

**GOVERNMENT OF MEGHALAYA  
DEPARTMENT OF URBAN AFFAIRS**

**NOTIFICATION**

**Meghalaya, Shillong, [\_\_\_\_\_]**

**No. \_\_\_\_\_** - In exercise of the powers conferred by section 38 of the Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 (Central Act 7 of 2014) and subject to the other provisions of the Act, the rules made there under, and in supersession to the scheme notified vide No. UAU./1/2011/Pt/369 dated 11th May 2017 the Government of Meghalaya hereby frame the following Scheme for the street vendors.

**CHAPTER—I  
PRELIMINARY**

**1. Short title and commencement:**

- (1) This Scheme may be called “**The Meghalaya Street Vendors (Protection of Livelihood and Regulation of Street Vending) Scheme, 2023**” for the State of Meghalaya.
- (2) It shall extend to the whole State of Meghalaya.
- (3) It shall come into force on and with effect from the date of its publication in the Official Gazette.
- (4) The objective of this scheme is to provide and to promote a supportive environment for street vendors to carry out their vocation in accordance with the Act and Rules.

**2. Definitions:** In this Scheme, unless the context otherwise requires-

- (1) "Act" means the Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 (Central Act no 7 of 2014).
- (2) "Form" means the forms appended to this Scheme.
- (3) "Rules" means **The Meghalaya Street Vendors (Protection of Livelihood and Regulation of Street Vending) Rules – 2022** for the State of Meghalaya.
- (4) The meaning and interpretations of street vendors, vending zones, scheme for street vendors, town vending committees (TVCs), and its functions and other related matters including the words and expressions not defined in the Scheme shall be as per the Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 and the Meghalaya Street Vendors (Protection of Livelihood and Regulation of Street Vending) Rules – 2022, as the case may be.
- (5) “Local authority” means a Municipal Corporation or a Town Committee or Urban Planning authority or the office of the respective Deputy Commissioner or any other authority as defined by the Government from time to time.
- (6) Unless otherwise specified, Government/ Department means the Department of Urban Affairs, Government of Meghalaya
- (7) “Heritage Market” means a market which has completed more than fifty years in one place where sellers and buyers have traditionally congregated for the sale and purchase of products or services and has been determined as such by the Local authority on the recommendations of the Town Vending Committee.

## **CHAPTER—II**

### **SURVEY OF STREET VENDORS**

3. The Town Vending Committee (TVC) with the support from the Local authority and/or through an authorized technical agency shall conduct a comprehensive digitized or manual photo census/survey of all existing vendors within the area under its jurisdiction as per section 3 sub-section (1) & (2) of the Act.
4. The State Nodal Officer shall notify the form and the manner of the survey along with other formalities from time to time.
5. (1) The information through public notice inter-alia shall include the dates of survey, area to be covered, details of facilitation centre, the nodal officer of the survey, date and time of commencement and completion of the survey  
(2) Adequate publicity of the notice for the survey shall be given through:
  - (i) Website of the department and/ or Social media Platforms;
  - (ii) Any three prominent local newspapers in English/ local language of the area;
  - (iii) Noticeboard of the Town Vending Committee and Local Authority, and
  - (iv) Placing a copy in conspicuous places in the local markets
6. The survey shall be carried out by forming area/ market wise teams consisting of Local authority and members of Town Vending Committee nominated or any such other agency/agencies as may be required for the purpose. The teams may be assisted by a technical data collection agency.
7. Survey shall be done manually or through a mobile based application or a combination of both and might involve usage of one or more of the following tools:
  - (i) GIS (Geographic Information System)
  - (ii) Digitized photo census
  - (iii) Capture of biometrics
8. The survey shall capture the primary data viz. name of the street vendor, gender, age, date of birth, place of birth, nature of trade/vending, period since start of vending on justifiable documentary evidence, address (present and permanent), contact number, whether Person with disability (PWD), identity proof (as specified below), application forms for additional information as prescribed by the local authority, and details of place, mode (stationary/ mobile/ other), nature and time of street vending as indicated in **Form-I**.
9. For the purpose of identifying the street vendor, he/ she shall submit any one of the following documents:
  - (i) Election Photo Identity Card issued by the Election Commission of India
  - (ii) Aadhar Card
  - (iii) Ration Card
10. Surveyed persons shall provide evidence of being genuinely engaged in street vending for at least past 3 months as on the date of notification of the survey. Such evidence shall be in form of a Certificate issued by Local Authorities/ relevant Resident Welfare Association/ Local Dorbars/ Locality Development Committee/ Registered Vendors' Association. Receipts of fine(s) imposed by Municipal authorities for at least past 3 months prior to the date of notification of the survey would also serve as acceptable evidence.
11. Only those vendors who are found to be actually carrying-on business in the streets shall be entitled to be enumerated.
12. The survey team shall, on the spot, issue an acknowledgement to those surveyed. The surveyed vendor's signature/ thumb impression will be obtained.

