

GOVERNMENT OF MEGHALAYA

PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT  
CHAPTER – VI

**RECRUITMENT/APPOINTMENTS AND PROMOTION  
IN GOVERNMENT SERVICES / POSTS, ETC.**

<p><i>O.M.No.PER. 16/70/5 dtd., 27<sup>th</sup> Aug, 1970</i></p>	<p><b>Direct recruitment to the posts of Lower Division Assistants, Typists and Grade IV Staff in the Meghalaya Secretariat and Offices of Heads of Departments.</b></p> <p>1.1. The question of setting up the Directorates and of deciding the source of recruitment and procedures for recruitment to fill up vacancies in the offices of Heads of Departments as also in Departments of the Secretariat under the Government of Meghalaya has been under consideration. It has been decided that a percentage of the requirements of staff at the level of Lower Division Assistants, Typists and Grade IV will be met by direct recruitment, the rest being taken from the staff serving under the Government of Assam. The percentage of direct recruitment to the categories of posts mentioned above will be as follows :-</p>		
	<table><tr><td data-bbox="456 1094 829 1125">1. Lower Division Assistant</td><td data-bbox="971 1094 1377 1203">40 % in the Secretariat 30 % in the offices of Heads of Departments</td></tr></table>	1. Lower Division Assistant	40 % in the Secretariat 30 % in the offices of Heads of Departments
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	<table><tr><td data-bbox="456 1245 597 1276">2. Typists</td><td data-bbox="976 1245 1045 1276">20 %</td></tr></table>	2. Typists	20 %
2. Typists	20 %		
	<table><tr><td data-bbox="456 1318 621 1350">3. Grade IV</td><td data-bbox="976 1318 1045 1350">70 %</td></tr></table> <p>(The percentage indicated above will be calculated on the basis of total strength of each cadre).</p> <p>1.2. It has also been decided that for the purpose of conducting competitive examinations and/or interview, if any, for recruitment to the categories of posts mentioned above, there will be a Committee consisting of :-</p>	3. Grade IV	70 %
3. Grade IV	70 %		

- (i) Two Secretaries to the Government to be nominated by the Chief Secretary; and,
- (ii) A Joint Secretary/Deputy Secretary to the Government who will act as Member-Secretary.

1.3. The Committee will visit Tura and Jowai and will arrange to hold the examination in these place in addition to Shillong as per syllabus shown below and as per standard and procedure so far followed by the Assam Public Service Commission or the Assam Government, for the purpose :-

(I) Examination for Lower Division Assistants :

The candidates for the posts of Lower Division Assistant will be examined in the following subjects:-

	<u>Subject</u>		<u>Marks</u>
(a)	General English	-	100
(b)	General Knowledge	-	100
(c)	Simple Arithmetic	-	100

If necessary, they will also be interviewed.

(II) Examination for Typist :

The competitive examination for the Typists shall consist of speed test in English type-writing at 30 and 45 words per minute.

	<p>(III) <u>Examination for Grade IV</u> :</p> <p>The procedure for direct recruitment to the Grade IV posts shall be on the basis of interview from amongst the candidates recommended by the Employment Exchanges. No written examination will be necessary.</p> <p>1.4. The qualifications required for direct recruitment to the different categories of posts referred to above shall be as laid down by the Government from time to time.</p> <p>1.5. The Committee shall prepare a list of all candidates who qualify in the examination in order of merit which shall be determined in accordance with the aggregate marks obtained by each candidate. If two or more candidates obtain equal marks, the Committee shall arrange them in order of their relative merit which shall be determined in accordance with the general suitability of the candidates to the service. The list so prepared shall be submitted to the Chief Secretary for approval who will arrange to distribute the selected candidates in the Secretariat and among the offices of the various Heads of Departments.</p> <p>1.6. Appointment by direct recruitment to any post should not be made without first obtaining Police verification as to his/her character and antecedents.</p> <p>1.7. To avoid any controversy or complication while filling up the posts from the approved Lists, all appointing authorities are requested to obtain the names from the Chief Secretary in the Political Department in respect of post meant for direct recruitment. The decisions of the Government are to be strictly followed.</p>
<p><i>O.M.No.PER.7 0/73/Part, dtd. 16<sup>th</sup> Jan, 1971</i></p>	<p>2. The subject relating to recruitment to posts of Lower Division Assistants and Typists in the Secretariat and Offices of Heads of Departments has hitherto been entrusted to Personnel Department. This matter has been examined by Government in the light of the present circumstances. Taking into consideration that Secretariat Administration</p>

