



GOVERNMENT OF MEGHALAYA

MEGHALAYA LAND RECORDS DISTRICT ENFORCEMENT STAFF SERVICE RULES

FOR THE YEAR 2011

The 29th August, 2012

No. RDG. 72/2006/Pt/12 – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Government of Meghalaya is pleased to make the following Rules regulating the recruitment and the conditions of service of persons appointed to the Meghalaya Land Records District Enforcement Service under the Directorate of Land Records and Surveys, Meghalaya.

**THE MEGHALAYA LAND RECORDS DISTRICT ENFORCEMENT STAFF
SERVICE RULES, 2011**

1. **Short title and commencement** – (1) These Rules may be called the Meghalaya Land Records District Enforcement Staff Service Rules, 2011.
(2) They shall come into force from the date of their notification in the Official Gazette.
2. **Definitions** – In these Rules, unless there is anything repugnant in the subject or context:-
 - (a) “Appointing Authority” means –
 - (i) The Director of Land Records and Survey in case of appointment to the post of Revenue Enforcement Inspector in the District Office or the Sub-divisional Office.
 - (ii) The Deputy Commissioner (**Revenue**) in case of appointment to all other categories of posts in the Revenue Enforcement Branch in the District and Sub-Divisional Officer (C).
 - (b) “Director” means the Director of Land Records and Surveys, Government of Meghalaya.
 - (c) “Extra Assistant Commissioner” means the Extra Assistant Commissioner In-charge Revenue in the District or Sub-divisional Head quarter.
 - (d) “District Selection Committee” means the District Selection Committee constituted by the Government from time to time for the purpose of recruitment to the category of post in the Sub-Clause (b), (c), (d) and (e) of Rule 7.
 - (e) “Selection Committee” means a committee constituted under Rule 8.
 - (f) “District Enforcement Branch” means and includes all employees in the Revenue Enforcement Branch in the District or the Civil Sub-Division.
 - (g) “Government” means the Government of Meghalaya.
 - (h) “Member of the Service” means a member of the Meghalaya Land Records District Enforcement Staff Service.
 - (i) “Rules” means the Meghalaya Land Records District Enforcement Staff Service Rules, 2011.
 - (j) “Schedule” means a Schedule appended to these Rules.
 - (k) “Service” means the Meghalaya Land Records District Enforcement Staff Service.
 - (l) “Deputy Commissioner” means the Deputy Commissioner of the concerned District.
 - (m) “Sub-divisional Officer” means the Sub-divisional Officer (Civil) of the concerned Civil Sub-Divisional.
 - (n) “Year” means a ‘Calendar Year’.
3. **Constitution of the service and status of the members** -
 - (1) The service shall consist of the following persons namely:-

(a) Persons appointed to the posts under the Revenue Enforcement Branch in the Districts and Civil Sub-divisions of the State of Meghalaya.

(b) Persons appointed to such posts on the basis recommendation of the Meghalaya Public Service Commission or the District Selection Committee prior to the commencement of these Rules.

(c) Persons appointed to the service in accordance with the provisions of these Rules.

4. **Composition of the Service** – (1) The service shall consist of the following categories of posts:-

Category I	...	Enforcement Inspector
Category II	...	Assistant Enforcement Inspector/Supervisor Kanungo
Category III	...	Enforcement Checker
Category IV	...	Mandal
Category V	...	Chairman

(2) Each of the categories of posts in Sub-Rule (1) shall form an independent cadre. Member of the lower cadre shall have no claim for appointment to any of the higher cadre except in accordance with the provisions of these rules.

5. **Status** – The status of the members of the service holding posts under Category I to IV of Rule shall be Group 'C'. Members holding post of Category V shall be Group 'D'.

6. **Strength of the Service** – (1) The strength and composition of the service and the nature of the posts therein shall be such as may be determined by the Government from time to time.

(2) At the commencement of these Rules, the strength of the Service and the nature of the posts therein, both permanent and temporary shall be as shown in Schedule-I.

7. **Method of recruitment – Recruitment to the service shall be made in the manner as provided below:-**

(a) **Enforcement Inspector -**

(i) 30% by promotion of employees under Rule (8) from amongst the **Assistant Enforcement Inspectors** who have rendered not less than 10 (ten) years of continuous service as Assistant Enforcement Inspector/Supervisor Kanungo as on the first day of the year on which the selection is made, provided the incumbent possesses the required qualification as prescribed for post in Rule 12 (c) (i) below.