## CHAPTER – III

### PROCESSING OF APPLICATIONS AND REGISTRATION OF VENDORS

- 13.** Submission of application during the survey shall not be a guarantee for registering a Street Vendor (SV). The registration shall be determined on the basis of eligibility and verification of documents furnished by the applicant. Registration once done shall be valid for a period of five years.
- 14. Scrutiny of survey forms:** The chairman of TVC with the support of its staff will scrutinize the applications as per the eligibility conditions for registering the SV:
- (1) For the first survey conducted under the Scheme, individuals shall be eligible for registration subject to the following conditions:
- (i) Shall be a Citizen of India.
  - (ii) Shall not be less than eighteen years of age on the date of the survey.
  - (iii) Shall not be a Government Employee.
  - (iv) Shall not be an employee of an existing shop or business establishment in the vending area
  - (v) Not more than one person from a family would be considered (a family includes spouse and dependent children)
  - (vi) Shall have an address of Meghalaya in any of the identity proof mentioned in Clause 9; else he/ she needs to furnish a certificate from respective Dorbar Shnong/ Nokma/ Local Development Committees/ Resident Welfare Associations, Local authorities evidencing his/her stay in Meghalaya for at least one year prior to the date of the survey.
  - (vii) Shall not have been prosecuted and convicted or penalized earlier for any reason or offence connected with vending such as adulteration, sale of narcotics, etc.
  - (viii) Shall be vending in the same city for a minimum period of 3 months prior to the date of survey (as evidence by certificate issued by Local Authorities/ Dorbar Shnong/ Nokma/ certified by the Hawkers' association/ documents regarding fines imposed by Municipal Authority (if available) as detailed in Chapter II
- (2) For subsequent surveys, in addition to the above conditions, he/ she:
- (i) Shall not have got his/her Certificate of Vending (CoV) cancelled on accounts other than non-payment of fee
  - (ii) Shall have cleared all vending fees
- 15.** Within 30 days of completing the survey, TVC shall publish a list of street vendors to be registered on the website of the department/ local authority and/ or put on the notice board of the TVC/ local authority. The reason(s) of denial would be communicated to the applicants who are denied registration and will be given an opportunity to appeal through the concerned TVC within 15 days of publication of the list. The TVC shall take a decision in the matter within a period of 30 days after receipt of the appeal.
- 16.** Registration of a street vendor will not confer upon them any right to vend or squat. The permission/ certificate to vend will be decided by the TVC in consultation with the Local Authority depending on the scheme, norms, plan and the availability of space/site/ holding capacity within the area. Only those who are issued CoV should have right to vend.
- 17.** In case the number of registered vendors exceeds the capacity of the specific vending zone, preference shall be given to the SVs who have been vending for a longer period of time. The period since the SV has been operating at a particular site shall be determined by a Certificate issued by Local Authorities/ relevant Resident Welfare Association/ Local Dorbars/ Locality Development Committee/ Registered Vendors' Association. Receipts of fine(s) imposed by Municipal authorities would also serve as acceptable evidence to determine the period since the SV has been vending. In certain cases, the vendors may be allowed to operate in shifts as determined by the TVC.
- 18.** Those vendors who are unable to get accommodated in their preferred vending zone will be offered alternate

locations/ spaces subject to availability of alternate locations/ spaces.

19. The TVC shall communicate to the registered vendors the allocation of space in a vending zone and the requisite fees to be paid.

## CHAPTER – IV

### CERTIFICATE OF VENDING AND ASSOCIATED TERMS AND CONDITIONS

20. The Certificate of Vending (CoV) shall be issued within 3 months of completion of survey subject to the provisions of scheme, norm, plan, availability of space/ site, holding capacity and payment of requisite fees.
21. The CoV shall be as per the format mentioned in Form II. As separate ID card summarizing the information in the CoV will be issued to the SVs as per Form IV. The identity card issued by the National Urban Livelihood Mission (NULM) or any other Mission for Street Vendors shall not be taken in lieu of the Certificate of Vending.
22. CoV once issued shall be valid for a period of one year and shall be required to be renewed annually.
23. Inability to vend during a specified period for any reason whatsoever, shall not be a ground for not paying or granting exemptions from payment of the license fee for vending.
24. Where, in the intervening period between two surveys, any person seeks to vend, the Town Vending Committee may grant a certificate of vending to such person, subject to the scheme, the plan for street vending and the holding capacity of the vending zones. Those identified in the survey and registered, shall be given preference over the new entrants.
25. **Terms and Conditions for vending and certificate of vending:** The following terms and conditions shall be prescribed for vending:
- (1) No vendor shall vend on more than the prescribed dimensions i.e., **2.2 square meter area** (1.8 m x 1.2 m) and **not more than 3 meters** for vertical vending from the ground.
  - (2) No vendor shall use extra space for storage of goods except vertical space created. Use of carts and other temporary forms of organizers for storage of goods that take up more than the prescribed dimension shall not be permitted.
  - (3) Street Vendor shall not:
    - (i) Vend in an area other than the location prescribed
    - (ii) Construct any permanent structure on the allotted space
    - (iii) Cause any obstruction for pedestrians and traffic
    - (iv) Undertake vending activities in the No vending zone or beyond the permissible days and timings
    - (v) Be under the influence of any intoxicative substance while vending in the Vending Zone
    - (vi) Carry out any unauthorized/illegal activity
    - (vii) Sell hazardous or polluting items
    - (viii) Lease/rent/sell or transfer the vending site and the Certificate of Vending. An undertaking of the same needs to be submitted to the Town Vending Committee in **Form III**.
    - (ix) Vend jointly with another vendor either by using the same vending zone and/or by joining two vending zones together.
  - (4) The SV shall pay the rent of the allotted site on a quarterly basis or as decided by the TVC.
  - (5) The SV shall ensure that customers shall not do unauthorized parking next to his/her vending site.
  - (6) The SV shall vend by himself/herself or by a family member whose photo is affixed on the CoV. The following relations are permitted: Mother/ Father/ Husband/ Wife/ Son/ Daughter/ Brother/ Sister of the Registered Vendor. Under no case, children below the age of 18 years should be

allowed.

