Mattress – 1 No. 	150.00
3. Small Almirah – 1 No. 	200.00
4. Jute Carpet 	200.00
5. Purdahs and Screens 	100.00
	<u>870.00</u>

I. Pantry and Kitchen –

1. Pantry and Kitchen table (alum top) – 2 Nos.	...	Rs.	1500.00
2. Filter (Alum) – 4 gallons	“	180.00
3. Meat safe	“	100.00
4. Shelf/Whatnot	“	100.00
		Total	<u>530.00</u>

J. Servant's Room –

1. Ordinary Bedstead – 2 Nos.	Rs.	60.00
2. Stools – 2 Nos.	Total	<u>20.00</u>
			80.00

K. Garden Implements –

1. Sickle – 2 Nos.	...	}	1 set L. S	150.00
2. Khurpi – 2 Nos.	...			
3. Kodali – 1 No.	...			
4. Jumper – 1 No.	...			
5. Axe – 1 No.			
6. Raker – 1 No.			
7. Watering can – 1 No.	...			
8. Garden shear – 1 No.	...			
9. Lawn mower – 1 No.	...			
		Total ...	<u>280.00</u>	430.00

ABSTRACT

A. Drawing room	4,540.00
B. Dining room	2,690.00
C. Masters bed room	2,920.00
D. Attached dressing room	1,210.00
E. Children bed room	3,660.00
F. Guest room	2,770.00
G. Verandah	250.00
H. Spare bed room	870.00
I. Pantry and kitchen	530.00
J. Servant's room	80.00
K. Garden Implements	430.00
			Total	...	<u>19,950.00</u>

Say Rs. 20,000
(Rupees twenty thousand only)

AMIYO SEN,
Under Secretary to the Government of Meghalaya,
Finance Department.