

GOVERNMENT OF MEGHALAYA
HOUSING DEPARTMENT
ORDERS BY THE GOVERNOR

NOTIFICATION

Dated Shillong, the 20th November 2024

No. Housing.22/2018/Pt-A/25 - The Housing Department has constructed various Rental Houses or Flats or Quarters in different districts of Meghalaya under Rental Housing Scheme for Economically Weaker Section, Low Income Group, Middle Income Group and High-Income Group, in order to help the State Government employee(s) of Meghalaya/General Public/Bonafide Citizen of Meghalaya who does not have a house of his or her own. For the purpose of regulating the allotment of the Rental Houses or Flats or Quarter under Rental Housing Scheme of Housing Department, 2024 the following Rules are made, namely: -

1.Short title and commencement-(I). These rules may be called “**Rules for Allotment of Rental Houses or Flats or Quarters under Rental Housing Scheme of Housing Department, 2024.**”

(II). It will come into force with immediate effect.

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

(a) “Competent Authority” means Deputy Commissioner (Housing) of the concerned district and the Director of Housing;

(b) “District Housing Committee” means the **Committee** constituted under Rule 12;

(c) “Directorate Level Committee” means the **Committee** constituted under Rule 13;

(d) “Economically Weaker Section (EWS)” means persons or households having a monthly income of Rs.12,000/- (Rupees Twelve Thousand) only per month, as per wage entitlement to unskilled labourer notified by the Labour Department, No.LBG.9/2023/13 Dated Shillong, the 27th November, 2023 or as determined/ revised by the Labour Department from time to time.

(e) “Low Income Group (LIG)” means persons or households having a monthly income of Rs.13,650/- (Rupees thirteen Thousand six hundred and fifty) only per month, as per wage entitlement to semi-skilled labourer notified by the Labour Department No.LBG.9/2023/13 Dated Shillong, the 27th November, 2023 or as determined/ revised by the Labour Department from time to time.

(f) “Middle Income Group (MIG)” means persons or households having a monthly income of Rs.40,001/- to Rs.70,000 /- or as determined/ revised by the Government from time to time.

(g) “High Income Group (HIG)” means persons or households having a monthly income of Rs.70,000 /- above or as determined/ revised by the Government from time to time.

(h) “GROUP D” means a government employee having a basic pay scale of Rs.18,000/- (as per *Fifth Pay Commission of Government of Meghalaya*) and below or as determined by the Government from time to time;

(i) “GROUP C” means a government employee having a basic pay scale of Rs.18,001/- to Rs.40,000/- (as per *Fifth Pay Commission of Government of Meghalaya*) or as determined by the Government from time to time;

- (j) **“GROUP B”** means a government employee having a basic pay scale of Rs.40, 001/-to Rs.70,000 - (as per Fifth Pay Commission of Government of Meghalaya) or as determined by the Government from time to time.
- (k) **“GROUP A”** means a government employee having a basic pay scale of Rs.70, 001/- above (as per Fifth Pay Commission of Government of Meghalaya) or as determined by the Government from time to time.

3. Allotment Procedure-The following procedures are to be followed during allotment of Rental Houses or Flats or Quarters to the applicants: -

- (a) After the completion of construction of Rental Houses or if a House or Flat or Quarter is laying vacant the concerned Deputy Commissioner (Housing) or the Director of Housing, in the case of Shillong, will invite applications through advertisement. A copy of the advertisement shall also be published on the Department’s website.
- (b) Application for allotment of Rental House or Flat or Quarter shall be submitted in a prescribed format.
- (c) Application forms will be provided by the office after the publication of the advertisement on the website and the office notice board.
- (d) **‘Form A’** is to be addressed to the Deputy Commissioner (Housing) and Director of Housing; application is to be submitted along with Income Certificate and Office Identity Card from the Employer or Competent Authority (in the case for government employees).
- (e) **‘Form B’** is to be addressed to the Deputy Commissioner (Housing) and to the Director of Housing; application is to be submitted along with Income Certificate and Epic Card or Aadhar Card, EWS/LIG Certificate from Competent Authority. (in the case of the general public).
- (f) The applications for allotment of Rental Houses or Flats or Quarters of Rental Housing shall be scrutinized by the Appropriate Authority.
- (g) Preference shall be given to the serving officials of the Housing Department while allotting the House or Flat or Quarter. (in the case of government employees).
- (h) The applicant who is allotted with House or Flat or Quarter shall be issued allotment letters in **‘Form C’**, by Deputy Commissioner (Housing) and the Director of Housing. (in the case of the government employees).
- (i) The applicant who is allotted with Rental House or Flat or Quarter shall be issued allotment letters in **‘Form D’**, by Deputy Commissioner (Housing) and the Director of Housing. (in the case of general public).
- (j) After the applicant has been selected for the allotment of the House or Flat or Quarter the applicant should submit the Rental House Agreement affixing court fee stamp Rs 50/-as per the prescribed format, **Form E** and the list of family members who intend to stay along with the allottee.

