

**GOVERNMENT OF MEGHALAYA
POLITICAL DEPARTMENT**

No.POL.35/2004/111,

Dated: Shillong, the 16th October, 2015.

OFFICE MEMORANDUM

1. The State Level Public Grievances Committee was first constituted during January, 1980 with the intension for toning up the Administration and with a view to make it more responsive to the needs of the people of the State. The Committee shall be constituted as follows: -
2. **Composition:** The Committee shall consist of the following:
 - 1) Chairman.
 - 2) 4 (four) Co-Chairmen.
 - 3) 7 (seven) Vice-Chairmen.
 - 4) 3 (three) Non-Official Members.
 - 5) Member Secretary.
3. **Appointment of Chairman:** The Governor may from time to time appoint a Chairman from amongst the sitting Members or ex-Members of the Meghalaya Legislative Assembly.
4. **Appointment of Co-Chairman:** The Governor may from time to time appoint Co-Chairmen from amongst the sitting Members or ex-Members of the Meghalaya Legislative Assembly or any prominent public figure.
5. **Appointment of Vice-Chairman:** The Governor may from time to time appoint Vice-Chairmen either from the sitting Members of the Meghalaya Legislative Assembly, ex-Members of the Meghalaya Legislative Assembly or any prominent public figure.
6. **Appointment of Non-Official Member:** The Governor may appoint any prominent public figure as a Non-Official Member of the Committee.

contd. P 2

7. **Tenure of the Committee:** The term of the Committee shall normally be in line (co-terminus) with the term of the office of the Government. However, the Governor shall have the power to remove the Chairman or any or all the Co-Chairmen, Vice-Chairmen and Non-Official Members from office at any time without assigning any reason thereof.

8. **Remuneration:** The Chairman, Co-Chairmen and Vice-Chairmen are entitled to remuneration or honorarium and allowances including the staff as per instructions/ guidelines issued by the Finance Department from time to time.

The Non-Official Members will be entitled to sitting fees whenever the Committee sits.

9. **Functions:** The functions of the State Level Public Grievances Committee shall be as follows: -

- 1) To call for and receive from time to time the grievances of the members of the public in the State.
- 2) To consider the grievances and to take them up with appropriate authorities for redress.
- 3) To ensure follow-up action in regard to the redress of grievances.
- 4) To advise the Government in regard to the procedure and principles to be followed for redressing the grievances of the Citizens and recommend measures for toning up the Administration with a view to make it more responsive to the needs of the people and for ensuring promptness in the redressal of grievances.
- 5) The Committee shall furnish exhaustive Annual Report of activities carried out by them to the State Government every year by the 2nd week of January of the following year.

contd. P 3

10. This supersedes the earlier Office Memorandum No.POL.35/2004/48, dt. 19.10.2011 including Corrigenda No. POL.35/2004/53, dt. 09.01.2012; No. POL. 35/2004/56, dt. 03.10.2013 and No. POL. 35/2004/64, dt. 10.03.2014 except as respect things done or omitted to be done before such supersession and shall come into effect from the date of joining of the incumbent.

This issues with the concurrence of Finance (AF) Department vide their I/D. Nos. FM. 961/ 2015, dt. 13.08.2015 and FM.1286/ 15, dt. 14.10.2015.

Sd/-

(F. Kharlyngdoh)

Commissioner & Secretary to the Govt. of Meghalaya,
Political Department.

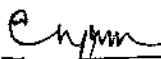
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Dated: Shillong, the 16th October, 2015.

Memo. No. POL.35/2004/111-A,
Copy forwarded to:-

1. The P.S. to Chief Minister for information of the Chief Minister.
2. The P.S. to Chief Secretary for information of the Chief Secretary.
3. The Chairman/ Co-Chairmen/ Vice-Chairmen, State Level Public Grievances Committee.
4. The Member Secretary, State Level Public Grievances Committee.
5. Finance (AF) Department with reference to I/D. Nos. mentioned above.
6. Law Department with reference to I/D. No. 402, dt. 04.08.2015.
7. Chief Minister's Secretariat.
8. Guard File.

By order etc.,



Under Secretary to the Govt. of Meghalaya,
Political Department.

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