



# The Gazette of Meghalaya

EXTRAORDINARY

PUBLISHED BY AUTHORITY

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No. 116

Shillong, Tuesday, September 27, 2016,

5th Asvina-1938 (S. E.)

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## PART-IV

GOVERNMENT OF MEGHALAYA

LAW (B) DEPARTMENT

ORDERS BY THE GOVERNOR

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### NOTIFICATION

The 27th September, 2016.

**No.LL(B).48/2013/109.**—The Meghalaya Residents Safety and Security Act, 2016, (Act No. 6 of 2016) is hereby published for general information.

**W. KHYLLEP,**

Secretary to the Govt. of Meghalaya,  
Law Department.

**MEGHALAYA ACT NO. 6 OF 2016.**

*(As passed by the Meghalaya Legislative Assembly)*

*Received the assent of the Governor on 26th September, 2016.*

*Published in the Gazette of Meghalaya Extra-Ordinary issue dated 27th September, 2016.*

**THE MEGHALAYA RESIDENTS SAFETY AND SECURITY ACT, 2016.**

**An**

**Act**

to ensure enhanced security vetting of the tenants and to ensure the safety and security of the citizens of the State by preventing anti-social elements from gaining shelter in the State which might be detrimental to peace and tranquillity, to maintain public order and peace, to verify and regulate the tenants residing in rented houses in the State, to establish District Task Force and facilitation centres, to facilitate effective enforcement of various laws for safety and security of the citizens and for matters connected therewith or incidental thereto.

Be it enacted by the Legislature of the State of Meghalaya in the Sixty-seventh Year of the Republic of India as follows:-

- Short title, extent and commencement.**
1. (1) This Act may be called the Meghalaya Residents Safety and Security Act, 2016.
  - (2) It extends to the whole of Meghalaya.
  - (3) It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.
- Definitions.**
2. In this Act, unless the context otherwise requires,-
    - (a) “Act” means the Meghalaya Residents Safety and Security Act, 2016;
    - (b) “District Task Force” means the task force constituted under section 5 of this Act;
    - (c) “existing tenant” means all tenants residing in rented houses prior to or at the commencement of this Act and also those covered under the existing Tenancy law in force and such land on rent or lease for the purpose of residing or any commercial activity by person other than owner of the land;
    - (d) “Facilitation Centre” means a centre established under Section 17 and includes any other Centres notified by the Government under this Act;
    - (e) “Government” means the State Government of Meghalaya;

- (f) "Landlord" means a person or a group of persons, or a firm or a company and the like, who is the owner of a house or rental unit that has been rented or lease out to a tenant and shall include his successor-in-interest or assignee;
- (g) "Local Authority" means traditional tribal bodies which includes Nokma, Sordar, Syiem, Sirdar (Sardar), Doloi, Wahehshnong, Wahadadar, Lyngdoh and Rangbah Shnong of Garo Hills, Khasi Hills and Jaintia Hills, or any other such body constituted as per the tradition, customs and practices in the tribal areas and other authorities which may be notified by the Government or the Deputy Commissioner of the District concerned in the Official Gazette;
- (h) "prescribed" means prescribed by rules made under this Act;
- (i) "relative or members of family" means members of a family and includes husband, wife, father, mother, mother's brother, son, daughter, including step-son, step-daughter, adopted daughter, adopted son;
- (j) "rented house or rented unit" means any building, apartment, permanent or temporary settlement, colony of industrial workers or miners or labourers or construction workers and such like, hut or shed, such land on rent or lease for the purpose of residing or any commercial activity by person other than the owner of the land or any part thereof, let for residential or non-residential purposes;
- (k) "State" means the State of Meghalaya; and
- (l) "tenant" means any person who uses or occupies a house or rental unit on payment of rent and includes relatives or members of family, successor to a tenant.

**Tenants required to furnish information.**

3. All persons occupying in rented houses in the State of Meghalaya shall furnish to both the Police Station and to the Local Authority the requisite documents as mentioned under Section 9 of this Act.