(ii) 70% by direct recruitment through the Meghalaya Public Service Commission.

(b) **Assistant Enforcement Inspector/Supervisor Kanungo -**

(i) 30% by promotion of employees under Rule (9) from amongst **Enforcement Checkers** who have rendered not less than 5 (five) years of continuous service as Enforcement Checker as on the first day of year on which the selection is made and have completed the training in Metric System / Recorder Course conducted by the Department.

(ii) 70% by direct recruitment through the District Selection Committee.

(c) **Enforcement Checkers** –

- (i) 30% by promotion of employees under Rule (9) from amongst the Mandal who have rendered not less than 5 (five) years of continuous service as Mandal on the first day of the year on which the selection is made, and have completed the training in Metric System / Recorders Course conducted by the Department.
- (ii) 70% by direct recruitment through the District Selection Committee.

(d) **Mandal** –

- (i) 30% by promotion of employees under Rule (9) from holding the post of Chairman and possessing the educational qualification of matriculation and above.
- (ii) 70% by direct recruitment through competitive examination to be conducted by the District Selection Committee.

(e) **Chainman** – By direct recruitment through competitive examination to be conducted by the District Selection Committee.

8. **Departmental Promotion Committee** –

(1) For the purpose of appointment by promotion to the post of Enforcement Inspector under clause (a) of Rule 7, there shall be a Departmental Promotion Committee consisting of the following members, namely –

- I. Principal Secretary / Commissioner and Secretary, Revenue Department. - Chairman
- II. Secretary, Revenue Department. - Member
- III. Director of Land Records and Surveys - Member Secretary
- IV. Commissioner and Secretary/Secretary, Finance Department or his representative - Member
- V. Commissioner and Secretary/Secretary Personnel and AR Department or his representative. - Member

(2) The Committee may invite any other person to attend its meetings and when considered necessary.

9. (1) For the purpose of appointment by promotion to the post under clauses (b), (c) and (d) of Rule 7 there shall be a Departmental Promotion Committee consisting of the following members, namely –

- (i) The deputy Commissioner of the concerned District - Chairman
- (ii) The Sub-Divisional officer (Civil) of the concerned District - Member
- (iii) The officer not below the rank of the Extra Assistant Commissioner I/c Revenue of the concerned District - Member Secretary

(2) The Committee may invite any other person to attend its meeting as and when considered necessary.

10. **Procedure for Selection** – (1) The appointing authority shall refer to the Selection Committee the approximate number of vacancies and furnish the Committee with the character rolls and service records of all eligible person belonging to the respective categories taking into consideration their merit and seniority and prepare lists of names according to the actual number of vacancies in any particular grade under clauses (a), (b), (c) and (d) of Rule 7. The lists shall be forwarded by the Committee to the appointing authority. If the appointing authority considers any change necessary in the lists received, he shall inform the Committee of the changes proposed and after taking into account the comments, if any of the appointing authority, the Committee shall approve the list with such modification if any, as it may think to be just and proper. The lists as finally approved by the Committee shall form the Select Lists.

(2) The Selection Committee shall meet once a year to review and wherever necessary revise the Select List.

11. **Validity of the Select Lists** – (1) The Select List approved by the appointing authority under sub-rule (8) shall remain in force for a period of one year unless its validity is extended by the appointing authority with the approval of the Government.

Provided that such an extension shall not be for a total period exceeding six months.

Provided further, that in the event of any great lapse in the conduct or performance of duties on the part of any person included in the Select List, the appointing authority may, if he thinks fit, remove the name of any such person from the Select List. The reason(s) for doing so shall be recorded in writing.

(2) The Committee shall meet once a year to review the Select List.

12. **Conditions of eligibility** – For the purpose of appointment by direct recruitment a candidate must satisfy the following conditions, namely –

(a) **Nationality** – He must be a citizen of India.

(b) **Age** – He must have attained the age of 18 years and should not exceed the age of 27 years on the first day of the year in which advertisement is made by the Meghalaya Public Service Commission / District Selection Committee.

Provided that the upper age limit may, in any individual case, be relaxed by the appointing authority in accordance with any general or special order issued by the Government from time to time.

Provided, further, that in the case of candidates belonging to the Scheduled Castes or Scheduled Tribe, the upper age limit will be subject to any relaxation made by the Government from time to time.