	<p>(Establishment) Department is dealing with all matters relating to Non-Gazetted staff in the Secretariat whereas Personnel Department deals with matters relating to the Gazetted staff and other personnel policy matters, it has been decided that henceforth Secretariat Administration (Estt.) Department shall deal all matters relating to recruitment to posts of Lower Division Assistants and Typists in the Secretariat and shall also be responsible for arranging with the Meghalaya Public Service Commission for recruitment to posts of Lower Division Assistants and Typists in the Offices of Heads of Departments and also for allotment of persons for appointment to such posts in the Offices of Heads of Departments. While filling up such posts in Secretariat and for allotment of persons for appointment to such posts in the Offices of Heads of Departments, Secretariat Administration (Estt.) Departments should strictly adhere to Government policy on reservation of vacancies as laid down in Government Resolution No. PER.222/71/138, dated the 12<sup>th</sup> January, 1972. ( Refer Chapter – I ).</p>
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**DIRECT RECRUITMENT TO THE POSTS OF  
STENOGRAPHER GRADE- II AND GRADE – III.**

<p><i>O.M. No.PER 31/71/6, dtd. 2<sup>nd</sup> Feb, 1971</i></p>	<p>3.1. The question of making direct recruitment to the posts of Stenographers, Grade II and Grade III has been considered by the Government and it has been decided that fifty per cent of the posts of Stenographers Grade II and Grade III under the Government of Meghalaya shall be filled up by direct recruitment, the rest being taken from those serving under the Government of Assam. The percentage indicated above should be calculated on the basis of the total strength of each cadre.</p> <p>3.2. For the purpose of direct recruitment to the posts of Stenographers, Grade II and Grade III, a competitive examination will be held by the Selection Committee consisting of the following Officers :-</p>
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(1) Chief Secretary to the Government of Meghalaya.	Chairman
(2) One Head of Department	Member
(3) One Grade I Stenographer	Member
(4) Deputy Secretary to the Government of Meghalaya, Secretariat Administration Department.	Member-Secretary

	<p>3.3. The syllabus of examination for direct recruitment to the posts of Stenographers Grade II and Grade III shall consists of :-</p> <p>(a) A test in Stenography;</p> <p>(b) A short test in English Composition.</p> <p><b>(NOTE) :</b></p> <p>(i) The test in Stenography will consists of a dictation of a passage in English for 5 minutes at the rate of 120 words a minute for Stenographers Grade II and 80 words a minute for Stenographers Grade III. One hour will be allowed for transcribing and typing shorthand record of the dictation. The passage will be selected with a view to test the candidates not only in their speed in stenography but also in their knowledge of good and idiomatic English. No candidate will be considered to have qualified for employment whose percentage of errors in the test exceeds 5(five).</p> <p>(ii) The test in English Composition will consist of a written examination for which one hour will be allowed and candidates will be required to write a letter or a short story on a subject of general interest.</p> <p>(iii) The marks allotted to each of the above test shall be equal.</p>
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	<p>3.4. In order to be eligible for admission to the said examination, a candidate must satisfy the following conditions; namely :-</p> <p>(a) Nationality :- He must be a citizen of India;</p> <p>(b) Age :- He must not be less than 18 years and more than 25 years of age on the first day of the year in which the examination is held; provided that in the case of candidates belonging to special categories, the upper age limit shall be subject to such relaxation as may be made by the Government from time to time.</p> <p>(c) Educational qualification :-</p> <p>(i) A candidate for the posts of Stenographer Grade II must have passed the P.U.C. or Higher Secondary Examination or other equivalent examination of a University recognized by the Government.</p> <p>(ii) A candidate for the posts of Stenographer Grade III must have passed the High School Leaving Certificate Examination or other equivalent examination.</p>
	<p>3.5. The Committee shall prepare a list of all candidates who qualify in the examination in order of merit which shall be determined in accordance with aggregate marks obtained by each candidate. If two or more candidates obtain equal marks, the Committee shall arrange them in order of their relative merit which shall be determined in accordance with the general suitability of the candidates. The list so prepared shall be submitted to the Chief Secretary for approval.</p> <p>3.6. No appointment by direct recruitment to the posts of Stenographers Grade II and Grade III should be made without first obtaining Police verification as to his/her character and antecedents.</p>

