



सत्यमेव जयते

**THE**

**MEGHALAYA**

**CIVIL SERVICE RULES,**

**FOR THE YEAR 1975**

# THE MEGHALAYA CIVIL SERVICE RULES, 1975

## CONTENTS

1. Short title and commencement.
2. Definitions

### Constitution of the service

3. Constitution.
4. Composition and strength of the service.
5. Method of recruitment.
6. Recruitment by Competitive Examination,
7. Recruitment by Selection.
8. Consultation with the Commission.
9. Conditions of eligibility for appearing at the competitive examination.
10. Disqualification for appointment to the service.
11. Appointment to the service.
12. Probation.
13. Departmental Examinations and Training.
14. Discharge of a Probationer.
15. Confirmation.
16. Seniority.

### Pay, increment, etc.

17. Time scales of pay.
18. Special pay
19. Fixation of initial pay in the time scale.
20. Increment.
21. Crossing of Efficiency Bar.
22. Promotion of Senior Grade time scale.
23. Seniority of members of service.
24. Miscellaneous Provisions.
25. Power of the Governor to dispense with or relax any rule.
26. Interpretation.

SCHEDULE I

SCHEDULE II

**No Per 240/75/43 dated the 5<sup>th</sup> August, 1975-** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Meghalaya is pleased to make the following rules relating to recruitment and conditions of service of persons appointed to the Meghalaya Civil Service.

## ASSAM & MEGHALAYA SERVICES CODE

### 1. Short title and commencement:-

- (1) These rules may be called the Meghalaya Civil Service Rules, 1975.
- (2) They shall come into force from the date of this Notification.

### 2. Definitions:- In these rules unless there is anything repugnant in the subject or context:-

- (a) "Commission" means the Meghalaya Public Service Commission.
- (b) "Committee" means the Committee constituted under Rule 7.
- (c) "Government" means the Government of Meghalaya.
- (d) "Governor" means the Governor of Meghalaya.
- (e) "Member of the Service" means a member of the Meghalaya Civil Service.
- (f) "Recommending Authority" means the Secretary to the Government of Meghalaya or the Heads of Departments under the Government of Meghalaya as the case may be under whose administrative control a person is serving for the time being.
- (g) "Service" means the Meghalaya Civil Service.
- (h) "State" means the State of Meghalaya.
- (i) "Years" means calendar year.

### **Constitution of the Service**

### 3. **Constitution-** The Service shall consist of the following persons namely:-

- (a) Members of the Assam Civil Service Class I who are allocated or may be allocated to the State of Meghalaya in accordance with the provisions of Section 64 (1) of the North-Eastern Areas (Reorganisation) Act, 1971.
- (b) Members of the Assam Civil Service Class II who are allocated or may be allocated to the State of Meghalaya in accordance with the provisions of Section 64 (1) of the North-Eastern Areas (Reorganisation) Act, 1971.

THE MEGHALAYA CIVIL SERVICE RULES, 1975

(c) Persons appointed to posts on the basis of emergency recruitment made through the Meghalaya Public Service Commission as per advertisement No. 15 MPSC/18/2/73-74 dated 27<sup>th</sup> March, 1974.

(d) Persons recruited to the Service in accordance with the provisions of these rules.

**4. Composition and strength of the Service-**

1) The strength and composition of the Service and the nature of posts therein shall be as determined by the Governor from time to time.

2) At the commencement of these rules, the strength and composition of the service and the nature of posts therein shall be as shown in Scheduled I.

**5. Method of recruitment-**

1) Recruitment to the service, after the commencement of these rules, shall be by the following methods, namely:-

a) By a competitive examination conducted by the Commission;

b) By selection from among persons serving in connection with the affairs of the State.

2) The proportion of vacancies to be filled up in any year in accordance with clauses (a) and (b) above 75:25 respectively;

Provided that the number of persons recruited under clause (b) shall not at any time exceed twenty-five percent of the total strength of the service.