(c) **Educational Qualification** –

(i) For the post of Enforcement Inspector the candidate must be a graduate from any University recognized by the Government of Meghalaya.

(ii) For the post of Assistant Enforcement Inspector and Supervisor Kanungo the candidate must have passed the Higher Secondary School Leaving Certificate Examination or any examination declared equivalent thereto from any University or Board recognized by the Government of Meghalaya.

(iii) For other posts in clause (c) and (d) of Rule 7 the candidate must have passed the Secondary School Leaving Certificate Examination and above or any

examination declared equivalent thereto from any University or Board recognized by the Government of Meghalaya.

- (iv) For the post in clause (e) of Rule 7, the candidate must have passed the VIII (eight) standard and above.

13. **Disqualification for appointment to the Service** – (1) No person shall be appointed who after such medical examination as the appointing authority may prescribed is found not to be in good mental or bodily health or free from any physical defect or which may render him unfit in the discharge of his duties.

(2) No person shall be appointed to service who had been convicted for any offence involving moral turpitude.

(3) No person who has more than spouse living shall be eligible for appointment in the Service;

Provided that the appointing authority may, if he satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rule.

(4) No person who attempts to enlist support for his candidature, either directly or indirectly, by any recommendation, either written or oral or by any means, shall be appointed to the Service.

14. **Direct recruitment** – (1) Appointment to the Service shall be made by the concerned appointing authority following the procedure prescribed in the Rules.

(2) On appointment to the Service the appointee person shall join within 15 days of the date of receipt of the order of appointment, failing which unless the appointing authority extends the period of joining which shall not in any case exceed three months, the appointment shall stand cancelled.

(3) Subject to the provisions of sub-rule (ii) (a) (b) (c) (d) and sub rule (e) of Rule 7 appointment to any post in the service shall be made in the order in which the names of candidates appear in the Merit List recommended by the Meghalaya Public Service Commission / District Selection Committee or the Select List as approved by the Selection Committee the case may be.

15. **Gradation List** – (1) There shall be prepared and published annually an upto date Gradation List as on the 1st January consisting of the names of all members of the Service, cadre-wise and drawn up in order of seniority and other particulars relating to the date of birth and appointment to the Service and such other details relevant to the service career shall also be indicated against each name.

(2) A Gradation List of the Members of the Service in the District shall be prepared by the Deputy Commissioner concerned and the same shall be approved by the Government and published from time to time.

16. **Confirmation** – (1) Confirmation of a member of the Service in the cadre appointed by promotion shall be made according to his seniority in that cadre subject to the following conditions:-

(a) That he has served not less than one year in the post where he is to be confirmed.

(b) That the performance of the employee is satisfactory (to be judged on the basis of Annual Confidential Reports and other relevant records).

(c) That there is no departmental proceeding/vigilance enquiry against him, and

(d) Subject to availability of vacancy and that no officer holds a lien on it.

(2) Confirmation of a probationer shall be made according to his seniority in that cadre subject to the following conditions:-

- (a) That he has completed the period of probation to the satisfaction of the appointing authority.
- (b) That he has passed the Departmental Examination completely and successfully undergone the training courses as may be prescribed by the appointing authority from time to time.
- (c) That he is considered otherwise fit by the appointing authority, and
- (d) Subject to availability of vacancy.

Provided that where a person is not given opportunity to undergo the prescribed training during the period of probation his/her confirmation shall not be held up for reasons of not successfully undergoing the said training but such person shall when called upon by the Appointing Authority and opportunity given successfully undergo the said training.

Provided further that the appointing authority may for good and sufficient reasons exempt a member of the service from passing any one or more of the prescribed Departmental examination and training and confirm his/her in the respective cadre of the Service.

17. **Discharge or reversion** –

- (1) Where the appointing authority finds that the performance of duty by any member of the Service, appointed by promotion is unsatisfactory or where he is found unfit to hold the post of any time during the period of probation, such member shall be liable in the reverted to his next lower post or grade.
- (2) A member of the Service appointed by direct recruitment shall be liable to the discharge if –
 - (a) He fails to make sufficient use of the opportunity given during the training or otherwise fails to render satisfactory performance during or at the end of the period of probation, or
 - (b) He fails to pass the Departmental examination unless the appointing authority permits him to sit for re-examination in the subject or subjects in which he failed.