**Exemptions.**

4. (1) Nothing in this Act shall apply to any house or rental unit owned by the Central or State Government or a Government undertaking or any other Government establishment as the case may be.

(2) The Government may, by notification in the Official Gazette and for reason to be recorded in writing, exempt any area from the purview of this Act.

**District Task Force, powers and functions.**

5. (1) The Government shall constitute a District Task Force in each district to exercise powers under Section 6 of this Act.

(2) The District Task Force shall consist of :-

- (a) Deputy Commissioner as the Chairperson;
- (b) three members from amongst the officials of the district, one of whom shall be from the Anti-Infiltration Directorate, Meghalaya, posted in that district, to be appointed by the Government by a notification in the Official Gazette;
- (c) two non official members, one member from amongst the Local Authority and one from amongst the prominent citizens of the District to be appointed by the Government by a notification in the Official Gazette;
- (d) Additional Deputy Commissioner or Extra Assistant Commissioner to be designated by the Deputy Commissioner of the concerned district shall be the Secretary of the District Task Force.

(3) A non official member shall hold office for a term of two years from the date of his appointment and may be eligible for re-nomination for the second term.

(4) For performing journey in connection with the work related to the District Task Force, a non official member shall be entitled to travelling and daily allowances and sitting fees as may be prescribed by the Government from time to time.

**Duties of the District Task Force, Police Stations and Local Authority.**

6. (1) The local Police Station and Local Authority shall maintain the database of all the tenants residing in their jurisdiction.

(2) Once in every quarter, a copy of the database of the tenants maintained at the local Police Station and the office of the Local Authority shall be submitted to the District Task Force.

(3) The District Task Force, after receiving the database from the Police Station and the Local Authority, after due verification and with observations, shall submit the same to the Government once in every quarter.

(4) The District Task Force and the Police Stations shall maintain the list of Local Authorities within their respective jurisdiction.

(5) If any violation of the provisions of the Act comes to the notice of the Police Station or Local Authority, the same shall be reported to the District Task Force immediately.

(6) On receipt of a report under sub-section (5) of this section, the District Task Force shall cause verification of the same by the police or the Local Authority within one month.

(7) Based on the findings submitted by the police or Local Authority, the District Task Force shall take such further action as deemed appropriate under the provisions of this Act.

**Landlord to obtain ('one time'- deleted) clearance for letting his house or rental unit from the Local Authority.**

7. Any landlord who intends to let his or her house or rental unit on rent to a tenant, he or she shall obtain clearance from the Local Authority subject to renewal.

**Verification of existing tenants.**

8. (1) In case of existing tenants, the landlord and his tenants shall comply with all the provisions of this Act within six months from the commencement of the Act.

(2) In case of new tenants, the landlord and his tenants shall comply with all the provisions of this Act before the date of occupation.

**Landlord legally bound to furnish documents to the Police Station and Local Authority.**

9. (1) After the commencement of this Act, the landlord who rents out his or her house or rental unit, shall furnish the documents mentioned below related to the tenants to the Police Station and to the Local Authority-

- (a) a residential certificate from the Local Authority of the place of his earlier residence in case of a person who was not a tenant earlier, and supported by a self declaration typed in rupees ten non-judicial stamp paper in Form A, with two references of respectable persons one of whom should belong to the place of permanent residence of the tenant;
- (b) a copy of Election Photo Identity Card or ration card.
- (c) two copies of recent passport size photograph of each individual family member residing with him;
- (d) if a student, a certificate from the concerned educational institution and student photo identity card issued by the school or college or university or educational institution where studying.

(2) Details of information in respect of a tenant and the acknowledgement thereof shall be given as per Form-B of this Act.

**Power of police and Local Authority to verify.**

10. Notwithstanding anything contained in Section 9, a Police officer of the rank of Officer-in-Charge of the Police Station having jurisdiction and the Local Authority shall have the powers to jointly verify the credentials of any tenant if so required:

Provided that no police officer and Local Authority shall undertake the verification under this section except with the prior approval of the District Task Force.