4. Eligibility for Allotment –

(a) For Government Employee:

- (i) Should be serving employee at the time of application.
- (ii) To be certified by the Controlling Officer that Departmental Quarter is not available.

(b) For General Public:

- (i) Preference for allotment shall be given to EWS and LIG family categories having EWS /LIG Certificate from DC/ADC/BDO.
- (ii) Bonafide resident of Meghalaya must have Residential Certificate from Rangbah Shnong, Nokma, Epic or Aaddhar Card.

5. Commencement of Allotment- An allotment shall be effective from the date on which the House or Flat or Quarter is accepted by the allottee and he or she shall intimate the acceptance of allotment to Deputy Commissioner (Housing) or Director of Housing within 7 days of receipt of the order of allotment, failing which the Deputy Commissioner (Housing) or Director of Housing may re-allot the House or Flat or Quarter to the other applicants without any further intimation.

6. Termination of Allotment- Allotment made may be terminated or revoked on the following Grounds: -

- i. If he/she does not occupy the House or Flat or Quarter within 7 days from the date of signing the agreement;
- ii. If he/ she has made any misrepresentation or false statement in his or her application for allotment;
- iii. If he/she does not pay the rent for 3(three) consecutive months;
- iv. If he/she does not stay in the allotted House or Flat or Quarter by himself or herself for 3(three) consecutive months without intimation to Director of Housing/Deputy Commissioner (Housing)/District Housing Officer; or to any other Competent Authority;
- v. If he/she sublets the allotted House or Flat or Quarter to some other person;
- vi. If he/she does not renew the Rental House agreement;
- vii. If he/she does not abide with the terms & conditions of the agreement;
- viii. If he/she is transferred out of the district;(applicable to Government Employee only)
- ix. If he/she retires on superannuation. (applicable to Government Employees only)

7. Surrender of Allotment - The allottee may also surrender his or her allotment to the appropriate authority in writing within 7(Seven) days from the date of allotment.

8. Rent- Rent of the House or Flat or Quarter shall be notified by the Government in Housing Department. Monthly rent may be reviewed or revised by the District Housing Committee once in 3(three) years or whenever deemed necessary.

9. Security Deposit- Security Deposit according to the Category of Houses etc. is as given below: Security Deposit is to be deposited by the person concerned through Fixed/Term deposit duly pledged to Deputy Commissioner (Housing) of the concerned District or the Director of Housing as per rate decided by the Department from time to time.

10. Refund of Security Deposit- When a house is surrendered or vacated by an allottee, he or she shall within a period of thirty days from the date of surrender or vacation, as the case may be, make an application to the Competent Authority for refunding the Security Deposit. If the Competent Authority is satisfied that nothing is due from the allottee, it shall release the Security Deposit without any delay.

11. Mode of Payment of Rent- The allottee shall pay the rent and other dues, for each month on or before the 10th of the following month through Treasury Challan and deposit under the “**Head of Account 0216-Housing-700 other Housing (03)-Receipt from Govt. Residential Building Rent Recoverable by Housing Department 14- Rent**” and Rs.10/- per day will be charged as late fee for delay payment of rent.

The Treasury challans will be counter signed by the District Housing Officer or Inspector of Housing of the District concerned.