3) Notwithstanding anything contained in sub-rule (1), if in the opinion of the Governor the exigencies of the service so require, the Governor may, after consultation with the Commission, adopt such method of recruitment to the Service, other than those specified in the said sub-rule, as he may, by regulations made in this behalf, prescribe;

Provided that the number of persons recruited under sub-rule (3) shall be determined by the Governor from time to time.

**6. Recruitment by Competitive Examinations-**

## ASSAM &amp; MEGHALAYA SERVICE CODE

- (1) A competitive examination for recruitment to the service shall be held intervals as the Governor may, in consultation with the Commission, from time to time, determine.
- (2) The examination shall be conducted by the Commission in accordance with such rules and syllabus as the Governor may, from time to time, make in consultation with the Commission.
- (3) Of the number of vacancies to be filled up on the results of each examination there shall be reservation in favour of candidates belonging to Scheduled Castes and Scheduled Tribes to the extent and subject to the conditions as the Government may, from time to time prescribe.
- (4) The Commission shall prepare a list of all candidates who have qualified in the examination in order of merit which shall be determined in accordance with the aggregate marks obtained by each candidate and if two or more candidates obtain equal marks, the Commission shall arrange them in order of their relative merit which shall be determined in accordance with the general suitability of the candidates for appointment to the service. The list shall be forwarded to the Governor and be published in the Gazette of Meghalaya.
- (5) The inclusion of a candidate's name in the list shall confer no right to appointment unless the Governor is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respect for appointment to the service.

**7. Recruitment by Selection-**

- (1) There shall be a Selection Committee consisting of the following, namely:-
  - (a) Chairman, Meghalaya Public Service Commission or, where the Chairman is unable to attend, a Member, Meghalaya Public Service Commission.
  - (b) Chief Secretary to the Government.
  - (c) Commissioner of Divisions, Meghalaya.
  - (d) Secretary to the Government, Personal Department.

The Chairman or the Member, Meghalaya Public Service Commission as the case may be, shall preside at the meetings of the Selection Committee at which he is present.

## THE MEGHALAYA CIVIL SERVICE RULES, 1975

- (2) The Governor shall call upon the Recruitment Authority to submit recommendations in respect of persons serving in connection with the affairs of the State-
- (a) Who are of outstanding merit and ability; and
  - (b) Who on the 1<sup>st</sup> day of that year have completed not less than eight year's continuous service under the Government in a post not below the rank of Upper Division Assistant in the Meghalaya Secretariat or offices of the Heads of Departments or District Offices or in any post under the Government carrying a pay scale of Rs. 350-550 and above, and who is holding that post in a substantive capacity.

NOTE: - Sub-clause (b) of sub-rule (2) of Rule 7 has been substituted vide Notification No. P. 257/75/271, dated 15-3-80 and published in the Meghalaya Gazette Part V-A dated 27-3-80 at page 135.

- (3) The Governor shall refer the case of persons recommended under sub-rule (2) to the Committee and shall simultaneously forward to the Committee the recommendations of the Recommending Authority together with the Character Rolls and service Records of such persons and shall also indicate the approximate number of vacancies to be filled by selection.
- (4) The Committee shall, in initial scrutiny of the recommendations and the Character Rolls and Service Records, call such persons, as it may consider *prima facie* suitable, for interview and prepare a list of such persons who in its opinion are suitable for appointment to the service, in order of preference which shall be determined in accordance with the general suitability of such persons for appointment to the service;

Provided that no person shall be recommended under sub-rule (2) nor shall the Committee select any such person unless the Recommending Authority and/or the Committee, as the case may be, is further satisfied that:-

- (a) He has executive ability.
- (b) His service can more profitably be utilised by appointment to the service, and
- (c) He possess the academic and other qualifications except that of age, laid down in Rule 9 for the purpose of appointment to the service by competitive examination.

## ASSAM &amp; MEGHALAYA SERVICE CODE

- (5) The number of persons to be included in such list shall not exceed twice the number of vacancies to be filled by selection.