- (7) Vending shades are permitted only if they are not-permanent and not pre-fabricated in nature. Use of Umbrellas, plastic and bamboo covers shall be permitted provided that they are within the dimensions permitted.
- (8) Street vendors using motor vehicles like cars and vans for vending shall be allotted specified vending zones and shall confirm to the Transport Department's regulations. The area for vending allotted to such vendors shall be determined by Street Vending Plan and the Local Authority.
- (9) Mobile vendors/vendors on wheels including those using motorized and non-motorized means are to ensure that they vend as per the terms for mobile vending- by vending from door to door and locality to locality or area to area keeping in mind that they do not obstruct pedestrians, private property, and cause traffic jams or obstructions.
- (10) Loss/ damage of CoV card shall be reported by the vendor to the TVC within a period of thirty days. The Vendor shall make an application for issue of duplicate CoV to the TVC with a fee as pre-decided by TVC and a duplicate CoV shall be issued by the TVC.
- (11) Additional conditions to be complied by the **Street Food Vendors**:
  - (i) The Street Food Vendor shall maintain personal hygiene and hygiene around the vending area, ensuring that no person shall litter, spit, rub lime, urinate or defecate. Also, the vendor shall ensure that there shall not be any animal waste around the vending area.
  - (ii) Street Food Vendors are to maintain strict food and safety hygiene standards by wearing clean and functional gloves (not torn) on both sides of the hands, clean apron/*jainkyrshah*, cap/hat and other protective gear as prescribed by the Local Authority.
  - (iii) All utensils used for making street food for vending should be clean and washed daily and should be covered.
  - (iv) All resources used for food preparation, especially water should be clean (from mineral bottled source or filtered) and fit for human consumption. All utensils used for storing food items should be clean and covered to protect from dust and germs.
  - (v) Street Food Vendors are to also comply with the regulations of the State Pollution Control Board, (SPCB) Meghalaya, on the use of paper straws, bio-degradable cutlery, plates, cups, bowls etc., for the purpose of selling and serving cooked food to the public.
  - (vi) SV shall ensure that the means by which food is cooked should be safe and not pose a threat to the vendor and others. Open fire should be used cautiously. Use of pan and oil for frying and cooking should be handled in such a way that it does not put the street vendor and anyone else at risk. Such utensils should neither be placed at the periphery of the vending zone, nor near the pedestrian zone that may subject the public to risk of any unwanted accidents and injury. The size, type and nature of cooking fuel shall be prescribed by the TVC from time to time.
  - (vii) SV selling perishable items such as fish, shrimp, meat, fruits and vegetables that require washing and cleaning shall do so in a hygienic area, away from the drains and waterlogged areas. They shall ensure that such waste is properly disposed in a closed dustbin and not in and around the drains or open basins that may attract unwanted insects, pests and animals around the vending area.
  - (viii) Fast food vendors and vendors selling other perishable goods are not to vend on open drains and waterlogged areas that may pose a threat to public health via contaminated food items.
  - (ix) SVs involved in cooked/ processed food shall comply with all licensing regulations of the Local authority and Provisions of Prevention of Food and Safety and Standard Act 2006. They should obtain FSSAI registration within a stipulated timeframe as notified by Local Authority.

The Government shall endeavor to support the SVs in obtaining such registrations.

- (12) SV shall comply with the Waste Management Rules as applicable from time to time.

## **CHAPTER – V**

### **FEES AND FINES**

- 26.** A **one-time fee** as applicable shall be paid for the issuance of Certificate of Vending. There shall be a variable fee structure depending on the location and duration of vending, full-time vis-à-vis those vending on a time-sharing basis.
- 27.** All SVs are required to pay an **annual fees for renewal of the CoV**.
- 28.** The vendors shall pay a **quarterly vending fee** on the basis of commercial potential and the footfalls at the site of vending. The fees shall be determined as part of the Plan for Street Vending based on the zone categorization. The TVC may collect vending fees annually if it deems fit. Failure to make payments with the timelines would lead to penalties and/ or cancellation of CoV.
- 29.** Every town vending committee shall have a bank account in which the street vendors may deposit the requisite fees.
- 30.** Fines shall be imposed on vendors not complying with any of the conditions of the CoV.
- 31.** The quantum of fees and fines mentioned in the scheme shall be notified by the Government from time to time. The first notification shall be issued within 15 days of the publication of the scheme.

## CHAPTER-VI

### RENEWAL, SUSPENSION AND CANCELLATION OF CERTIFICATE OF VENDING

**32.** The renewal of certificate of vending:

- (1) For renewal of Certificate of Vending the Street Vendor shall apply along with a payment of requisite fees to the TVC. The application needs to be made at least a month prior to the expiry of the CoV.
- (2) The town vending committee shall publish a list of defaulter street vendors who failed to apply for renewal and pay the requisite renewal fees. A time of **three weeks** shall be provided to pay the renewal fees failing which the Street Vendor shall not be allowed to vend until the vendor resubmits a renewal application (Form V) with requisite fees.

**33.** Manner in which certificate of vending may be suspended or cancelled: The town vending committee shall impose fine and give warning to the street vendor if he/she is found guilty of breach of conditions laid down in the certificate of vending which includes the following:

- (1) The Street Vendor is carrying out vending, squatting or hawking in the area or market other than mentioned in the certificate of vending,
- (2) He/ She has misrepresented the age for eligibility to get the Certificate of Vending,
- (3) If they are found to occupy an area beyond the allotted area,
- (4) If any permanent structure has been constructed on the allotted place either vertically or horizontally.
- (5) If the Certificate of vending is rented, sold or leased out to any other person,
- (6) If the certificate of vending has not been renewed after the prescribed period is over and if there is failure to pay/ renew/ vending license after the grace period of 3 weeks.
- (7) If the Street Vendor is found to have not adhered to the Food and Safety Precautions as specified in Chapter III of the Scheme.
- (8) If the Street Vendor becomes a Government Employee.
- (9) Any street vendor who has employed any child below fourteen years of age under Child Labour (Prohibition and Regulations) Act, 1986) shall be given a warning by the Town Vending Committee. If he fails to carry out the direction given in the warning, his/ her Certificate of Vending is liable to be cancelled and action shall be taken as per the provisions of the law.
- (10) Any street vendor who has been reported of misbehavior/sexual harassment to a woman vendor, causing public nuisance may be given a warning, based on the written complaint filed by the aggrieved person to the nearest police station and action shall be taken as per the provisions of the law. Repetition of such mis-behaviour may result in the cancellation of the Certificate of Vending.
- (11) No Certificate of Vending shall be cancelled unless the holder thereof has been given a notice within a given period of 15 (fifteen) days to submit his/her reply to the allegation based on which the certificate is proposed to be cancelled. The period of 15 (fifteen) days shall be counted from the date on which the notice is served to the vendor or delivered to his last known address.
- (12) Certificate of Vending may be suspended for a fixed period of time for any violation of conditions of the certificate, which is rectifiable during such period of suspension.

**34.** Where the Town Vending Committee orders cancellation of the Certificate of Vending of a street vendor, such vendor shall surrender his/her certificate and identity card to the Town Vending Committee within the period as specified in such order of cancellation and his name shall be struck off from the register maintained.

**CHAPTER – VII**  
**CATEGORIES OF STREET VENDING**

**35.** The categories of street vendors other than stationary and mobile vendors - The certificate of vending shall be issued under any of the following categories, namely:

- (1) Stationary Vendor are those SVs carrying out vending activities on regular basis at a specific location. Stationary vendors can be further categorized as full-time and part-time. Those vendors who are allowed to operate in a time-sharing basis would come under the category of **part-time vendors**.
- (2) Mobile vendors are those SVs who move from place to place vending their goods or services on pushcarts or bicycles or motorized vehicles.
- (3) Other categories of vendor: The Town Vending Committee shall identify - from time-to-time - other categories of vendors doing business within the said committee's jurisdiction and the TVC shall enable them to engage their business.

**36. Night vending:** In view of the higher demand for vending zones and lesser supply for them, vendors may opt for night vending. Priority will be given to those vendors selling items which are most applicable to the time period. Street Vendors selling food will be given priority.

**37.** Categories of person to whom preference would be given for issue of the CoV would be the following:

- (1) Persons with Disabilities would get a preference in allotment of 3% of the vending sites in all categories. The preferential allotment of 3% shall be available on production of Disability Certificate (with photograph) issued by Competent Government Medical Authorities.
- (2) Preference to Women would be made for 30% of vending sites in all categories. Among women, preference shall be given to Widows.



**CHAPTER -VIII**  
**PLAN FOR VENDING ZONES AND STREET VENDING**

**38.**The Government shall provide an overall framework for determination and notification of plans for street vending including vending zones and no vending zones. These plans shall be prepared by the local authority in consultation with the Planning Authority and the TVC. These plans shall be approved by the Government and duly notified.

**39.Principles for determining vending zones:** The City Street Vending Plan (SVP) duly approved by the Government shall form the basis of determining vending zones. It shall be prepared taking the following into consideration: intensity of footfall, width of the road, density of the vehicular movement and safety of the pedestrians.

**40.Principles for determining the Holding Capacity** of vending zones and undertaking comprehensive census and survey:

- (1) Two and half percent (2.5%) of the population of ward or locality or Shnong or town or City shall be accommodated in the vending zones.
- (2) The holding capacity shall be total area available for street vending divided by the standard unit size decided by the town vending committee.
- (3) A comprehensive survey including spatial mapping of the various zones and localities shall be undertaken once every five years by the respective Local authorities under the supervision of the Government.

**41.Conditions for declaring private spaces as vending zones:**

- (1) Private places maybe designated as vending zones in accordance with no objection certificate of land/ property owner/ resident welfare associations (RWAs)/ Market associations/ Local Dorbars/ Local Development Committees as the case may be and on recommendations of the TVC subject to no objection certificate from the Local Authority and local police/traffic police.
- (2) Safety, security, traffic conditions, cause of general nuisance and demand from RWAs/ Market associations/ Local Dorbars/ Local Development Committees would be the basis of vending at private places.

**42.Declaring Vending Zones as Heritage Market:** The local authority shall prepare a list of such markets and declare them as 'heritage market'. The local authorities in collaboration with the tourism department shall promote such markets as tourist markets by incorporating such elements as may bring in a local flavor or create a local ambience.

**43.Implementation of SVP:**

- (1) A Coordination Committee for the City Street Vending Plan implementation chaired by the Deputy Commissioner and involving ADC Magistracy, Superintendent of Police, Police Station OCs, CEO/ Executive Officers of ULBs and local institutions shall support, monitor and review the implementation of City Street Vending Plan and co-ordinate amongst themselves with regard to regulation/ function of street vendors as per the Acts/ Rules/ Scheme and Bye Laws.
- (2) The Chairperson of the TVC and the Executive Officers of ULBs shall regularly inform regarding the minutes of various meetings of the TVCs and important decisions taken with regards to regulation/ function of street vendors to all the members of the Coordination Committee.
- (3) All ULBs shall develop their own local mechanism with the local police stations and traffic police for proper coordination and implementation of the City Street Vending Plan.
- (4) The coordination committee shall undertake inspections from time to time to oversee the overall adherence to the SVP and the Scheme and submit report to the Government once every six months.

- (5) The functions of the coordination committee such formed shall not be in contravention to any of the provisions of the Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 (Central Act 7 of 2014) and subject to the other provisions of the Act, the rules made there under.