	<p><b>Direct recruitment to various categories of posts under the Government of Meghalaya on pay scale the maxima of which are Rs. 500.00 or below per month – other than Stenographers Grade II and III – Procedure for –</b></p>
<p><i>O.M.No.PER. 98/71/12 dtd. 8<sup>th</sup> April, 1971</i></p>	<p>4.1. Under Section 67 of the Assam Re-organisation (Meghalaya) Act, 1969, Meghalaya shares the Public Service Commission with Assam. The scope and functions of the Public Service Commission are laid down in Article 320 of the Constitution of India. According to this Article, it is obligatory to consult the Public Service Commission on matters relating to recruitment to civil service and civil posts, on principles to be followed in making appointments and on the suitability of candidates for such appointments, etc.</p> <p>4.2. The proviso to Article 320(3) of the Constitution of India, however, enables the Governor to make regulations specifying the matters, in which either generally or in any particular circumstances, it shall not be necessary for the Public Service Commission to be consulted. According to the regulation issued by the Assam Government which continue to be in force in Meghalaya State under Section 66 of the Assam Re-organisation (Meghalaya) Act, 1969, it shall not be necessary to consult the Commission in the case of direct recruitment to various categories of posts on pay scales the maxima of which are Rs. 500/- or below per mensem. In order to achieve uniformity in standards while making recruitment to such posts, the Government of Meghalaya have decided to constitute a Selection Board consisting of a Chairman and two Members for the purpose of conducting examinations and / or interviews, if any, for recruitment to the various categories of posts mentioned above other than those of Stenographers Grade II and III for which a separate Committee has been constituted vide Office Memorandum No. PER.31/71/6, dated 2<sup>nd</sup> February, 1971 (vide Para 3.1, 3.2., 3.3, 3.4., 3.5 and 3.6 above).</p> <p>4.3. The standard and procedure for conducting such examination will be the same as being followed by the Assam Public Service Commission</p>

or the Assam Government from time to time for different categories of posts. As regards syllabus the same will be determined by the Selection Board in consultation with the Appointing Authority concerned.

4.3. The qualifications required for direct recruitment to the different categories of posts referred to above shall be as laid down by the Government from time to time.

4.5.1. The Appointing Authority will inform the Selection Board of the number of vacancies reserved for the Scheduled Castes or Scheduled Tribes and Backward Classes.

4.5.2. In the case of services in which permanent vacancies occur throughout the year, the number of vacancies to be reported to the Board should be the number likely to occur during the recruiting year, and no vacancy which occurs after the end of that year, shall be filled without a further reference to the Board.

4.5.3. In making recruitment to technical or specialist posts the Board shall invite the Appointing Authority to depute a technical expert to assist them. In case of recruitment to other posts, it shall be open : -

- (a) to the Board to ask for the deputation of Adviser.
- (b) to an Appointing Authority, if it feel the need for it, to intimate to the Board that an Adviser should be appointed to assist the Board and the reasons for doing so.

4.5.4. In (a) above, the Appointing Authority shall nominate a suitable Adviser, and in (b) above, an Adviser may be appointed only if the Board agrees to its need.

4.6. The Board shall prepare a list of all successful candidates who qualify in the examination in order of aggregate marks obtained by each candidate. If two or more candidates obtained equal marks, the Board



<p><i>O.M No.PER. 98/71/47, dt., 18<sup>th</sup> June, 1971</i></p>	<p>shall arrange them in order of their relative merit which shall be determined in accordance with the general suitability of the candidates to the service. The list so prepared shall be submitted to the Appointing Authority concerned who will have necessary inquiries made in regard to the character and antecedents of the candidates before the appointment is made. The appointment shall be made strictly in order of preference suggested by the Board.</p> <p>4.7. The list so prepared by the Selection Board will remain valid for twelve months.</p> <p><b>Direct recruitment to the posts in the Secretariat and Offices of the Heads of Departments on pay scale the maxima of which do not exceed Rs. 500/- p.m.</b></p> <p>5.1. The matter relating to the constitution of the Selection Board and entrustment of the responsibility to conduct the competitive examinations and / or interviews, if any, for recommending candidates suitable for direct recruitment to the various posts under the Government of Meghalaya on pay scales the maximum of which do not exceed Rs.500/- per month excluding the posts of Stenographers Grade II and III has been reviewed by the Government and the following decisions have now been taken ( Refer Para 4.1 to Para 4.7 above ):</p> <p>(1) The Selection Board will now be entrusted with the responsibility of conducting competitive examinations and / or interviews and for recommending candidates suitable for direct recruitment to any posts in the Secretariat and Offices of the Heads of Departments only. This will also include the post of Stenographers Grade II and III and any other post in any Office under the Government of Meghalaya on pay scales the maxima of which do not exceed Rs. 500/- per month and of which the Appointing Authority is either the Government or the Heads of Departments. The other posts in the District, Sub-Divisional and other Subordinate Offices under the Government of Meghalaya shall</p>
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be excluded from the purview of the Selection Committee.