12. Constitution of District Housing Committee -The Government may notify a Committee at the District level for the purpose of consideration of applications, allotment of Houses or Flats or Quarter and for recommendation for fixation of rents in the District and other matters connected thereto, with the following members-

(a) Deputy Commissioner	Chairman
(b) Additional Deputy Commissioner (Rev)/EAC (Rev)	Member
(c) District Planning Officer	Member
(d) Executive Engineer/SDO, PWD (Building)	Member
(e) Junior Engineer, Housing Department	Member
(f) District Housing Officer/Inspector of Housing	Convener.

13. Constitution of the Directorate Level Housing Committee-The Government may notify a Committee at the Directorate level for the purpose of consideration of applications, allotment of Houses or Flats or Quarter in Shillong and for approval of rents in different districts of the State and other matters connected thereto, with the following members-

(a) Director of Housing	Chairman
(b) Chief Engineer, PWD (Building) or his representative	Member
(c) Deputy/Under Secretary to the Govt. of Meghalaya Housing Department	Member
(d) Deputy/Assistant Director of Housing	Convener
(e) Financial Adviser to the Government of Meghalaya Housing Department	Member
(f) Finance & Accounts Officer	Member
(g) Assistant Engineer/Junior Engineer, Directorate of Housing	Member
(h) Assistant Research Officer/ Research Assistant	Member

14. Record Register: -

- (1) The Deputy Commissioner (Housing) or Directorate shall maintain a proper Record/Register of the total number of buildings of the District, Allotment, Rent collection and other Register as necessary categories wise. (as prescribed format).
- (2) **Audit of Accounts**- The Directorate of Local Fund Audit, Meghalaya, Shillong should conduct the audit relating to the Receipts from Government Residential Building Rent Recoverable by Housing Department including Security Deposits and refunds and other expenditure, if any after the end of every financial year and should submit the report to the Director of Housing, Meghalaya, Shillong with a copy of the Housing Department for taking necessary action based on the Audit Report.

15. Terms and Conditions (For Government Employees): -The allottee shall abide by and comply with all the following terms and conditions appended with allotment order, namely-

- (a) **Right of tenancy**-The allottee shall not assign his right of tenancy and shall not sub-let or otherwise transfer or part with possession of the house.
- (b) **Occupancy**-The house will be used and occupied for the purpose of residence only by the allottee and by the bonafide members of his family and not for other purposes.
- (c) **Maintenance of House or Flat or Quarter-**
 - (i) He/ She shall keep the house clean and in good sanitary condition.
 - (ii) He/ She shall not allow water from any tap to run waste.
 - (iii) He/ She shall not use the house in a manner as to cause any inconvenience or nuisance or annoyance to the adjoining houses or neighbours.

- (iv) He/ She shall not harbour anti-social elements.
- (v) He/ She is liable to pay for the consumption of water bill or tax to the Concerned Authority Promptly.
- (vi) He/ She is liable to pay for the consumption of power to the Concerned Authority promptly. and the receipt shall be submitted along with Rent Treasury Challan.
- (vii) The Competent Authority shall maintain the Houses or Flats or Quarters for major purposes only. This shall not include provision of electric bulbs, plugs, lamp shades and any other electrical appliances etc.
- (viii) He /She is not allowed in any case to modify any part of the building be it externally or internally.
- (ix) If any damage is caused to the House or any part thereof or to any fixtures, the allottee shall be liable to pay such compensation as may be determined by the Competent Authority.

16. Period of Allotment - The allotment will be for a term of one year or up to 31stDecember of the year and have to be renewed every year if the allottee wishes to continue. (Subject to Rule No.7)

17. Eviction - In case of any requirement for eviction, due to non-payment of rent water and power or non-compliance of the above terms and condition, two months notice will be issued to the concerned allottee for vacation of the House or Flat or Quarter:

- i. Provided if the wife or husband of an allottee has already been allotted a residence under these Rules and subsequently allotted a residential accommodation by another Department, he shall have to vacate the allotted residence within a month.
- ii. Provided further for the purpose of eviction of those allottees on his/her children who are pursuing studies grace period till the end of the academic year may be considered subject to payment of monthly rent at the rate paid by him/her last.