## **CHAPTER- IX**

### **RELOCATION AND EVICTION OF STREET VENDORS**

**44.** The Local Authorities are the nodal agencies/ competent authorities for relocation and/or eviction of vendors.

**45.** The right to restrict, evict and relocate a vendor with a CoV shall vests with the local authority in public interest and/ or for achieving public purpose.

**46.** Public purpose for which a street vendor maybe relocated includes the following:

- (1) Construction of flyovers
- (2) Construction of underpasses
- (3) Widening of roads
- (4) Development of public projects
- (5) Re-development and beautification projects
- (6) Laying of water, storm water or sewer lines
- (7) Projects related to public transport
- (8) Security concerns
- (9) Easing out traffic congestion
- (10) Any other development work undertaken by the Government/ Local Authority, the beneficiary of which will be the community at large.

**47.** The applicable public purpose for which a street vendor may be relocated will be decided by the Government/ Local Authority in consultation with the TVC.

**48.** Relocation of street vendors will be undertaken as per the following process:

- (1) Any public project that requires temporary or permanent shifting of the street vendors in the project related area, the TVC and the Urban Planning Authorities will be consulted by the concerned authority,
- (2) The Street Vendor required to be shifted shall be relocated, to the extent possible, to any nearby place temporarily or permanently,
- (3) A mutually agreed place for relocation should be considered under the implementation of the rehabilitation project,
- (4) The determination of relocation site shall take into consideration the following:
  - (i) The estimate of the footfall status area where from the vendor are to be shifted,
  - (ii) The Total number of vendors to be shifted,
  - (iii) Estimated footfall at alternative sites,
  - (iv) The holding capacity of the alternative sites,
  - (v) The likely availability of vending space after the project is completed,
  - (vi) Temporary allotment of sites for shifting the vendors which may be done in lots,
  - (vii) Where number of vendors in the original site is more than the number which could be accommodated after the project is completed, method of allotment by lot maybe adopted,
  - (viii) The vendors who were carrying on business from a government land may either be placed in an alternate plot or can be organized on the road, depending on the

availability of space.

- (5) In case consensus on relocating to a new site cannot be established, the decision of the Government shall be final.
- (6) Loss of assets shall be avoided.
- (7) In general, notice of 30 days shall be given to the street vendors who are required to be shifted. Notice may be given in person and shall be displayed on the vending area.
- (8) If the SV does not comply and overstay the relocation order, a daily fine would be applicable for each day of overstay.

**49.** Manner of giving notice for relocation of a street vendor shall be as follows:

- (1) Notice shall be given in English/local language/Hindi
- (2) Notice shall also be given verbally for illiterates.

**50.** In case the SV refuse the service of notice or the service is not practically possible, the notice shall be pasted at the conspicuous place in the area of vending and on doing so, the notice shall be deemed to be served

**51.** Manner of evicting a street vendor: A Street Vendor may be evicted under the following circumstances:

- (1) Post expiration of 30 days relocation notice as per section 48.
- (2) does not possess a valid CoV, however, if there is a pending appeal against the cancellation of CoV
- (3) causing law and order problem

**52.:** A Street Vendor shall be evicted in case the Street Vendor fails to vacate the vending zone and in such cases, confiscation of items, vending cart, utensils shall be done with proper documentation of the process (pre, during and post of confiscation), along with a written report of the action to be submitted to the TVC.

**53.** If a Street Vendor is relocated to a market where he/ she is provided a fixed shop/ stall/ permanent construction, he/ she shall cease to be a Street Vendor and would be required to surrender the CoV.

**CHAPTER- X**  
**SEIZURE OF GOODS**

**54.**In the event of goods of a vendor being seized, the following are the conditions governing the same:

- (1) In case the SV does not leave the vending zone on the date of expiry of the eviction notice, his/her items shall be seized in the presence of Magistrate and Police and a seizure list will be drafted in triplicate in the presence of witness, the copy of which shall be delivered to the vendor and TVC. The seized items shall be deposited in the store-room of the Local Authority and shall be released on the request of the concerned vendor on payment of prescribed charges.
- (2) Proper receipt shall be given to the Street Vendor after seizure of items.

**55.**Manner of reclaiming seized goods and fees thereof:

- (1) The local authority shall release the perishable seized goods, on the same day and in case of non-perishable goods within two working days. Beyond this period, the right of street vendors on the items seized shall cease as the Local Authority is well within its right to dispose or auction of the goods.
- (2) The fees to be paid by the street vendor for reclaiming the goods shall be reasonable and the fees is to be deposited in the account of the Local authority.
- (3) Maximum charge for reclaiming the seized goods will be capped by the Government from time to time.

**CHAPTER XI**  
**MAINTENANCE OF RECORDS AND CARRYING OUT SOCIAL AUDIT**

**56. The manner of maintenance of proper records and other documents by the TVC, local authority etc. in respect of street vendors.**

(1) Following up-to-date records shall be maintained in electronic form by the Town Vending Committee (TVC):

- (i) Street vendors register;
- (ii) procedure adopted for the Survey
- (iii) Details of identity cards issued;
- (iv) COV issued (with details);
- (v) Waiting list of Street Vendors- those have not been issued CoV;
- (vi) list of all the vending zones with holding capacity;
- (vii) Available site /space (Local Body /vending zone wise);
- (viii) Details of the allotment and relocation of sites to the street vendors,
- (ix) All the decisions of the appellate committee and grievance redressal committee,
- (x) Papers for initiating five yearly surveys;
- (xi) Agenda and minutes of the meeting;
- (xii) Resolutions of the TVC;
- (xiii) Attendance Register;
- (xiv) Remuneration Register;
- (xv) Accounts of Cash Book and General Ledger;
- (xvi) Records of cancellation of registration and CoV;
- (xvii) Records of social audit, promotional measures and awareness Campaigns; and
- (xviii) Personal files of members of the TVC.
- (xix) All other matters as mentioned in the Meghalaya Street Vendors (Protection of Livelihood and Regulation of Street Vending) Rules, 2022.