**Imposition of penalty on the Landlord.**

11. (1) Notwithstanding anything contained in section 12 and such other laws in force in the State, a landlord shall be liable to pay a fine of rupees one thousand on the order of the District Task Force if he fails to furnish the particulars to the Police Station or to the Local Authority as required under this Act.

(2) In case of continuous default beyond six months, an additional fine of similar amount shall be levied for each month of default extending upto six months.

(3) On expiry of the period specified under sub-section (2) above, in case of continuing failure, the landlord shall be punishable as prescribed under Section 176 of the Indian Penal Code, 1860.

**Offence to be non-cognizable and bailable.**

12. An offence under this Act shall be non-cognizable and bailable.

**Imposition of penalty on the tenant.**

13. If any tenant intentionally furnishes false information under the Act he or she shall be punished under Section 176 and 177 of the Indian Penal Code, 1860:

Provided that any foreigner, who is residing without valid document shall be punishable under section 14 of the Foreigners Act, 1946.

**Chairperson, member and staff of the District Task Force and Local Authority to be public servant.**

14. The Chairperson, members, officers, employees of the District Task Forces as notified shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code and section 2(c) of the Prevention of Corruption Act, 1988.

**Protection of acts done in good faith.**

15. No suit, prosecution or other legal proceedings shall lie against any member of the District Task Force or any officer of the District Task Force or the member of Local Authority for anything which is in good faith done or intended to be done under this Act or the rules made thereunder.

**Power of State Government to amend Forms.**

16. If the Government is of the opinion that it is expedient in the interest of general public so to do, it may, by notification in the Official Gazette, add to, or omit from or otherwise amend the Forms and thereupon the Forms shall be deemed to have been amended accordingly.

**Establishment of facilitation centres.**

17. (1) The State Government may establish Facilitation Centres at such places and at such locations particularly at the entry into and exit from the State as may be notified in the Official Gazette.

(2) The Facilitation Centres so established in each district shall be under the general direction, control and supervision of the respective District Task Force.

**Functions of facilitation centres.**

18. (1) The duties and responsibilities of the Facilitation Centres and the procedure to be followed shall be in such manner as may be prescribed from time to time by the Government.

(2) In particular and without prejudice to the generality of the foregoing sub-section (1), the functions may provide for all or any of the following matters, namely,-

- (a) to achieve the aims and objectives enshrined in the preamble of this Act;
- (b) to maintain, for a sharp look out, the list of all wanted criminals, known anti-social elements, and other known depredators provided by the local police stations from time to time;



- (c) to solicit the help of local Police Station and Local Authorities in enforcing the provisions of this Act as and when required;
- (d) to facilitate the entry of tourists, or visitors to the State without causing any inconvenience;
- (e) to facilitate verification of identification documents, wherever necessary, in the furtherance, of safety and security of the residents;
- (f) any other matter as may be specified by the Government through a notification published in the Official Gazette;

(3) The Facilitation Centre shall ensure that no citizen of India shall be put to inconvenience or restraint from exercising his or her rights guaranteed under the Constitution of India.

**Setting up of additional security mechanism.**

19. The State Government may install CCTVs in the State Central District head quarter and others strategic locations including the highways which will be connected to the central monitoring unit, maintained and managed by the police, as a measure further to augment the capabilities of the police force to maintain public order, peace and security.

**Power to make rules.**

20. (1) The State Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.

(2) Every rule made under this section shall, as soon as after it is made, be laid before the Meghalaya Legislative Assembly.

**Power of the State to remove difficulties.**

21. (1) If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by order, make such provisions not inconsistent with the provisions of this Act as may appear to be necessary for removing the difficulty:

Provided that no order under this section shall be made by the State Government after a period of four years from the commencement of this Act.