**8. Consultation with the Commission-**

- (1) The list prepared under Rule 7 shall be forwarded by the Governor to the Commission along with the Character Rolls, service Records and other relevant papers.
- (2) The Commission shall consider the list prepared by the Committee along with the other documents received from the Governor or on receipt of other documents as may be called for by the Commission and, unless it considers any change necessary, approve the list.
- (3) If the Commission considers it necessary to make any change in the list received from the Governor, the Commission shall inform the Governor of Governor may approve the list finally with such modifications, if any as may in its opinion, be just and proper.
- (4) The list as finally approved by the Commission shall be forwarded to the Governor along with all the papers received under sub-rule (1) and sub-rule (2), if any.

**9. Conditions of Eligibility for appearing at the competitive examination-** In order to be eligible to compete at the Examination, a candidate must satisfy the following conditions, namely:-

- i) *Nationality-* He must be a citizen of India.
- ii) *Age-* He must have attained the age of 21 years but must not have exceeded the age of 27 on the first day of the year of advertisement.

Provided that the upper age limit may be relaxed in respect of candidates belonging to special categories in accordance with any general or special order issued by the Government from time to time.

iii) *Educational Qualification-*

- (a) He must hold a degree of any University recognised by the Government for this purpose.

## THE MEGHALAYA CIVIL SERVICE RULES, 1975

(b) On the commencement of these rules, the Universities recognised shall be as given in Schedule II.

iv) He must pay the fees prescribed by the Commission.

**10. Disqualification for appointment to the service-**

(1) No person who has than one wife living shall be eligible for appointment to the Service;

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

(2) No woman who is married to any person who has a wife living shall be eligible for appointment to the Service;

Prescribed that the Governor may, if he is satisfied that there are special grounds for doing so, exempt any such women from the operation of this sub-rule.

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

**11. Appointment to the Service-**

(1) Appointment to the Service shall be made by the Governor and shall be notified in the *Gazette of Meghalaya*.

(2) A person shall join within 15 days of receipt of the order of appointment, failing which, and unless the Governor extends the period, which shall not in all exceed three months, the appointment shall be cancelled.

(3) Subject to the provisions of sub-rules (3) and (5) of Rule 6 appointment under clause (a) of sub-rule (1) of Rule (5) shall be made in the order in which the names appear in the list prepared by the Commission.

(4) Appointment under clause (b) of sub-rule (1) of Rule 5 shall be made in the order in which the names appear in the list approved by the Commission under Rule 8.

**12. Probation-**



## ASSAM &amp; MEGHALAYA SERVICE CODE

- (1) Every person recruited to the service in accordance with these Rules including those recruited through the emergency recruitment referred to in clause (c) of Rule 3 shall be on probation for a period of 2 years;

Provided that the period of probation may for good and sufficient reasons be extended by the Governor in individual cases by a period not exceeding two years.

- (2) A member of the Service who originally belonged to the Assam Civil Service Class I/Assam Civil Service Class II and who has not been confirmed in the Assam Civil Service Class I/Assam Civil Service Class II shall be on probation for a period of two years;

Provided that the period of probation in cases of such persons may for good and sufficient reasons be reduced by the Governor in individual cases.

**Comment**

**Reviewing work of a probationer-** Government has a right to review the work of probationer with a view to ascertaining his suitability for further retention. [Capt. R. S. Saxena V. State of Gujarat, AIR 1954 Guj. 145]

**13. Departmental Examinations and training-**

- (1) Every probationer shall during the period of probation successfully undergo the Survey and Settlement Training and such other training as the Governor may from time to time prescribe and shall appear at and pass the prescribed Departmental Examinations conducted by the Commission.
- (2) A member of the Service who has been confirmed in the Assam Civil Service Class II but who has not passed all the Departmental Examinations prescribed for the Service shall within a period of two years appear at and pass the prescribed departmental examination conducted by the Commission in the subjects in which he has not passed and shall also required to successfully undergo the Survey any Settlement Training if he has not already undergone the said training.