(2) Following up-to-date records shall be maintained in electronic form by the Local Authority:

- (i) Street vendors register;
- (ii) Applicants denied registration;
- (iii) Details of survey conducted;
- (iv) CoV issued;
- (v) Waiting list of Street Vendors- those have not been issued CoV;
- (vi) Demand and Collection Register;
- (vii) Individual files of each street vendor;
- (viii) Suspension/ cancellation of CoV;
- (ix) Rules, schemes, circular, resolutions, guidelines and instructions;
- (x) List of restriction-free, restricted and no-vending zones;
- (xi) List of time-sharing basis vending zones;
- (xii) Holding capacity of vending zones;
- (xiii) Records of members of grievances redressal committee; and
- (xiv) Records of all expenditure of TVC/ other committees.

- (3) The planning authority shall maintain records relating to the meetings for the development of the SVP and the list of the issues referred to it by the TVC and Local Authority.
- (4) The State Nodal officer shall maintain copies of all the above records maintained by the TVC, Local Authority and Planning authority.

**57.Manner for carrying out social audit:**

- (1) The Government shall constitute an Independent Social Audit Unit (ISAU) for the purpose of carrying out social audit. The social audit unit may comprise of resource person, eminent citizens, representatives of street vendors/ market associations and other professionals who have experience in planning and have worked for the betterment of street vendors and society.
- (2) The social audit shall be carried out in every 3 years.
- (3) The TVC shall provide details of relevant information at least a month before the process of social audit commences. The information to be provided shall be inclusive of and comprise of the following:
  - (i) Plan and Scheme for Street Vendors.
  - (ii) Street Vendor's Charter.
  - (iii) Status of implementation of the Act, Rules and Schemes.
  - (iv) Returns furnished to State Government and development authority.
  - (v) Record of resolution and minutes of the meeting conducted by the TVC during the audit period.
  - (vi) Record of registered street vendors and those who have been issued Certificate of Vending (COV). Details of those who have been denied registration and waiting list of street vendors.
  - (vii) Record of Appeals made before the local authority.
  - (viii) Record of all grievances/ disputes brought before the Dispute Redressal Committee.
  - (ix) Record of the total number and details of relocations and evictions and confiscation of goods street vendors taken place in that particular year.
  - (x) List of restriction free/ restricted/ no vending/ time sharing basis zones. Vending zones and markets added during the audit period.
  - (xi) Previous social audit reports, if any.
- (4) The social audit unit shall conduct meetings and focused group discussions with street vendors on various aspects of the implementation of the Act, Plan and the Scheme. The social audit unit shall record in writing grievances of street vendors on any issue faced by them. At the culmination of the social audit process, the social audit unit shall record its findings in writing.
- (5) The social audit unit shall hold a public meeting wherein TVC members and representatives of the development authority will be present and street vendors will also participate. The social audit unit shall read out its findings at the meeting. Street vendors shall be encouraged to testify and the TVC shall respond to each of the issues identified in the social audit by giving clarification and/or explanation to the affected party and the public as to why a certain action was taken or not taken.
- (6) The TVC shall give adequate notice of the social audit public meeting by way of a public notice.
- (7) The budget for conducting social audit shall be allocated by the TVC.

**58.** Social audit reports submitted in this process shall form part of the record and shall be responded to by the TVC and where shortcomings are found, immediate action shall be taken as per these rules. The social audit report as well as the action taken report shall be in public domain.

## **CHAPTER XII**

### **ROLE OF GOVERNMENT**

**59.**Designation and role of Nodal Officer for co-ordination at the State level:

- a. The State Government shall appoint an officer not below the rank of Deputy Secretary to Government of Meghalaya, as a Nodal Officer for co-ordination of all the matters relating to street vendors.
- b. The Nodal Officer shall be supported by the Assistant Nodal Officer dealing in Livelihood for Street vendors under NULM/ PMSVANIDHI or any Government of India Programme relating to Social Development.
- c. The nodal officer shall have at least a half yearly meeting with the Local Authorities in order to get himself/ herself acquainted with various field level issues.
- d. The nodal officer in consultation with the local authorities shall also constitute an inspection committee for undertaking inspections from time to time.
- e. The nodal officer may collect feedback from the street vendors relating to the issues and problems faced by them.

**60.Interpretation and removal of difficulty:** If any difficulties arise in implementing the provisions of this Scheme or for interpretation of any Scheme, the matter shall be referred to the State Government and the decision of the Government there on shall be final. The scheme may be modified from the time to time.

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**Commissioner & Secretary to the Govt. of Meghalaya**  
**Urban Affairs Department, Meghalaya.**

Memo. No. \_\_\_\_\_

Dated Shillong, the \_\_\_\_\_ 2023.

Copy to:-

1. P.S. to Chief Minister Govt. of Meghalaya for kind information of the Hon'ble Chief Minister.
2. P.S. to Minister i/c Urban Affairs, Meghalaya for kind information of the Minister.
3. P.S. to Minister, Home (Police) Meghalaya for kind information of the Minister.
4. P.S. to Minister, PWD (Roads & Building) Meghalaya for kind information of the Minister.
5. P.S. to Chief Secretary to Govt. of Meghalaya for kind information of the Chief Secretary.
6. Principal Secretary, Secretary, Urban Affairs Department, Planning Department/Public Work Department (Roads & Building) for kind information.
7. The Director, General of Police, Government of Meghalaya for information.
8. The AGM, State Bank of India, Lead Bank for favour of information and necessary action.
9. The Director, Urban Affairs/Chief Engineer (Roads & Building), Meghalaya for information.
10. The Deputy Commissioners/ Superintendents of Police/ District Urban Planners/ Superintendent Engineers (Roads & Building)/ Lead District Managers of concerned District for favour of information and necessary action.
11. The Director, Printing & Stationery for publication of the Notification in the Official Gazette.
12. Office Record.

