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GOVERNMENT OF MEGHALAYA
EXCISE REGISTRATION TAXATION AND STAMPS DEPARTMENT
NOTIFICATION

Dated, Shillong, the 15th October, 2024

No. ERTS (R) 8/2024/9 - Whereas Ease of Doing Business is a priority of the Government of Meghalaya, in consonance with the Business Reform Action Plan (BRAP) of the Department of Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India;

Whereas there is a need to simplify business regulations & ease of compliance, eliminate/reduce physical touchpoints to bring transparency in information dissemination and appropriate implementation.

Now therefore, it is to be noted that to deliver services provided by various department, an Online Single Window System has been created called the **Invest Meghalaya Portal** in the following manner:

1. The portal shall provide the facility for online applications submission, payment, tracking and monitoring, downloading the final signed certificate/licenses/document & Third-Party verification for the purpose of the authenticity of the approval or registration. No physical/manual application shall be requested by the concerned authority in addition to the online application.
2. Documents uploaded with online applications should be sufficient and no physical copies shall be requested by the competent authority. Certificate(s) downloaded from the official website/portals of various Central/State Ministries/Departments/Agencies/ shall be accepted as valid. Physically signed/stamped certificate(s) shall not be required.
3. There shall be no physical touch points between applicant & Department from the time of application process till the final decision except in cases where inspection/site visit is required under the concerned Act/Rules. Applicant need not be physically present for submission and verification of documents before the certificate/license/approval/ permit is issued.
4. Notification(s) at every critical stage of application processing shall be sent to the applicant through SMS/email.
5. All queries/clarifications related to industrial applicants shall be sought once and within 7 days of receiving the application from such applicant by concerned authority and resolution shall be given within 15 days.
6. The list of services as per **Annexure-I** shall be updated from time to time either by Invest Meghalaya Authority or concerned departments through a notification or office order or circular. Additionally, the Invest Meghalaya Portal has developed an online dashboard for all services attached in **Annexure-I**.

The online dashboard has been created as per DPIIT Guidelines and it covers features related to service timelines prescribed as per the Public Service Guarantee Act, total number of applications received, total number of applications approved, average, median and minimum time taken for obtaining approvals, along with the average fee for completion of entire process. The dashboard is developed in the following format as per DPIIT mandate: -

Particulars Details	Details
Time Limit prescribed as per the Public Service Guarantee Act	
Total Number of applications received	
Total Number of applications approved	
Average time taken to obtain registration/renewal	
Median time taken to obtain registration/renewal	
Minimum time taken to obtain registration/renewal	
Maximum time taken to obtain registration/renewal	

*"Average fee" taken by the Department for completion of entire process of obtaining approval/ certificate

For new registrations, application-wise details shall be updated in the online portal with regards to date of application, date of approval and breakup of fee details with the following features.

Sl. no.	Application No.	Application Date	Approval Date	Fee Details	Total Fee Charged

All the dashboards are being updated on a real-time basis.

This will take effect from the date of its publication in the official Gazette.

Sd/-
(S. C. Sadhu, IAS)
Secretary to the Govt. of Meghalaya
Excise, Registration, Taxation & Stamps Department

Memo No. ERTS (R) 8/2024/9-A

Dated, Shillong, the 15th October, 2024

Copy to:

1. P. S. to Speaker of the Meghalaya Legislative Assembly.
2. P. S. to Minister in-charge Registration & Stamps for favour of information of the Minister.
3. The P.S. to the Leader of Opposition of the Meghalaya Legislative Assembly.
4. The P. S. to Chief Secretary for favour of information of the Chief Secretary.
5. The P.S. to the Additional Chief Secretary for favour of information of the Additional Chief Secretary.
6. Principal Accountant General (Audit), Meghalaya (Attention: FINAT Section), Shillong-793001.
7. Accountant General (A & E), Meghalaya, Shillong-793001.
8. The Commissioner & Secretary to the Govt. of Meghalaya, ERTS Department.
9. The Secretary to the Govt. of Meghalaya, ERTS Department.
10. The Registrar of Societies, Meghalaya, Shillong for favour of information and necessary action with reference to letter No. MLRS/2024/DPIIT/43 dated 15.10.2024
11. Senior Monitoring Officer & ex-officio, Deputy Secretary to the Govt. of Meghalaya, Planning Investment Promotion and Sustainable Development Department with reference to letter No. PLR 44/2020/Pt/237 dated 23.02.2024.
12. The Director, Printing and Stationery, Meghalaya, Shillong with a request to cause publication of the above Notification in the Gazette of Meghalaya Extra Ordinary issue and furnish this Department with 20 spare copies.
13. NIC, Shillong for uploading in the Meghalaya Website

By Order etc.,

Joint Secretary to the Govt. of Meghalaya
Excise, Registration, Taxation and Stamps Department

Annexure-I

Sl no.	Service Name
1	Registration of Partnership Firms
2	Registration of Societies