**14. Discharge of a Probationer-** a Probationer shall be liable to be discharged from the Service or shall be liable to be reverted to his substantive post in case of person recruited under clause (b) of sub-rule (1) of Rule 5-

- (a) If he fails to make sufficient use of the opportunities given during the training otherwise fails to give satisfaction during or at the end of the period of probation; or

## THE MEGHALAYA CIVIL SERVICE RULES, 1975

- (b) If he fails to pass the prescribed Departmental Examinations unless the Governor permits him to sit for examination in the subject or subjects in which he failed; or
- (c) If on any information received relating to his nationality, age, health, character and antecedents, the Governor is satisfied that the probationer is ineligible or otherwise unfit for being a member of the Service; or
- (d) If he fails to comply with any of the provisions of these rules.

**15. Confirmation-** Where a probationer has completed his period of probation to the satisfaction of the Governor, he shall be confirmed in the Service if-

- (a) He has passed the Departmental Examinations completely and has successfully undergone the Survey and Settlement Training; and
- (b) He is considered otherwise fit for confirmation by the Governor;

Provided that where a probationer is not given opportunity for undergoing the prescribed Survey and Settlement Training during the period of probation, his confirmation shall not be held up for reason of not successfully undergoing the said Training but such a probationer shall when called upon by the Governor and opportunity given, successfully undergo the said training failing which he shall be liable to removal from service unless the Governor allows him other chances;

Provided further that the Governor may for good and sufficient reasons exempt a member of the service from passing any one or more of the prescribed Departmental Examinations and confirm him in the Service.

**16. Seniority-**

- (1) The *inter-se* seniority of the members of the Service who originally belonged to the Assam Civil Service Class I and recruited on or before 21<sup>st</sup> January, 1972 and who are 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 is under the Government of Assam prior to their allocation to the State of Meghalaya.

## ASSAM &amp; MEGHALAYA SERVICE CODE

- (2) The *inter-se* seniority of the members of the Service who originally belonged to the Assam Civil Service Class II and recruited on or before 21<sup>st</sup> January, 1972 and who are 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 is under the Government of Assam prior to their allocation to the State of Meghalaya. Such members of the Service shall be junior to all members of the Service mentioned in sub-rule (1) above.
- (3) The *inter-se* seniority of the members of the Service recruited through the emergency recruitment referred to in clause (c) of Rule 3 shall be in the order in which their names appear in the list furnished by the Meghalaya Public Service Commission for the purpose of such emergency recruitment. Such members of the Service shall be junior to all members of the Service mentioned in sub-rule (1) and (2) above.

Provided that any person who is already in A.C.S II and appointed to the post on the basis of the emergency recruitment, his seniority shall be decided by virtue of his position in the A.C.S. II if he is permanently allocated to the Government of Meghalaya.

- (4) The seniority of the members of the Service recruited after the commencement of these rules shall be in the order in which their names appear in the list prepared sub-rule (4) of Rule 6 or approved under Rule 8;

Provided that the members of the service recruited in year under clause (b) of sub-rule (1) of Rule 5 shall be senior to the members recruited in the same year under clause (a) of sub-rule (1) of Rule 5.

- (5) If the confirmation of any member of the Service is delayed beyond two years of probation on account of his failure to qualify for such confirmation, he shall lose his position in order of seniority *vis-a-vis* such of his juniors as may be confirmed earlier than he. His original position, shall, however, be restored on his confirmation subsequently.

**Pay, Increment, etc.****17. Time scales of pay-**

- (1) The time scale of pay admissible to a member of the Service shall be as follows subject to revision by the Governor from time to time.

THE MEGHALAY CIVIL SERVICE RULES, 1975

Junior Grade Rs. 525-35-700-E.B-40-1,100-E.B-45-1,325.

Senior Grade Rs. 1,200-55-1,365-E.B-60-1,725

**18. Special Pay-**The Governor may grant a special pay for any of the posts either individually or with reference to a group or class of such posts as may, from time to time, be determined by him.