- (2) The Selection Board should visit Jowai and Tura and arrange to hold competitive examinations and / or interviews in those places also in addition to Shillong whenever necessary.
- (3) All advertisements for the posts to be filled up through the Selection Board shall be made by the Selection Board. The Administrative Departments and Heads of Departments are requested to send draft advertisements to the Selection Board together with the number of vacancies available for direct recruitment.
- (4) No appointment to any of the posts mentioned in para (1) above which are required to be filled up through the Selection Board should hereafter be made except through the Selection Board.
- (5) The Government are also considering the question of setting up a District Selection Board for each District. Pending a decision in the matter, no further appointment to any posts in the District, Sub-Division and Subordinate Offices under the Government of Meghalaya be made except with the approval of the Government in the Personnel Department.

5.2. The instructions as contained in Paras 1.1 to 1.7. Para 3.1 to 3.6 and Para 4.1 to 4.7 above shall be deemed to have been modified to the extent indicated above.

**Preferential treatment in the matter of absorption/appointment of the retrenched personnel of Relief & Rehabilitation Department.**

*O.M.No.PER.7  
0/72/ Pt./3, dtd.  
5<sup>th</sup> June, 1972*

6. In the matter of absorption/appointment of the retrenched personnel of the Relief and Rehabilitation Department, Government has decided as follows :-

	<p>(1) Persons who were already employed under the government but who were allowed by their parent Departments to function in respect of posts in the Relief &amp; Rehabilitation Department will return to their former posts on being retrenched by the Relief &amp; Rehabilitation Department.</p> <p>(2) Out of the existing vacancies of Lower Division Assistants and Typists in the Secretariat and Directorates; some are to be filled up by absorption of retrenched personnel of R&amp;R Department.</p> <p>(a) Lower Division Assistants in the Secretariat:- The reservation for retrenched personnel of R&amp;R Department is as follows :-</p> <p>(i) In respect of Khasis and Jaintias it will be four out of their quota of 13.</p> <p>(ii) In respect of Garos it will be the difference between their entitlement as par Government policy in reservation of posts and the number of Garos actually recommended by the Selection Board.</p> <p>(b) As regards Lower Division Assistants in the Directorates and Typists :-</p> <p>The reservation will be on the same lines, namely, in respect of Khasi and Jaintias it will be 4/13 of the quota for Khasi and Jaintias and in respect of Garos the difference between the quota meant for them and the numbers of Garos actually recommended by the Selection Committee.</p>
<p><i>O.M.No.PER1 99/74/12, dt. 23<sup>rd</sup>. July,1975</i></p>	<p align="center"><b>Absorption of tribal employees serving in other Governments into the Secretariat and other offices:-</b></p> <p>7.1. In most cases the present method of filling up of posts in the various services in Meghalaya is either by absorption of employees</p>

from the Government of Assam or by direct recruitment. Most of the eligible tribal employees for absorption from Government of Assam belong to Khasi and Jaintia communities and there are very few Garos available under this category. In order, therefore, to partly make up the deficiency in the number of Garos and to give them due representation in the services, the Government after consideration have decided to absorb more Garo employees working under other State Governments or Central Government.