18. **Seniority** – (1) The inter-se seniority of the members of the Service who originally belonged to the Assam Ministerial District Establishment Service and who have been allocated or may be allocated to the State of Meghalaya in accordance with the provisions of Section 64 (1) of the North Eastern Areas (Re-organisation) Act, 1971, shall be as it was under the Government of Assam prior to their allocation to the State of Meghalaya in the service, after the commencement of these Rules, shall be in the order in which their names appear in the Merit List prepared by the Commission or by the appointing authority.

- (2) The inter-se seniority of the members of service mentioned in clause (b) of sub-rule (1) of Rule 3 shall be in the orders in which their names appear in the Merit List

recommended by the Meghalaya Public Service Commission or the District Selection Committee as the case may be. Such members shall be senior to all members of the Service mentioned in clause (c) of sub rule 1.

(3) The inter-se seniority of the members of Service, who are appointed to different cadres in the service under any of the provisions Rules 7, shall be in the order their names appear in the respective Select List approved by the Selection Committee under Rule 9 or, in the merit list recommended by the Meghalaya Public Service Commission or the District Selection Committee under Rule 11 as the case may be. Such members shall be junior to members mentioned in sub-rule (i) and (ii) above.

Provided that in case of recruitment made under clause (a), (b) (c) and (d) of Rule 7, a member of the Service recruited in a year under sub-clause (i) shall be senior to the Members recruited in the same year under sub-clause (ii).

Provided further that the members of the service, who are appointed to the service in any particular year, shall be senior to those members who are appointed to the service in any subsequent year, though such members may be empanelled in the same merit list or select list.

(4) If confirmation of a member of the service in a cadre is delayed on account of his failure to qualify for such confirmation, he shall lose his position in order of seniority in that cadre vis-à-vis such of his juniors as may be confirmed earlier than him. His original position in that particular cadre shall, however, be restored on his subsequent confirmation.

19. **Pay Scale** – The scales of pay admissible to the members of the Service shall be shown as in Schedule I subject to revision by Government from time to time.
20. **Leave Pension and other conditions of Service** – All matters generally relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by rules and orders as are from time to time applicable to other officers of the Government of corresponding status.
21. **Power of the Appointing Authority to dispense with or relax any Rules** – Where the appointing authority is satisfied that the operation of any of these Rules causes undue hardship in any particular case, he may dispense with or relax that Rule to such extent and subject to such conditions, as he may consider necessary for dealing with the case in a just and equitable manner, or, for meeting the exigencies of public interest.
 Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided by any of these Rules.
22. **Interpretation** – If any question arises relating to the interpretation of these rules, it shall be referred to Government in the Revenue Department with the approval of the Personnel and Administrative Reforms Department shall be final.

23. **Repeal and Savings** – All rules, orders or, notification corresponding to and in force immediately before the commencement of these Rules are hereby repealed:

Provided that all orders made or action taken under the rules or orders or notification so repealed or any action taken in pursuant thereto shall be deemed to have been validly made or taken under the corresponding provisions of these rules.

Commissioner & Secretary to the Govt. of Meghalaya,
Revenue and Disaster Management Department.

ANNEXURE – A

Rule 7 (d) (i)

For the purpose of recruitment to the categories of posts which fall under the purview of the District Selection Committee, under Rule 7, the following shall be the Syllabus :-

- | | | |
|---|---|-----------|
| (a) General English including Precis Writing, Essay writing and Draft | - | 100 Marks |
| (b) Mathematics and Social Science | - | 100 Marks |
| (c) General Knowledge | - | 50 Marks |
| (d) Interview | - | 50 Marks |

Total = 300 Marks

ANNEXURE –B

- | | | |
|------------------------------------|---|---|
| 1. Enforcement Inspector | : | Rs. 14100-350-16550-EB-460-20690-620-27510/- |
| 2. Assistant Enforcement Inspector | : | } Rs. 9200-230-10810-EB-300-13510-410-18020/- |
| 3. Supervisor Kanungo | : | |
| 4. Enforcement Checker | : | Rs. 8300-210-9770-EB-270-12200-370-162700/- |
| 5. Mandal | : | Rs. 7700-190-9030-EB-250-11280-340-15020 |
| 6. Chainman | : | Rs. 6500-160-76200-EB-210-9510-290-12700/- |

Commissioner & Secretary to the Govt. of Meghalaya,
Revenue and Disaster Management Department.

SCHEDULE – I
(RULES 6 (2) AND 19)

Serial No.	Name of Post	Time Scale Pay	Number of Posts		
			Permanent	Temporary	Total
1	Enforcement Inspector	14100-350-16550- EB-460-20690- 620-27510/-	Temporary	7 Nos
2	Assistant Enforcement Inspector	9200-230-10810- EB-300-13510- 410-18020/-	Temporary	14 Nos
3	Supervisor Kanungo	9200-230-10810- EB-300-13510- 410-18020/-	Temporary	3 Nos
4	Enforcement Checker	8300-210-9770- EB-270-12200- 370-16270/-	Temporary	24 Nos
5	Mandal	7700-190-9030- EB-250-11280- 340-15020/-	Temporary	12 Nos
6	Chainman	6500-160-7620- EB-210-9510- 290-12700/-	Temporary	48 Nos

**SCHEDULE II
(RULE – 7.12)**

Sl. No.	Name of Post	Method of recruitment with percentage of vacancies to be filled up in any recruitment year by direct recruitment or promotion.	Direct Recruitment Promotion			Promotion	
			Educational qualification etc. required for direct recruitment	Lower age limit	Upper age limit	Persons eligible for consideration for promotion to posts mentioned in column 2	Qualifications, experience etc.
1	Enforcement Inspector	(a) 30% by promotion of employees under Rule 8 from amongst the Assistant Enforcement Inspector/Supervisor Kanungo.	Assistant Revenue Enforcement Inspector/Supervisor Kanungo who have rendered not less than 10 years of continuous service on the first day of the year on which the selection is made with computer literate.	Must have completed the training in Matric System and Recorders Course.
		(b) 70% by direct recruitment through the Meghalaya Public Service Commission if no candidate is eligible for promotion	Graduate from any University recognized by the Government of Meghalaya having completed the DTP Course in Computer.	18 years	27 years Relaxable by 5 years for ST/SC
2	Assistant Enforcement Inspector/Supervisor Kanungo.	(a) 30% by promotion of employees under Rule 9 from amongst the Enforcement Checkers.	Enforcement Checkers who have rendered not less than 5 years of continuous service as on the first day of the year on which the selection is made with computer literate.	Must have completed the training in Matric System and Recorders Course.
		(b) 70% by direct recruitment through the Meghalaya Public Service Commission if no candidate is eligible for promotion	Passed the Higher Secondary School Leaving Certificate Examination or any Examination declared equivalent thereto from any University/Board recognized by the Government of Meghalaya having completed the DTP Course in Computer.	18 years	27 years Relaxable by 5 years for ST/SC	...	With Computer knowledge
3	Enforcement Checker	(a) 30% by promotion of employees under Rule 9 from amongst the Mondal	Mandal who have rendered not less than 5 years of continuous service as on the first day of the year on which the selection is made with computer literate.	Must have completed the training in Matric System and Recorders Course.
		(b) 70% by direct recruitment through the District Selection Committee if no candidate is eligible for promotion.	Passed the Higher Secondary School Leaving Certificate Examination or any Examination declared equivalent thereto from any University/Board recognized by the Government of Meghalaya having completed the DTP Course in Computer.	18 years	27 years Relaxable by 5 years for ST/SC	...	With Computer knowledge

Sl. No	Name of Post	Method of recruitment with percentage of vacancies to be filled up in any recruitment year by direct recruitment or promotion.	Direct Recruitment Promotion			Promotion	
			Educational qualification etc. required for direct recruitment	Lower age limit	Upper age limit	Persons eligible for consideration for promotion to posts mentioned in column 2	Qualifications, experience etc.
4	Mandal	(a) 30% by promotion of employees under Rule 9 from amongst the Mandal	Chairman who have rendered not less than 5 years of continuous service on the first day of the year on which the selection is made having completed the DTP Course.	Must have completed the Training in Metric System and Recorders Course.
		(b) 70% by direct recruitment through the District Selection Committee if no candidate is eligible for promotion	Passed Secondary School Leaving Certificate Examination or any Examination declared equivalent thereto from any University/Board recognized by the Government of Meghalaya having completed the DTP Course in Computer.	18 years	27 years Relaxable by 5 years		With Computer Knowledge
5	Chairman	By direct recruitment through the District Selection Committee if no candidate is eligible for promotion.	Must have passed Class VIII and above.	18 years	27 years Relaxable by 5 years