**19. Fixation of initial pay in the scale-**

- (1) On first appointment to the Service, the initial pay of a member of the Service, shall be fixed at the minimum of the junior grade time scale unless under the Fundamental Rules and Subsidiary Rules or under any other rules governing the fixation of pay for the time being in force, he is entitled to have his pay fixed at a higher stage in that time scale.
- (2) The initial pay of a member of the Service who originally belonged to the Assam Civil Service Class II shall be fixed in the junior grade time scale of the Service corresponding to the stage in the time scale of the Assam Civil Service Class II which he has been drawing immediately prior to his becoming a member of the Service and if there be no stage, his initial pay shall be fixed at the stage next below that pay plus the grant of personal pay equal to the difference to be merged in future increment (s).
- (3) The initial pay of the members of the Service recruited through the emergency the emergency recruitment referred to in clause (c) of Rule 3 shall be fixed under the normal rules.
- (4) On promotion of a member of the Service to the senior grade time-scale, initial pay shall be fixed in accordance with the principles governing such fixation in the Fundamental Rules and Subsidiary Rules or any other rules for the time being force.

**20. Increment-**

- (1) The first increment admissible to a member of the Service in the junior grade time-scale shall accrue on the expiry of one year from the date of his joining the Service; but further increments due shall be allowed only on his confirmation in the Service.
- (2) The pay of a member of the Service on confirmation shall be fixed at such a stage in the junior grade time-scale as if he has been allowed his usual increments due but he shall not be entitled to any arrear in pay on account of withholding of due increments for a period prior to the date of his confirmation.

ASSAM & MEGHALAYA SERVICES CODE

- (3) The Governor may withhold, for such time as he may direct an increment or increments due to a substantive member of the Service who has failed to pass the Departmental Examination or Examinations within such time as the Governor may by general or special order, prescribe but the withholding of such increment shall have no cumulative effect.

**21. Crossing of Efficiency Bar-** A member of the Service shall not be allowed to cross the first or the second efficiency bar in the junior grade time-scale and the efficiency bar in the senior grade time-scale unless the Governor is satisfied about his ability and integrity.

**Comment**

**Efficiency bar-** Once the bar is lifted and the government servant is allowed to cross the efficiency bar, earlier adverse remarks in his confidential records are to be treated as condoned and not to be taken into consideration for the purpose of his future promotion. [Shadi Lal v. Dy. Commissioner, Gurgaon; (1974) 1SLR 217 at p. 218 (P and H); State of Punjab v. Dewan Chunilal, 1970 SLR 375 (SC)]

**22. Promotion to Senior Grade time-scale-**

- (1) A member of the Service in the junior grade time-scale shall be eligible for promotion to the senior grade time-scale but no member of the Service shall be promoted unless he has served in the junior grade time-scale for a minimum period of seven years and the Governor is satisfied about his ability, Integrity and Character.
- (2) The appointments to the senior grade time-scale shall be made by the Governor from a list of suitable members of the Service, as prepared from time to time and received as and when necessary by a Selection Board, consisting of the following, namely:-
- (a) Chief Secretary to the Government- Chairman
  - (b) Commissioner of Division- Member.
  - (c) Two senior most Secretaries to the Government- Members.

**23.** The seniority of members of the Service promoted to the senior grade time-scale shall be in the order in which their names are arranged by the Selection Board under sub-rule (2) of Rule 22 for the purpose of promotions to that grade.

**24. Miscellaneous Provisions-** Except as provided in these rules, all matters relating to pay, allowances, leave, pension, discipline and other conditions of Service shall be regulated by the general rules framed by the Governor from time to time.

## THE MEGHALAYA CIVIL SERVICE RULES, 1975

**25. Power of the Governor to dispense with or relax any rule-** Where the Governor is satisfied that the operation of any 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;

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.

**26. Interpretation-** If any question arises relating to the interpretation of these rules, it shall be referred to the Governor whose decision thereon shall be final.

## SCHEDULE I

[Rules 4 (2)]

1. Senior Duty Post	...	...	...	15
2. Junior Duty Post	...	...	...	<u>60</u>
				75
3. Deputation Reserve at 29 per cent of (1 and 2)				15
4. Leave Reserve at 11 per cent of (1 and 2)				8
5. Training Reserve at 10.5 per cent of (1 and 2)				<u>8</u>
Total Authorised Strength				106

## SCHEDULE II

Rule 9 (iii) (b)

**List of Universities approved by the Government of Meghalaya.***Indian Universities*

Any University incorporated by an Act of the Central or State Legislature in India.