7.2. The following procedure is therefore laid down in this regard and the same should be strictly followed :-

- (a) Garo employees working under other State or Central Governments, as may be suitable after due consideration and who are willing, may be brought on deputation to similar level of posts at the initial instance, but without deputation allowance. Their pays will be fixed in the scales of the posts under the normal rules. Those who have already been brought on deputation before issue of these orders on their own scales of pay with or without any deputation allowances will continue to be on such deputation until they are reverted to the parent Government or until final orders of their absorption are issued. On such absorption, their pay in the State scales applicable to such posts will also be fixed under the normal rules.
- (b) After watching the performance of such employees for a period of one year, a decision may be taken by the respective departments to absorb them in Meghalaya, if there is nothing adverse against them. To avoid discontentment later to such employees, the concerned departments should at the very initial stage satisfy themselves that the employees are prima-facie suitable for eventual permanent absorption before requisitioning their services.
- (c) Those accepted for absorption, may be absorbed with the consent of their parent organisations with effect from the date of issue of orders.

(d) After absorption, all the past continuous service rendered by an employee, up to the time of absorption, in the Central government or other State Governments, may be considered for pension, leave, etc., according to the relevant rules in consultation with the Finance (E) Department.

(e) The seniority of the person so absorbed in the cadre will be determined with effect from the date he/she started serving under the Government of Meghalaya including the period spent as a deputationist so that he/she will rank junior to the junior-most person in position at that particular time.

7.3. In exceptional cases, the procedure as indicated above may also be considered in consultation with Personnel Department in respect of Khasi-Jaintia employees who have already been brought over on deputation from other State Government and Central Government.

7.4. All Administrative Departments and all Heads of Departments are directed to incorporate necessary provisions in their Service Rules. For framing or modifying the existing Service Rules, the Meghalaya Public Service Commission will also be consulted wherever necessary. In order, however, to restrict absorption of employees into the State Government under this procedure, it is necessary that only employees who are recruited to various posts in Central Government or other State Governments before Meghalaya became a separate entity, i.e., 2<sup>nd</sup> April, 1970 are considered for this purpose as there was no opportunity for them to join Meghalaya and that such absorption does not take place in respect of employees who are brought over to State Government after 31<sup>st</sup> December, 1975. This will obviate the likelihood of employees being brought over for a long time in future and will be in consonance with the purpose of adequate representation of Garos, otherwise than by direct recruitment, only in the initial period of the State.

O.M.No. PER  
(AR)307/84/9  
dtd. 16<sup>th</sup> Jan,  
1986

**Appointment of Home Guards and Civil Defence Volunteers having three years training to Grade III Grade IV posts under the State Government:**

8.1. Home Guards and Civil Defence Organisations are statutory voluntary organisations raised in the country at the instance of the Government of India to assist Government agencies to meet various contingencies such as maintenance of law and order, essential services during emergency, relief and rescue work in disaster and so on. Members of these organisations are volunteers within the age group 18-50 years drawn from all walks of life and are trained in various discipline to perform their roles effectively.

8.2. The question of giving weightage / preference to Home Guards and Civil Defence volunteers in recruitment to State Government services has been examined and considered by the Government and it has been decided that the Home Guards and Civil Defence volunteers who have rendered at least three years services in the organisation and who are trained in "Basic" and "Refreshers" Course in Home Guards and Civil Defence may be given preference on account of these desirable qualifications for appointment to such Grade III and Grade IV posts under the State Government where training received in Home Guards and Civil Defence is an added advantage for efficient performance of duties in those posts, provided those volunteers fulfil the essential qualifications of age, education and physical standard, etc., laid down for recruitment to these posts. As the Home Guards volunteers are trained in P.T. unarmed combat, crowd control, guard duty, patrolling, map reading, message writing, weapon training, field craft, tactics, lathi drill, law and order duties, fire fighting and rescue, etc and serve as auxilliary to Police and Security forces, their training may be useful in Grade III and Grade IV posts like Constable, Security Guards, Despatch Rider, Peons, Chowkidars, Fireman, Forest Guards, etc. Similarly, the Civil Defence volunteers who are trained in Rescue, Fire Fighting, First Aid and Casualty Care, Nursing, Sanitation and Public Health, Messenger Duty, etc., may be preferred to posts like Nursing Attendant, Stretcher -