18.The Events under which Rental House could be retained (by the Government employees) are as under-

(I). On Transfer: -

- (a)** A Government employee who is transferred in the middle of the academic year and whose children are studying in schools or college and other institutions, are permitted to retain the apartment till the end of the academic year on payment of rent at the rate at which rent was paid by him or her last. If the allottee is transferred during the beginning of the academic year, time allowed for retention of the House or Flat or Quarter is till the end of academic year subject to payment of rent and approval of the Competent Authority.
- (b)** The apartment under the occupation of a government employee who is transferred may be transferred to a family member of a transferred Government employee if the spouse/son/daughter whoever is an eligible Government employee and subject to the payment of rent fixed for the apartment with the approval of the Competent Authority.
- (c)** Intimation of Allotment shall be on being transfer.

(II). On Retirement: -

- (a) Retention of Apartment-** A retired Government employee is allowed to retain the Rental House or Flat or Quarter allotted to him or her for a period not exceeding 3(three) months on payment of rent last paid by him or her while in service. If he or she wants to retain the apartment beyond 3(three) months specific orders from the appropriate Committee have to be obtained.

(b) Transfer of Flat to Spouse-For a retired Government employee whose spouse also happens to be a government employee working in the same status/area, the apartment may be transferred to him or her subject to the payment of rent fixed for the House or Flat or Quarter with the approval of the Competent Authority.

(III). On Death: -

(a) Retention of Rental Flats-The family members of the Government employee/tenant who dies

while in service are permitted to occupy the Rental House/ Flats/Quarter for period of 3(three) months on payment of rent or till the end of the academic year whichever is later.

(b) Transfer- The apartment under the occupation of Government employee/tenant who dies while in service is transferred to the family members of deceased Government employee when the spouse, son or daughter whoever is an eligible Government employee subject to the payment of rent fixed for the apartment with the approval of the Competent Authority.

19. Alterations- The allottee shall abide by all the above **Terms & Conditions** and any change in or addition to them of which due notice shall be given to him or her.

20. Terms and Conditions (For General Public/Bonafide residents of Meghalaya): -The allottee shall abide by and comply with all the following terms and conditions appended with allotment order, namely: -

(a) Right of tenancy-The allottee shall not assign his right of tenancy and shall not sub-let or otherwise transfer or part with possession of the House.

(b) Occupancy-The House will be used and occupied for the purpose of residence only by the allottee and by the bonafide members of his family and not for other purposes.

(c)Maintenance of House or Flat or Quarter-

(i) He / She shall keep the house clean and in good sanitary condition.

(ii) He/ She shall not allow water from any tap to run waste.

(iii) He/ She shall not use the house in a manner as to cause any inconvenience or nuisance or annoyance to the adjoining houses or neighbours.

(iv) He/ She shall not harbour anti-social elements.

(v) He /She is liable to pay for the consumption of water bill or tax to the Concerned Authority promptly.

(vi) He /She is liable to pay for the consumption of power to the Concerned Authority promptly and the receipt shall be submitted along with Rent Treasury challan.

(vii) The Competent Authority shall maintain the Houses or Flats or Quarters for major purposes only. This shall not include provision of electric bulbs, plugs, lamp shades and any other electrical appliance etc.

(viii) He /She is not allowed in any case to modify any part of the building be it externally or internally.

(ix) If any damage is caused to the House or any part thereof or to any fixtures, the allottee shall be liable to pay such compensation as may be determined by the Competent Authority.

21.Period of Allotment - The allotment will be for a term of one year or up to 31stDecember of the year and must be renewed every year if the allottee wishes to continue. (Subject to Rule No.7)

22.Eviction - In case of any requirement for eviction, due to non-payment of rent, water and power or non-compliance of the above terms and conditions, two months notice will be issued to the concerned allottee for vacation of the House or Flat.

23.The Events under which Rental House could be retained (by the general public) are as under-

(I). On Eviction: -

A Tenant who is evicted as per proviso 22 in the middle of the academic year and whose children are studying in schools or college and other institutions, are permitted to retain the apartment till the end of the academic year on payment of rent at the rate at which rent was paid by him or her last.