By order, etc.,

**Deputy Secretary to Govt. of Meghalaya,  
Urban Affairs Department, Meghalaya.**



Form I:  
**SURVEY QUESTIONNAIRE**

1. Name of Vendor (as per COV): \_\_\_\_\_
2. Gender (select one):
  - 2.1 Male:
  - 2.2 Female:
  - 2.3 Others:
3. Age: \_\_\_\_\_
4. Mobile number
5. Address: \_\_\_\_\_
6. Marital Status: (1) Married (2) Unmarried (3) Divorced (4) Annulled (5) Separated (6) widow (7) widower
7. Identity Card: (i) EPIC (ii) Aadhar (iii) Ration Card
8. Residential proof:
  - (1) Epic card
  - (2) Ration
  - (3) Aadhar
  - (4) Electricity Bill
  - (5) Municipal Tax Bill
  - (6) Others
9. If Nil. Whether from another State? Yes: No:
  - 9.1 If yes mention the State you originally resided:
    - (i) Andhra Pradesh,
    - (ii) Arunachal Pradesh,
    - (iii) Assam,
    - (iv) Bihar,
    - (v) Chhattisgarh,
    - (vi) Goa,
    - (vii) Gujarat,
    - (viii) Haryana,
    - (ix) Himachal Pradesh,
    - (x) Jharkhand
    - (xi) Karnataka,
    - (xii) Kerala,

- (xiii) Madhya Pradesh,
- (xiv) Maharashtra,
- (xv) Manipur,
- (xvi) Meghalaya,
- (xvii) Mizoram,
- (xviii) Nagaland,
- (xix) Odisha,
- (xx) Punjab,
- (xxi) Rajasthan,
- (xxii) Sikkim,
- (xxiii) Tamil Nadu,
- (xxiv) Telangana,
- (xxv) Tripura,
- (xxvi) Uttar Pradesh,

Union Territories: -

- (i) New Delhi
- (ii) Dadra and Nagar Haveli and Daman & Diu.
- (iii) Jammu & Kashmir.
- (iv) Ladakh.
- (v) Chandigarh.
- (vi) Puducherry.
- (vii) Lakshadweep.
- (viii) Andaman and Nicobar Islands.

10. Mobile No.

11. Are you differently Abled? Yes No:

(i) If yes, type of disability:

- a) Visual impairment
- b) Hearing impairment
- c) Locomotor disability
- d) mental down syndrome/
- e) dyslexia/
- f) autistic/

12. Religion:

- (i) Christian
- (ii) Muslim
- (iii) Hindu
- (iv) Sikh
- (v) Buddhist
- (vi) Jain

13. Educational Qualification:

- (1) Illiterate
- (2) Primary
- (3) Upper Primary
- (4) Secondary
- (5) Higher secondary
- (6) Graduate
- (7) Post graduate
- (8) Diploma
- (9) Short term Courses

14. Whether vendor is Stationary or Mobile vendor?

14.1 If Stationary Vendor:

- (i) Approximate dimension of floor area vending zone:
- (ii) Approximate dimension of vertical vending area:

14.2 If Mobile vendor:

- (i) Approximate dimension of cart/van/

15. Whether the Street vendor has a Certificate of Vending: Yes: No:

16. If yes, photo of the CoV to be enclosed:

17. Area of vending:

18. Geo tagged Photo:

19. 1 Latitude:

19.2 Longitude

20. Period since vending at the same site: \_\_\_\_\_ months \_\_\_\_\_ years

(A certificate by Local Authorities/ relevant Resident Welfare Association/ Local Dorbars/ Locality Development Committee/ Registered Vendors' Association/ receipts of fine(s) imposed by Municipal authorities evidencing the same needs to be provided)

21. Nature of vending: (1) Stationary vendor (2) Mobile Vendor

22. Preferred timing of vending:

- i. 06: 00 AM to 10: 00 AM
- ii. 10: 00 AM to 2: 00 PM
- iii. 2: 00 PM to 6: 00 PM
- iv. 6: 00 PM to 10: 00 PM
- v. 10: 00 PM to 02: 00 AM

21. Items for vending:

21. 1 NON- PERISHABLE ITMES:

- i. Apparels
- ii. Other Cloth items

- iii. Footwear
- iv. Jewelry and other accessories
- v. Mobile accessories
- vi. Kitchen utensils
- vii. Home décor items
- viii. Electricals and other related items
- ix. Gardening tools
- Lab

Service Skilled vending:

- i. Cobbler
- ii. Car washing
- iii. Shoe polisher

21.2 PERISHABLE ITEMS:

- i. Fruits
- ii. Vegetables
- iii. Fish
- iv. Shrimp
- v. Meat
- vi. Bettle nut
- vii. Tobacco
- viii. Cigarettes
- ix. Others \_\_\_\_\_

**Fast Food:**

- a) Pani Puri.
- b) Aloo Muri.
- c) Aloo Chana.
- d) Aloo Chaat.
- e) Paapri Chaat
- f) Aloo Chop.
- g) Samosa.
- h) Dry Mixed Chana.
- i) Matar/Kaboli Chana
- j) Momo
- k) Chow
- l) Soup.
- m) Plain rice
- n) Fried Rice.
- o) Biryani
- p) Fried Chicken.
- q) Tandoori Chicken.
- r) Chicken/meat curry
- s) Pizza.
- t) Fritters (Pakore).