	<p>bearer, Medical Attendant, Vaccinator/ Inoculator, Health Visitor, Dresser, Messenger, Despatch Rider and the like.</p> <p>8.3. In view of the period of training and service in the Home Guards and Civil Defence Organisations for at least a period of three years, these volunteers may be allowed an age relaxation not exceeding three years in addition to the normal age relaxation in force.</p>
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<p><i>No.PER.287/81/UO/1, dt., 4<sup>th</sup> Nov., 1981</i></p>	<p>8.4 The weightage/preference given to the Home Guards and Civil Defence volunteers in the matter of recruitment to State Government services as mentioned above is not in modification of the existing reservation policy of the Government in the matter of recruitment to State Government posts and services but of giving preference to the Home Guards and Civil Defence volunteers, other things being equal.</p> <p><b>Prior approval of Personnel &amp; A.R. Department necessary in regard to creation / appointment to Group 'A' and above categories of posts / services.</b></p> <p>9. Development Department of Government do not plan well ahead what categories of technical / specialised posts are required by them during the next year. As a result, piece-meal proposals are being received for approval for creation of such posts carrying scales of pay the maximum of which is Rs. 1650/- and above or a fixed pay of Rs. 1650/- and above per month as required under provisio to Rule 10(1)(c) of the Rules of Executive Business of the government of the State of Meghalaya. In order to have an overall assessment and to save time and energy in examining piece-meal proposal for creation of such posts, it is considered disirable that all Administrative Departments should take steps in advance to work out their requirement of those posts during the next year and submit proposals once at a time for creation of the posts as may be required by them. This will also ensure that posts as may be necessary for the year are created with the least possible delay.</p>
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<p><i>U/O.No.PER. 289/83/UO/dt, 29<sup>th</sup> Nov., 1983</i></p> <p><i>No.PER..21/ 80/Pt/5/dt.,13<sup>th</sup> April, 1989.</i></p> <p><i>No.PER.16/9 8/A, dt., 3<sup>rd</sup> April, 1998</i></p>	<p>10 Proposal for creation of a new Plan post carrying the scale of pay the maximum of which is Rs. 1650/- and above should be submitted for approval through the Planning Department after examination in the approved form.</p> <p>11. The approval of the Department is necessary to be obtained in the matters pertaining to creation of posts carrying a revised of pay the maximum of which is Rs. 4150/- and above or those carrying a fixed pay of Rs. 4150/- and above per month and appointment thereto including payment of additional remuneration to any such officers.</p> <p>14. Consequent on the implementation of revision of pay scales with effect from 1.1.1996, the approval of the Department is necessary to be obtained in the matters pertaining to creation of and appointment to posts in Meghalaya carrying a revised scale of pay the maximum of which is Rs. 11,130/- and above or those posts carrying a fixed pay of Rs.11,130/- and above per month including payment of additional remuneration to any such officers.</p>									
<p><i>O.M.No.PER. 236/ 75/3, dt., 13<sup>th</sup> Sept, 1975</i></p>	<p><b>Allotment of Stenographers to the Officers at the Secretariat level</b></p> <p>13.1. The allotment of Stenographers to the Officers at the Secretariat level shall, subject to availability of persons in position, as far as practicable be in the order shown below :-</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 40%;"><u>Designation of Officer</u></th> <th style="text-align: center; width: 10%;"></th> <th style="text-align: center; width: 50%;"><u>Allotment sanctioned</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">(a) Chief Secretary</td> <td style="text-align: center; vertical-align: middle;">-</td> <td style="vertical-align: top;">           (1) One Stenographer Grade-I as Private Secretary.             (2) One Stenographer Grade-II as Personal Assistant.         </td> </tr> <tr> <td style="vertical-align: top;">(b) Development Commissioner /</td> <td style="text-align: center; vertical-align: middle;">-</td> <td style="vertical-align: top;">A Stenographer Grade I or II</td> </tr> </tbody> </table>	<u>Designation of Officer</u>		<u>Allotment sanctioned</u>	(a) Chief Secretary	-	(1) One Stenographer Grade-I as Private Secretary.  (2) One Stenographer Grade-II as Personal Assistant.	(b) Development Commissioner /	-	A Stenographer Grade I or II
<u>Designation of Officer</u>		<u>Allotment sanctioned</u>								
(a) Chief Secretary	-	(1) One Stenographer Grade-I as Private Secretary.  (2) One Stenographer Grade-II as Personal Assistant.								
(b) Development Commissioner /	-	A Stenographer Grade I or II								