(II). On Death: –

(a). Retention of Rental Flats-The family members of the tenant who dies are permitted to occupy the rental House/ Flats/Quarter for period of 3(three) months on payment of Rent or till the end of the academic year whichever is later.

(b). Transfer- The apartment under the occupation tenant who dies may be transferred to the family members of deceased tenant when the spouse, son or daughter provided that the successor lives/stays with the deceased tenant before he/she dies, and subject to the payment of rent fixed for the apartment with the approval of the Competent Authority.

25.Alterations- The allottee shall abide by all the above **Terms & Conditions** and any change in or addition to them of which due notice shall be given to him or her.

26.Settlement of dispute- In case of any dispute, the matter should be referred to the Director of Housing whose decision shall be final and binding on all concerned.

27.Interpretation - If any question arises relating to the interpretation of the Rules, the decision of the Government in the Housing Department shall be final.

28.Repeal and saving- All Rules, Office Memorandum, Orders or Notifications corresponding to and enforce immediately before the commencement of the Rules are hereby repealed:

Provided all the Orders made, or action taken under the Rules, Office Memorandum Orders or Notification so repealed or action taken in pursuant thereto shall be deemed to have been validly made or taken under the corresponding provisions of these Rules.

(Shri.F. M. Dophth IAS).
Secretary to the Government of Meghalaya,
Housing Department.

FORM - 'A'

**APPLICATION FORM FOR THE ALLOTMENT OF HOUSES/FLAT TO THE STATE GOVERNMENT
EMPLOYEES OF MEGHALAYA.**

To,

The Deputy Commissioner (Housing)/Director of Housing Meghalaya, Shillong.

(Through the Head of the Office)

I request for an allotment of Houses/Flat/Quarter under Group 'A', Group 'B', Group 'C' and Group 'D', Category of the State Government Employee for residential purpose and agree to abide by the Terms and Conditions provided under the scheme and I give the following particulars supporting my application.

1. Name of the applicant
and present address :-
with designation, if any
2. Permanent Address :-
3. Father's/Husband's name :-
and place of working
4. Place of birth including :-
Police Station & District
5. Name and address
of the Head of Office :-
6. Whether the applicant
has got a House/Flat of :-
his/her own Departmental
Quarters in the allotted
place of posting
7. Income per month :-
8. Contact No :-

I also do hereby solemnly affirm and state that the above statements made by me in my application are true to the best of my knowledge and belief and in support of the same I signed this verification today.

Signature of the applicant.

Recommendation of the office

Signature with seal.

NB: Office Identity Card, Salary certificate, and a certificate of non-availability of departmental quarter from the Controlling Officer are to be enclosed along with the application form.

FORM - 'B'
(GENERAL PUBLIC)

**APPLICATION FORM FOR THE ALLOTMENT OF HOUSES/FLAT TO THE GENERAL PUBLIC OF
MEGHALAYA.**

To,

The Deputy Commissioner (Housing)/Director of Housing Meghalaya, Shillong.

I request for an allotment of Houses/Flat under E.W.S/L.I.G/M.I.G/H.I.G Category of the Rental houses for residential purpose and agree to abide by the Terms and Conditions provided under the scheme and I give the following particulars supporting my application.

1. Name of the applicant
and present address. :-
2. Permanent Address :-
3. Father's/Husband's name :-
4. Place of birth including
Police Station & District :-
5. Whether the applicant
has got a House/Flat of
his/her own. :-
6. Income per month :-
7. Contact No :-

I also do hereby solemnly affirm and state that the above statements made by me in my application are true to the best of my knowledge and belief and in support of the same I signed this verification today.

Signature of the applicant.

Recommendation of the Headman/Sordar/Doloi/Nokma

NB: Photo copy of Income Certificate, Epic Card, Aadhar card, EWS /LIG Certificate from the Competent Authority are to be enclosed along with the application where applicable.

FORM – 'C'

Allotment Order (Government Employee)

Allotment No. _____

Dated _____

House No. _____ Block No. _____ at _____ is

Allotted to Shri/Smti _____ son/daughter

of _____ an employee of _____ on a monthly

rent of ₹ _____ for a period of 12(twelve) months or till 31st December

_____ (year), renewable after the expiry of the term.

**Director of Housing /Deputy Commissioner (Housing)
Meghalaya, Shillong**

FORM – 'D'

Allotment Order (General Public)

Allotment No. _____

Dated _____

House No. _____ Block No. _____ at _____ is

Allotted to Shri/Smti _____ son/daughter of _____

Resident of _____ on a monthly rent of ₹ _____ for a

period of 12(twelve) months or till 31st December _____ (Year), renewable after the expiry of the

term.

Director of Housing /Deputy Commissioner (Housing)
Meghalaya, Shillong

FORM – E

This agreement is made on this day _____ (month) of _____ (year) between Mr/Mrs/Miss. _____ resident of _____ (name of place), P.O. _____ P.S. _____ District _____, Meghalaya/ and at present employed in the office of _____ District _____ State _____, as 1st party, and Deputy Commissioner (Housing), _____/Director of Housing (strike off which is irrelevant) as the second party.

The First party hereby agrees as follows: -

- (1) That he/she has read the Rules for allotment of Rental Houses/Flats/Quarters under Rental Housing Scheme and fully understood its contents thereof especially from Rule 15 to 28 and agree to abide by the Rules.
- (2) That he/she shall pay the rent regularly as per Rules.
- (3) That he /she shall vacate the House/Flat/Quarter etc. if the allotment of House/Flat/Quarter is not renewed for non-fulfillment of agreement etc.
- (4) That he/she shall pay the Security Deposit through way of Fixed/Term Deposit pledged to the Deputy Commissioner (Housing) of concerned District or the Director of Housing as per amount indicated in the rules.
- (5) That he/she should keep the house clean and in good sanitary condition.
- (6) That he/she shall not allow water from any tap to run waste.
- (7) That he/she shall not use the house in a manner as to cause any inconvenience or nuisance or annoyance to the adjoining houses or neighbours.
- (8) That he/ she shall not harbour anti-social elements.
- (9) That he /she is liable to pay for the consumption of water bill or tax to the Concerned Authority promptly.
- (10) That he/she is liable to pay for the consumption of power to the Concerned Authority promptly and the receipt shall be submitted along with Rent Treasury challan.
- (11) The Competent Authority shall maintain the Houses or Flats or Quarters for major purposes only. This shall not include provision of electric bulbs, plugs, lamp shades and any other electrical appliance etc.
- (12) That he/she is not allowed in any case to modify any part of the building be it externally or internally.

(13) If any damage is caused to the house or any part thereof or to any fixtures, the allottee shall be liable to pay such compensation as may be determined by the Competent Authority.

(14) Termination of Allotment- Allotment made may be terminated or revoked on the following Grounds: -

- i. If he/she does not occupy the House or Flat or Quarter within 7 days from the date of signing the agreement.
- ii. If he/ she has made any misrepresentation or false statement in his or her application for allotment.
- iii. If he/she does not pay the rent for 3(three) consecutive months.
- iv. If he/she does not stay in the allotted House or Flat or Quarter by himself or herself for 3(three) consecutive months without intimation to Director of Housing/Deputy Commissioner (Housing)/District Housing Officer or to any other Competent Authority.
- v. If he/she sublets the allotted House or Flat or Quarter to some other person.
- vi. If he/she does not renew the Rental House agreement.
- vii. If he/she does not abide with the terms & conditions of the agreement.
- viii. If he/she is transferred out of the district (applicable to Government Employee only).
- ix. If he/she retires on superannuation (applicable to Government Employees only).

Signature of the First Party: _____

Name in Full (in Block letters): _____

Contact No: _____

Witness:

Signature: _____

Full Name: _____

Signature of Second Party: _____

Signature: _____

Name in Full: _____

Seal:

Record Register

Sl. no	District	Name &Address of the Allotees	Building Category	Allotment Order No. & Date	Date of occupation	Monthly Rent	Challan No. & Date	Amount Paid	Period /Month Paid for	Yearly Recoverable	Outstanding dues if any	Director's or Deputy Commissioner's Signature	Remark
	1	2	3	4	5	6	7	8	9	10	11	12	13