*University in Burma*

The University of Rangoon.

*English and Welsh Universities*

The Universities of Birmingham, Bristol, Cambridge, Durham, Leeds, Liverpool, London, Manchester, Oxford, Reading, Sheffield and Wales.

ASSAM & MEGHALAYA SERVICES CODE

*Scottish Universities*

The Universities of Aberdeen, Edinburgh, Glasgow and St. Andrew.

*Irish Universities.*

The University of Dublin (Trinity College).

The National University of Dublin.

The Queen's University, Belfast.

*University in Pakistan*

The University of Punjab.

The University of Sindh.

*University in Bangladesh*

The Dacca University

*Universities of America*

The University of Harvard

The University of Yale

The University of Columbia

The University of Michigan.

THE MEGHALAYA CIVIL SERVICE (SECOND AMENDMENT) RULES, 1982

*No PER 257/75/Part., dated the 11<sup>th</sup> January, 1982-* In exercise of the powers conferred under the proviso to Article 309 of the Constitution of India, the Governor of Meghalaya is pleased to make the following Rules further to amend the Meghalaya Civil Service Rules, 1975 (hereinafter called the principal Rules), namely,

**1. Short title and commencement-**

- i) These Rules may be called the Meghalaya Civil Service (Second Amendment) Rules, 1982
- ii) They shall come into force with immediate effect.

**2. Amendment of Rule 7 of the Principal Rules-** In Rule 7 of the principal Rules-

- i) For the existing clause (b) of sub-rule (2) the following shall be substituted as a new clause, namely:-

“(b) Who on the first day of that year have completed not less than eight years of continuous service under the Government in a post not below the rank of Upper Division Assistant in the Meghalaya Secretariat or offices of the Heads of Departments or District Offices or in any post under the Government carrying a pay scale same with or not lower than that of an Upper Division Assistant in District Offices and who are holding such posts either in a substantive or temporary capacity”.

- ii) In the proviso below sub-rule (4) for the existing clause (c) the following shall be substituted as a new clause, namely-

“(c) He has not crossed the age of forty years on the first day of the year in which the selection is made and possesses the academic and other qualifications laid down in Rule 9”.





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## PART VA

GOVERNMENT OF MEGHALAYA

ORDERS BY THE GOVERNOR

LABOUR DEPARTMENT

.....

### NOTIFICATION

The 6<sup>th</sup> March, 1975

**No. Labour 113/73/47.**—In exercise of the powers conferred by Section 12 of the Meghalaya Civil Task Force Act, 1974 (Act No. 1 of 1974), the State Government hereby makes the following rules, namely:—

1. **Short title and commencement**—(1) These rules may be called the Meghalaya Civil Task Force Rules, 1975.

(2) They shall come into force at once.

2. **Definition**—In these Rules, unless the context otherwise requires—

(a) “Act” means the Meghalaya Civil Task Force Act, 1974;

**The Gazette of Meghalaya (Extraordinary) March 6, 1975**

- (b) "Adjutant" means the Adjutant appointed to the Force;
- (c) "Assistant Commandant" means an officer of the Force who may be appointed as Adjutant, Quartermaster or Company Commander;
- (d) "Commandant" means the Commandant of the Force;
- (e) "Company Commander" means the Company Commander appointed to the Force as Commander of the headquarters Company or Works Company;
- (f) "Company Headquarters" means the Headquarters of Headquarters Company and Works Company of the Force constituted and organised under these Rules;
- (g) "Deputy Commandant" means the Deputy Commandant appointed to the Force;
- (h) "Other Member" means a member of the Force other than a Superior Officer, Subordinate Officer and Under Officer and includes a pioneer and such of the medical and clerical staff as the State Government may decide;
- (i) "Medical Officer" means the Medical Officer appointed to the Force;
- (j) "Quartermaster" means the Quartermaster appointed to the Force;
- (k) "Regulations" means regulations framed or orders issued under these Rules;
- (l) "State Government" means the Government of Meghalaya;
- (m) "Subordinate Officer" means a member of the rank of Subedar Major, Subedar and Jemadar;
- (n) "Superior Officer" means a member of the rank of Commandant, Deputy Commandant, Assistant Commandant and the Medical Officer;
- (o) "Under Officer" means a member of the rank of Havildar Major, Havildar and Naik;

And

- (p) Words and expressions used and not defined in these Rules but defined in the Act shall have the meanings assigned to them in the Act.

**The Gazette of Meghalaya (Extraordinary) March 6, 1975**

3. The Force shall consist of such number of officers and other members as may be determined by the State Government from time to time.
4. **General Superintendence of the Force**—The general superintendence of the Force throughout Meghalaya shall vest in and in be exercised by the State Government through the Commandant, and his absence through the Deputy Commandant or such officer or authority as the State Government may think fit.
5. (1) The seniority of the members of the Force may be such as may be determined by the appointing authority concerned by regulations framed from time to time.
  - (2) The inter-se ranking of the superior officers shall be in the following order namely—
    - (a) Commandant.
    - (b) Deputy Commandant.
    - (c) Assistant Commandant.
  - (3) The inter-se ranking of the members of the Force other than those mentioned in sub-rule (2) above shall be such as the Commandant may, by regulations, prescribed with the approval of the State Government.
6. **Duties of the Commandant of the Force**—(1) The Commandant shall be the head of the Meghalaya Civil Task Force and shall be responsible for maintaining it in a State of high efficiency, training, discipline, morale and proper administration and readiness for undertaking the tasks assigned and he shall, for that purpose, take all such steps as he may consider necessary, by way of tours, inspections, examination of records, calling for reports, framing regulations, issuing instructions and giving directives on all matters pertaining to the administration of the Force. He shall, in particular, guide and direct the other subordinate officers under him and it shall be his duty to ensure that the officers maintain the Force in their charge at high level of efficiency and discipline.
  - (2) The Commandant shall keep himself in touch with the different Departments/Officers of the Government/Public and Government Undertakings dealing with developmental works. He shall maintain close liason with the District Officers, the Police and other authorities of the State so as to secure effective co-ordination between the different authorities of the State and the Force generally.

**The Gazette of Meghalaya (Extraordinary) March 6, 1975**

The Commandant shall keep the Government duly informed of all matters of importance.

(3) The Commandant shall pay particular attention to the preservation of health of the under his command as advised by the Medical Officer.

(4) The Commandant shall supervise and control all duties performed by those under his command and shall be held accountable and be responsible for the security and condition of equipment and stores of whatever description pertaining to or on charge of his Force.

(5) The Commandant shall also discharge such other duties and perform such other functions as may be assigned to him by the State Government from time to time.

**7. Duties of the Deputy Commandant--** The Deputy Commandant shall be the officer next in Command of the Force.

He shall aid the Commandant in the performance of his duties generally. He shall, in particular, be assigned by the Commandant the following duties, namely—

(a) Administrative work of the Force.

(b) Command Task Force the Headquarters of Headquarters Company at the discretion of the Commandant.

(c) Training.

**8. Duties of the Adjutant—**(1) The Adjutant shall be the Senior and Co-ordinating Staff Officer of the Commandant. He shall deal with all subjects except those specially allotted to the Quartermaster or other Officers.

(2) The Adjutant shall be thoroughly conversant the training administration and maintenance of discipline in the Force.

(3) The Adjutant shall be responsible for the secretariat duties such as keeping the rolls and records and dealing with the correspondence. He shall also look after the recruits, arrange the routine work and generally assist the Commandant of the Force.

**The Gazette of Meghalaya (Extraordinary) March 6, 1975**

9. **Duties of the Quartermaster**—(1) The Quartermaster shall be the staff officer to the Commandant and shall be responsible to him.

(2) The Quartermaster shall be responsible for the provision, receipt, issue and accounting and maintenance of vehicles, equipment, stores, clothing and rations, the cleanliness of the lines and the supervision of the Force shops and establishments and shall perform all other functions as may be assigned to him from time to time.

10. **Duties of the Company Commander Works Company**—(1) Each Works Company shall be under direct command, supervision and control of its Company, Commander, who shall be responsible for the operation and control of the works entrusted to the Works Company in an efficient and economic manner and who shall, for that purpose, take all such steps as may be considered necessary by way of issuing order, instructions, directions or otherwise on all matters pertaining to the administration, operation and execution of the works entrusted to the Company under his charge.

(2) The Works Company Commander may, in accordance with regulations framed by the State Government in this behalf and with the approval for the Commandant engage such local labour from the area of his Company's operation pure on daily or weekly wages where circumstances necessitate such engagement of additional labour for the expeditious completion of any work. Such labourers shall not be members of the Force.

(3) He shall be responsible to the Commandant for the correct accounting of clothing, equipment, stores and furniture in the charge of his Company.

(4) He shall further be responsible for the following:-

(a) Efficient functioning of the messes;

(b) Cleanliness of the men, their clothing, equipment and barracks or quarters of his Company;

(c) Taking charge of all money of his Company and shall be responsible for the safe custody of such money and for its being expended in conformity with regulations. He will ensure that proper account of money received and expended is maintained;

(d) Hold kit inspection of his Company as he may consider necessary.

(5) He shall also carry out such other duties and function as may be assigned to him by the Commandant from time to time.

**The Gazette of Meghalaya (Extraordinary) March 6, 1975**

**11. Duties of the Medical Officer**—(1) The Force Medical Officer is the adviser of the Commandant on all matters concerning health, sanitation and fitness of the members of the Force.

(2) The Force Medical Officer shall be responsible for:-

(a) treating daily cases in the Medical Inspection Room at the time fixed by the Commandant and attending to the serious cases promptly and sending them to Hospital, if required without delay;

(b) carrying out periodical sanitary rounds and maintaining sanitary diary.

(c) carrying out monthly Medical Inspection of the personnel and keeping inoculation and vaccination of the Force up-to-date;

(d) running the Medical Inspection Room efficiently and ensuring that adequate medicine and equipment are available;

(e) giving periodical lectures to the personnel on hygiene, sanitation, malaria, etc.;

(f) providing training in First Aid;

(g) discharging all other functions that may be necessary for the maintenance of the health, sanitation and fitness of the Force.

**12. Duties of members of the Force other than those of the Superior Officers**—The duties of the members of the Force, other than those of the Superior Officers, shall be such as the Commandant may, from time to time, by regulations, prescribe with the approval of the State Government.

**13. Organisation of the Force**—The Force shall be organised divided into such sub-units and the functions of such sub-units determined according to such regulations as may be framed by the State Government from time to time.

**14. Authority to make Appointment**—(1) The appointing Authorities in respect of various posts shall be as follows:-

(a) Posts mentioned at Clause (n) of Rule 2—State Government.

(b) All other members of the Force—Commandant. Provided that in the case of Subordinate Officers, the Commandant shall take the prior approval of the State Government.

**The Gazette of Meghalaya (Extraordinary) March 6, 1975**

15. **Service conditions of the members of the Force**—The service conditions of the members of the Force including matters relating to recruitment, probation, promotion, seniority, pay, allowance, leave, benefits, duties, responsibilities, obligations, disciplinary actions, etc., shall be as prescribed in the regulations framed for this purpose by the State Government from time to time.
16. **Training of members of the Force**—The Commandant shall frame Training Regulations with the approval of the State Government prescribing the standard of training for different courses.
17. **Uniform and Badges**—The Commandant may frame Dress Regulations with the approval of the State Government prescribing uniform and badges to be worn by the members of the Force.
18. **Provisions of Rations**—Members of the Force other than Superior Officer may be provided with such rations and on such terms and conditions as the Commandant may, with the approval of the State Government by regulations, prescribe. Provided that the Regulations may prescribe different scales, terms and conditions of supply of rations in respect of different categories of the members of the Force.
19. **Accommodation**—All members of the Force other than Superior Officer shall be provided with rent-free accommodation at work sites and training camps as may be considered necessary by the State Government.

J.C. NAMPUI,  
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Labour Department.