<p><i>O.M.No.PER.. 14/97/7, dt, 16<sup>th</sup> April, 1997</i></p> <p><i>O.M.No.PER. 161/71/12, dt. 16<sup>th</sup> July, 1971</i></p>	<p>Agricultural Production Commissioner/Special Secretary and an Officer of equivalent rank.</p> <p>(c) Secretary/Addl. Secretary - A Stenographer Grade I or II</p> <p>(d) Joint Secretary - A Stenographer Grade II or III</p> <p>(e) Deputy Secretary - Grade-III or under-qualified Steno.</p> <p>13.2. With the above allotment, the existing sanctioned strength of Stenos Grade I, II, III/Under-qualified (including those in the secretariat Pool), may continue but in future creation of those posts will depend on the number of Officers at the Secretariat level.</p> <p><b>Stenographers attached to Officers to report for duty to Reserve Pool whence Officers proceed on leave</b></p> <p>14. In the interest of public service and smooth functioning of the Government Departments, it has been decided that those Stenographers attached to different Secretariat Officers should report to the Reserve Pool for duties in the event of the concerned Officer proceeding on leave for more than 10 days.</p> <p><b>Designation of the seniormost Personal Assistant of Ministers as the First Personal Assistant.</b></p> <p>15. The question of appointing the Stenographers Grade-II as Private Secretaries to the Ministers and Ministers of State has been examined. It has now been decided that Grade-II and Grade-III Stenographers attached to Chief Minister and other Ministers shall be designated as Personal Assistants and that in the case of those Ministers who have no Grade - I Stenographers attached to them, the seniormost Personal</p>
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*O.O.No.PER.  
96/88/10, dt.  
29<sup>th</sup> Aug, 1988*

Assistant if he is a Grade-II Stenographer, shall be designated as First Personal Assistant and shall be entitled to a Special Pay of Rs. 35/- per month as against the existing rate of Rs. 25/- per mensem.

**Staffing pattern for the offices of the Chief Minister, Deputy Chief Minister and other Ministers.**

16.1. The staffing pattern for the offices of the Chief Minister, Deputy Chief Minister and other Ministers shall be as shown below :-

**A. Chief Minister Office**

- (1) One Stenographer Grade-I or Meghalaya Secretariat Service Officer (Superintendent's rank) or Registrar of the Office of a Head of Department as Private Secretary.
- (2) One Stenographer Grade-I or Meghalaya Secretariat Service Officer (Superintendent's rank) or Registrar of the Office of a Head of Department as Additional Private Secretary.
- (3) One Stenographer Grade-II/III or an Upper Division Assistant (Secretariat Subordinate Service) as Personal Assistant.
- (4) One Lower Division Assistant (Secretariat Subordinate Service) or Typist (Secretariat), who may be a Selection Grade Typist.

**B. Deputy Chief Minister's Office**

- (1) One Stenographer Grade-I or MSS Officers (Superintendent's rank) or Registrar of Office of Head of Department as Private Secretary.
- (2) One Stenographer Grade-II/III and one Upper Division Assistant ( Secretariat Subordinate Service ) or two Upper

<p><i>O.M.No.PER (AR)132/78/ 85 dt.19<sup>th</sup>Aug. 1980.</i></p>	<p>Division Assistants (Secretariat Subordinate Service as Personal Assistants</p> <p>(3) Two Lower Division Assistants (Secretariat Subordinate Service).</p> <p>(4) One Typist (Secretariat) who may be a Selection Grade Typist.</p> <p><b>C. Other Minister's Office</b></p> <p>(1) One Stenographer Grade-I or Meghalaya Secretariat Service Officer (Superintendent's rank) or Registrar of Office of a Head of Department as Private Secretary.</p> <p>(2) One Stenographer Grade –II/III or one Upper Division Assistant (Secretariat Subordinate Service) as Personal Assistant.</p> <p>(3) One Lower Division Assistant (Secretariat Subordinate Service) or Typist (Secretariat) who may be a Selection Grade Typist.</p> <p>16.2. The Chief Minister and other Ministers are, however free to exercise the option to have Stenographers Grade-I and II should they wish.</p>
<p><i>O.O.No.PER. 96/88/55dt. 3<sup>rd</sup> Sept, 1997</i></p>	<p>17.1. The following is the modified staffing pattern for the office of the Chief Minister, Deputy Chief Minister, other Ministers. Parliamentary Secretary and Chairman / Deputy Chairman of Boards, etc.:-</p> <p><b>A. Chief Minister Office</b></p> <p>(1) One Stenographer Grade-I or Meghalaya Secretariat Service Officer (Superintendent's rank) or Registrar of the Office of a Head of Department as Private Secretary.</p>

- (2) One Stenographer Grade-I or Meghalaya Secretariat Service Officer (Superintendent's rank) or Registrar of the Office of a Head of Department as Additional Private Secretary.
- (3) One Stenographer Grade-II / III or an Upper Division Assistant (Secretariat Subordinate Service) as Personal Assistant.
- (4) One Lower Division Assistant (Secretariat Subordinate Service) or Typist (Secretariat), who may be a Selection Grade Typist.

**B. Deputy Chief Minister's Office**

- (1) One Stenographer Grade-I or MSS Officers (Superintendent's rank) or Registrar, Office of Head of Department as Private Secretary.
- (2) One Stenographer Grade-II / III or one Upper Division Assistant ( Secretariat Subordinate Service ) or two Upper Division Assistants (Secretariat Subordinate Service) as Personal Assistants
- (3) One Lower Division Assistants ( Secretariat Subordinate Service) or Typist (Secretariat) who may be a Selection Grade Typist

**C. Other Minister's Office**

- (1) One Stenographer Grade-I or Meghalaya Secretariat Service Officer (Superintendent's rank) or Registrar of Office of a Head of Department as Private Secretary.
- (2) One Stenographer Grade -II/III or one Upper Division Assistant (Secretariat Subordinate Service) as Personal Assistant.

- (3) One Lower Division Assistant (Secretariat Subordinate Service) or Typist (Secretariat) who may be a Selection Grade Typist.

**D. Parliamentary Secretary, Chairman / Deputy Chairman of Boards, etc.:**

- (1) One Stenographer Grade-II or Upper Division Assistant (Secretariat Subordinate Service) as Personal Assistant.
- (2) One Lower Division Assistant (Secretariat Subordinate Service) or Typist (Secretariat) who may be a Selection Grade Typist.

17.2. Out of the Private Secretary/Personal Assistant posted with the Chief Minister/Deputy Chief Minister and other Ministers at least one of them should be a qualified Stenographer.

17.3. The Chief Minister/Deputy Chief Minister and other Ministers are, however, free to exercise the option to have Stenographers Grade-I and II, should they so wish.

**Non-availability of Private Secretaries/Personal Assistants and staff attached to offices of Chief Minister/Ministers/Ministers of State / Parliamentary Secretaries / Chairman / Deputy Chairman/Principal Secretaries/Commissioner & Secretaries/Secretaries in Offices:**

*Circular No.  
PER. 29/89/  
381, dt. 3<sup>rd</sup>  
Jan, 1997.*

18. Instances have come to notice where the Private Secretaries / Personal Assistants and staff attached to the offices of the Chief Minister/Ministers of State/Parliamentary Secretaries/Chairman/Deputy Chairman /Principal Secretaries/Commissioner and Secretaries/Secretaries are not available in their respective offices whenever the concerned authorities are on tour. The above Officers and staff should attend their duties regularly and make themselves available in their respective offices even on occasion when the authorities concerned are on tour/out of station to receive important daks, files, letters / messages and to pass over the same

to the authorities concerned on return from tour.

**Placing services of the Extension Officers at the disposal of the Block Development Officers.**

*No.PER(ARC)  
49/87/249, dt.  
29<sup>th</sup> Sept, 1999.*

19. Block Development Officer is deemed to be the Head of the Office and that all Development Officers deputed to the Block should function under his over all supervision and coordination. However, inspite of the said instructions/clarification it has been brought to the notice of the Government that a tendency has of late since become visible on the part of the Extension Officer attached to Blocks look upon themselves as independent of the Block Development Officers since their transfer, promotion, leave etc., have been left to their concerned parent Departments. While the matter of their transfer, promotion, leave, etc., are as normal rules lies with their parent Departments, it is also necessary that they are to consider themselves as members of the team responsible to the Block Development Officers. The importance of team work in the Block cannot be overemphasised. Both the Block Development Officer as the Controlling Officer of the Block and the Extension Staff have got special responsibilities for proper implementation of schemes in the Block.

19.2. All Administrative Departments/Heads of Departments are to impress upon the Extension Officer and staff in the Block that the Block Development Officers are the Controlling Officers at the Block level and that (Extension staff) should not look upon themselves as independent of the Block Development Officers, but work hand in hand with the Block Development Officers for successful implementation of the Departmental Schemes in the Block.