- u) Rolls.
- v) Hot dogs.
- w) Burgers.
- x) French Fries
- y) Potato Chips
- z) Papad
- aa) Pop Corn
- bb) Cotton Candy
- cc) Maggie.
- dd) Sandwich.
- ee) Boiled Eggs.
- ff) Fresh fruits/berries/cut fruits
- gg) Corn
- hh) Cakes
- ii) Sweets/Mithai
- jj) Curd
- kk) Fresh Coconut juice.
- ll) Juice.
- mm) Cold drinks
- nn) Lassie.
- oo) Tea.
- pp) Coffee.
- qq) Ice cream.
- rr) Kulfi
- ss) Gola.
- tt) Others \_\_\_\_\_

22. Approximate dimension of vending zone:

23. Floor area:

24. Vertical area:

25. If Mobile vendor, vehicle used for vending:

- (a) Cart
- (b) Tin/Wooden box
- (c) Hand-Basket
- (d) Poles
- (e) Van
- (f) Bi-cycle
- (g) Tempo
- (h) Bag
- (i) Large utensils
- (j) Car

26. Areas covered during mobile vending

27. Have you had any skilled training? Yes: No:

27.1 If Yes, have you been Certified from it? Yes No

27.2 Mention the course that you have enrolled in?

28. Whether vending on behalf of the registered vendor

29. If yes:

30. Name

31. Age

32. Gender

33. Identity proof

34. Relation to the registered Vendor:

(1) Father

(2) Mother

(3) Son

(4) Daughter

(5) Brother

(6) Sister

(7) Husband

(8) Wife

35. Age of the family member who is expected to support in vending:

36. Mobile number:

37. Marital Status:

(i) Married

(ii) Unmarried

(iii) Divorced

(iv) Separated

(v) Widow

(vi) Widower

38. Alternative source of livelihood\_\_\_\_\_

39. Do you give any payment for vending?

40. If yes, to whom do you pay the rent?\_\_\_\_\_

41. How often do you pay rent?

(k) Weekly

(l) Monthly

(m) Quarterly

(n) Yearly

42. If vendor is vending on the premises of an establishment or shop, does the vendor pay rent.

43. If yes, how often do you pay rent to the establishment?

(o) weekly

(p) Monthly

(q) Quarterly

(r) Yearly

(s) Not defined

44. Have you heard of the scheme National Urban Livelihood Mission (NULM)

45. Have you heard of the scheme PMSVANDHI?

46. If yes, have you availed any loan from it?

47. If yes, up to which level of credit have you received?

(i) ₹ 10, 000. 00

(ii) ₹ 20, 000. 00

(iii) ₹ 50, 000. 00

48. Proof for vending for at least last 3 months:

## Form II

### FORMAT FOR CERTIFICATE OF VENDING

1. Name of the vendor: \_\_\_\_\_
2. Photo of the vendor along with his/ her family member if they are expected to be involved in vending along with the vendor:
3. Age of the Vendor: \_\_\_\_\_
4. Sex of the Vendor: Male/Female
5. Name of spouse/dependent if vending on behalf of the vendor: \_\_\_\_\_
6. If spouse indicate relation: Husband/Wife of the registered vendor: \_\_\_\_\_
7. If dependent relation to the registered vendor: \_\_\_\_\_
8. Sex of the dependent: Male/Female
9. Address of the street vendor where he/she is residing:
10. Category of vending:
  - i. Mobile:
    - Perishable
    - Non-Perishable
    - Both
  - ii. Stationary:
    - Perishable
    - Non-Perishable
    - Both
11. Specific area where he/she is permitted to vend: \_\_\_\_\_
12. Landmark (if any) \_\_\_\_\_
13. Name of the vending place (whether it is historical place, park, market, in front of school/college/hospital/bus stand or mall etc.):
14. Trading in the following classes of good:

Date of issue of the certificate of vending: \_\_\_\_\_

Unique registration number-.

Signature of the authority with seal:



### FORM III

#### FORMAT FOR LETTER OF UNDERTAKING BY A STREET VENDOR

I,..... wife / son /  
daughter of

Shri..... Registration /  
Certificate of Vending No. .... of .....  
..... town vending

committee, hereby declare that the certificate of vending granted to me shall not be  
leased, rented or sold to any other person.

I, further declare that I am not vending from any other site, I am not employed  
with any Government organization and do not have any other source of livelihood.

I will abide by all the rules and instruction issued time to time by the Town  
Vending Committee.

Name and Signature of the Vendor-  
Registration / Certificate of Vending Number:

Date:

Place:

Signature of Vendor

**FORM IV**  
**FORMAT FOR IDENTITY CARDS**

1. Name of the vendor:
2. Age
3. Sex of the vendor:
4. Address of the street vendor where he is residing:
5. Address of the vending site:
6. Photograph of the vendor:
7. Phone number of the vendor:
8. Category of the vending:
9. Municipal ward or zone number (with respect to the site of vending):
10. Police station of the area, (write in vending site):
11. Date of issue of the identity card:
12. Validity period of identity card:

Date:

Place:

The signature of the authority with seal:

**FORM V:**

**APPLICATION FORM FOR RENEWAL OF CERTIFICATE OF VENDING**

(Copy of the last available CoV to be enclosed)

1. Name:
2. Address:
3. Sex:
4. Date in which previous COV ended:
5. Reasons for which COV could not be renewed on time:
6. Address of vending site:
7. Purpose of vending:
  - (i) Perishable items
  - (ii) Non-perishable items
  - (iii) Both
8. Category
  - (i) Mobile
  - (ii) Stationary
9. Contact Number:
10. Alternative contact number of family member:

Date:

Place:

Signature/ thumb impression of the applicant: