

Minutes of the Review Meeting with the Chief Commissioner, Meghalaya State Public Services Delivery Commission held on 31-May-2024 at 12:15 PM in the Conference Room, NIC Shillong.

Attendees: At Annexure I

The meeting was chaired by Shri. M.S. Rao, IAS (Retd.), Chief Commissioner, Meghalaya State Public Services Delivery Commission. The meeting was attended by the Secretary, Personnel & Administrative Reforms(B) Department, Departmental officials and NIC officials.

At the outset, the Chairman welcomed the attendees and briefed that the purpose of the meeting was to discuss the actions to be taken by various departments to explore the possibilities of making the currently offline notified services available online through Service Plus and conversion of existing online Non- Service Plus services to Service Plus, wherever feasible.

Thereafter, a presentation was made by the NIC Shillong. The soft-copy of the presentation was shared with the respective Departments in advance via email.

After a thorough discussion and deliberation on the presentation by NIC Shillong, the following decisions were taken in the meeting:

SN	Department / Office	Discussion and Decisions
1.	Meghalaya State Pollution Control Board (MSPCB)	<p>Notified Service No. 71, 87 & 88:</p> <p>(i) The Chairman, MSPCB to convene an internal meeting with all stakeholders to agree on the Process Flow with application form and output certificate to be shared with NIC.</p> <p>(ii) MSPCB and NIC to explore the possibility of replicating the MePDCL Payment model for the payment integration required.</p>
2.	ERTS (Excise)	<p>(i) Notified Service No. 37 & 42: ERTS to finalize the Process Flow with application form and output certificate to be shared with NIC.</p> <p>(ii) Notified Service No. 41 & 44: ERTS to spread awareness that the service is now available online</p> <p>(iii) Notified Service No. 36: NIC to clearly indicate that it is partially online as it is mandatory that the applicant submits the physical label to the Department.</p> <p>(iv) Notified Service No. 40: ERTS has requested for more time to finalize the Output Certificate after consultation with Law Department</p> <p>(v) Notified Service No. 112: Pertains to IGR. The Commission will convene a separate meeting with the concerned department.</p>
3.	Chief Inspector of Boilers & Factories (CIBF)	<p>(i) Notified Service No. 191: The Commission pointed out that e-payment is not a service covered under the MRTPS Act, 2020 as there is no service delivery by an officer and hence Personnel & Administrative Reforms(B) Department (Administrative Reforms Cell) may de-notify the service.</p> <p>(ii) Notified Service No. 189 & 190: CIBF to finalize the Process Flow with application form and output certificate to be shared with NIC.</p>
4	Directorate of Employment & Craftsmen Training (DECT)	<p>(i) Notified Service No. 128: To re-designate the notified service so as to segregate the two kinds of skill development being offered as "Admission to ITI Courses" and "Admission to Short-term Skill Development Courses". DECT to also finalize the Process Flow for these with application form and output certificate to be shared with NIC.</p> <p>(ii) Notified Service No. 126 & 127: DECT to integrate the two services.</p>

5.	Urban Affairs (MUDA)	<p>(i) Notified Service No. 93: The CEO, MUDA confirmed that 2(two) architects have been assigned to prepare the Drawings in .dxf format for submission of the eDCR template. MUDA to expedite the process and set a timeline for completion of the same.</p> <p>(ii) NIC informed that the Department can seek the assistance of Mr. Sudeep Roy, TCPO, M/o Urban Affairs to train the two architects to execute the work.</p>
6.	Urban Affairs (Urban Municipal Boards)	<p>Notified Service No. 89 & 125:</p> <p>(i) The Commission pointed out that it is not mandatory to use the Central portal only. It was agreed that the services will be developed in Service Plus as an online service and the Department will also parallelly continue to update the Central Portal.</p> <p>(ii) SMB to finalize the Process Flow for these services with application form and output certificate to be shared with NIC which will be replicated for all other Urban Municipal Boards in the State.</p> <p>(iii) SMB to also share a copy of the circular issued by the Government of India on the use of the Central Portal with the Commission.</p>
7.	Health & Family Welfare (HFW)	<p>(i) Notified Service No. 95: The Department clarified that the service is available online only for NFSA beneficiaries. HFW to share the Terms & Conditions along with the categories and process for a citizen to apply for the service to be uploaded in the Commission's Web Portal.</p> <p>(ii) Notified Service No. 89 & 125: H&FW to finalize the Process Flow for these services with application form and output certificate to be shared with NIC to develop in Service Plus.</p>
8.	Directorate of Mineral Resources (DMR)	<p>(i) Notified Service No. 31, 32 & 33: NIC to assist DMR in Capacity Building of officials and training of miners.</p> <p>(ii) Notified Service No. 182 : To coordinate with TCIL to examine the Project Proposal submitted by NIC.</p>
9.	Animal Husbandry and Veterinary (AH&Vety)	<p>(i) Notified Service No. 180 & 181: To check and confirm if there is any existing Application being used in a Central Portal. If no application is being used, AH&Vety to finalize the Process Flow for these services with application form and output certificate to be shared with NIC to develop in Service Plus.</p>
10.	Forest and Environment	<p>Notified Service No. 21, 22, 24, 25, 96, 97: NIC informed that a detailed discussion has been held with the Department to make the services online through Service Plus.</p>
	NIC Shillong	<p>(i) NIC to share with the respective departments the sample formats and requirements for finalizing the process flow and output certificate for making the service online.</p> <p>(ii) To develop notified services in Service Plus, wherever feasible after receiving the finalized Process Work Flow from the respective Departments.</p>

The list of Notified Services noted above is at Annexure II for ready reference.

The meeting concluded with a 'Vote of Thanks' from the Chairman.

Sd/- C.V.D. Diengdoh
Secretary to the Government of Meghalaya
Personnel & Administrative Reforms (B) Department
(Administrative Reforms Cell).

Memo.No.PER(ARC)22/2023/31-A

Dated Shillong, the 20th June, 2024.

Copy to :-

1. P.S to the Chief Commissioner, Meghalaya State Public Service Delivery Commission for kind information of the Chief Commissioner.
2. Principal Secretary/Commissioner & Secretary/Secretary to the Government of Meghalaya, Forests and Environment Department, Health and Family Welfare Department, Urban Affairs Department, Excise, Registration, Taxation & Stamps Department, Animal Husbandry and Veterinary Department for information and necessary action.
3. P.A to the Secretary to the Government of Meghalaya, Personnel & Administrative Reforms (B) Department (Administrative Reforms Cell) for kind information.
4. Director, Employment & Craftsmen Training, Department of Labour, Employment and Skill Development for kind information and necessary action.
5. Director, Directorate of Mineral Resources, Meghalaya for information and necessary action.
6. Chief Inspector, Chief Inspectorate of Boilers and Factories for your information and necessary action.
7. Chairman, Meghalaya State Pollution Control Board for kind information and necessary action.
8. Chief Executive Officer, Shillong Municipal Board for your information and necessary action.
9. The State Informatics Officer, National Informatics Centre (NIC), Meghalaya for kind information and necessary action.

By orders etc.,








Deputy Secretary to the Government of Meghalaya
Personnel & Administrative Reforms (B) Department
(Administrative Reforms Cell).

ATTENDANCE SHEET

Annexure-I

Meeting on the Meghalaya Right to Public Services Act, 2020








on the 31.05.2024.

Sl. No.	NAME & DESIGNATION	DEPARTMENT	SIGNATURE
1.	M. S. Rao Chief Commr.	MSPSDC	
2.	Santhosh V.T. S. F. O	NIC	
3.	CYRIL DIENGBOH SECT PERSONNEL	GOM.	
4.	M. WAR NONGBU Commissioner of Excise	GOM.	
5.	Cr. DKHAR. Jt Commissioner of Excise	Excise Dept G.O.M	
6.	A. Kharpur. Director DECT	labour, skill G O M	
7.	I. Mawlong, Chief Inspector of Boilers & Factories	Labour & S Dept., G.O.M.	

ATTENDANCE SHEET

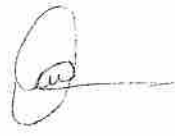
Meeting on the Meghalaya Right to Public Services Act, 2020

on the 31.05.2024.

Sl. No.	NAME & DESIGNATION	DEPARTMENT	SIGNATURE
8.	Shri. P. L. Nongbet, Senior Inspectors of Boilers and Factories	CIBF, LE & SE Dept. GOM	
9.	Shri. S. Lyium, Environmental Engineer MSPCB	MSPCB	
10.	Shri. A. Marmon- Scientist - C, NIC	NIC	
11.	Shri Brandan Rymbai State Nodal Agency - MHIS	MHIS	
12.	BENOS LYNHOKOR Scientist F	NIC	
13.	Suraj Neufane Sc-D	NIC	
14.	P. D. Jampma D.M.R.	Ministry of Geology	

ATTENDANCE SHEET

**Meeting on the Meghalaya Right to Public Services Act, 2020
on the 31.05.2024.**

Sl. No.	NAME & DESIGNATION	DEPARTMENT	SIGNATURE
15.	DIKKI D. SHRA, MCS, Jt. Secretary, A.H & Vety.	A.H & Vety.	DD/MS
16.	P.K. Boro	Director UAD	R-
17.	Shri L.K. Deygoh Deputy Secy, PerSAR(B) Unit	PerSAR(B) ARC	
18.			
19.			
20.			
21.			

Annexure II

SN	Department / Office	Notified Services
1.	Meghalaya Pollution Control Board (MPCB)	71: Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 87: Authorization under Bio Medical Wastes (Management and Handling) Rules 2016 88: Authorization under Solid-Wastes (Processing, recycling, treatment and disposal of solid waste) Rules 2016
2.	ERTS (Excise)	36: State Excise - Label Registration 37: Recommendation of License of Bottling Plant, Distillery, Breweries, Retail / Wholesale, Shops for Liquor at district 40: Transit Permit of Liquor by Individual 41: Recommendation for Temporary Bar License 42: Recommendation for Grant of license by Commissioner Office 44: Permission for Temporary Bar Licenses 112. Registration of Marriage under the Meghalaya Compulsory Registration of Marriage Act, 2012
3.	Chief Inspector of Boilers & Factories (CIBF)	189: Amendment of Factory License 190: Transfer for Factory License 191: Balance Payment of Renewal Factory License
4	Directorate of Employment & Craftsmen Training (DECT)	126: Job Seeker Registration 127: Employer Registration (under CNV Act) 128: Skill Development
5.	Urban Affairs (MUDA)	93: Construction Permit
6.	Urban Affairs (Urban Municipal Boards)	89: Issuance of Birth Certificate (Birth Registration) 125: Issuance of Death Certificate
7.	Health & Family Welfare (HFW)	89: Issuance of Birth Certificate (Birth Registration) 95: PMJAY/ State Health Card 125: Issuance of Death Certificate
8.	Directorate of Mineral Resources (DMR)	31: Mining lease / Composite License / Non-exclusive Reconnaissance Permit 32: Mining Lease for Minor Minerals for Industrial & specific uses under Schedule II of MMMCR, 2016. 33: Quarry Permits for Minor Minerals for Industrial & specific uses under Schedule II of MMMCR, 2016 182: Registration for Transportation of Minerals under Rules 4 of Meghalaya Mineral (Prevention of Illegal Mining, Transportation and Storage) Rules 2022
9.	Animal Husbandry and Veterinary (AH&Vety)	180: Issue of Health Certificate for Livestock 181: Issue of Transit Permit for Livestock and Poultry

10.	Forest and Environment	21: Issuance of Non Forest Land Certificate 22: Permission for tree felling under Meghalaya Tree Felling (Non Forest Areas) Rules 24: Permission for tree felling under the Meghalaya Tree (Preservation) Act. 25: NOC for field survey and investigation work for Hydro Project 96: Mining Lease for Minor minerals other than in industry under Schedule III of MMCR, 2016 97: Quarry Permit for Minor minerals other than in industry under Schedule III of MMCR, 2016
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