(2) Every order made under this section shall, as soon as may be after it is made, be laid before the Meghalaya Legislative Assembly.

**W. KHYLLEP,**  
Secretary to the Govt. of Meghalaya,  
Law Department.

**FORM "A"**

[See section 9 (1) (a)]

**Affidavit**

**[To be typed on a Rupees Ten Non-Judicial Stamp Paper]**

I.....(Name of deponent), S/o / D/o,....., age about.....years, by profession ..... and permanent resident of..... do hereby solemnly affirm and declare as follows:-

1. That I am a bonafide resident of India and presently reside at.....

2. That I was a previous resident of ..... village/ town/ city ..... within the jurisdiction of the ..... Police Station, ..... District, ..... State, from.....to..... (period).

3. That this Self Declaration is for declaring my earlier residence for the purpose of Section 9 (1) (a) of the Meghalaya Residents Safety and Security Act, 2016 and submitting the same before the concerned authority with supporting documents referred to in section 9.

4. That the statements in this Declaration made in paragraphs 1, 2 and 3 above are true and correct to the best of my knowledge, belief and information and nothing material has been concealed therein.

5. That if any information given by me in this declaration or any document submitted in support of any residential address shall be found untrue or incorrect or false I shall be liable for penalties under Sections 199 and 200 of the Indian Penal Code, 1860.

**References- Name and address/ Signature and Address of Tenant /  
Phone/Mobile. Phone/Mobile.**

1.

2.

**Form-B**  
**[See Section 9(2)]**

Details of information of resident for verification by Police and Local Authority.

**Particulars of Landlord where the tenant resides.**

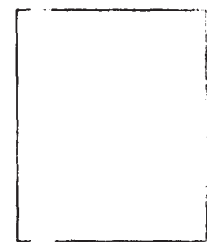
1. Name of the Landlord: \_\_\_\_\_
2. Occupation: \_\_\_\_\_
3. Details of permanent address: \_\_\_\_\_
4. Telephone/ mobile number: \_\_\_\_\_
5. Present address: \_\_\_\_\_
6. Details of domestic help or other workers staying along with the landlord:

Name	Age	Permanent Residential Address	Signature/Thumb Impression
_____	_____	_____	_____
_____	_____	_____	_____

(\*NB: Separate sheet be used to affix photograph of domestic help or other worker along with name and signature or thumb impression below the photograph)

**Particulars of Tenant**

1. Name: \_\_\_\_\_
2. Father's name/ mother's name/spouse's name: \_\_\_\_\_
3. (a) Nationality: \_\_\_\_\_ (b) Age : \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Phone number: \_\_\_\_\_
6. Mobile number: \_\_\_\_\_
7. Email address: \_\_\_\_\_
8. Occupation: \_\_\_\_\_
9. Documents produced in support of address and identification:
  - (a) If student, certificate and identity card from the educational institution: \_\_\_\_\_
  - (b) If Government servant, employment certificate, transfer order or appointment order or office identity card: \_\_\_\_\_
  - (c) For doctors / lawyers/ engineers/ architects/ professional drivers/ self employed and other professionals - registration certificate/ number: \_\_\_\_\_
  - (d) For migrant workers or those engaged in business/ trade: trading license from respective District Council or labour registration certificate/ license under relevant law: \_\_\_\_\_
  - (e) For others - Permanent Account Number (PAN) card/ electricity bill/ ration Card/Adhaar card: \_\_\_\_\_



10. Details of family member residing with the tenant and includes sub-tenants and joint tenants:

Name	Age	Relationship	Occupation	Signature/Thumb Impression
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11. Details of domestic help or other workers staying along with the tenant:

Name	Age	Permanent Residential Address	Signature/Thumb Impression
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(\*NB: Separate sheet be used to affix photograph of family members and domestic help along with name and signature or thumb impression below the photograph)

12. Present Address:

& Telephone and Mobile Number:

13. Previous address:

& Telephone and Mobile Number:

14. Date of leaving the previous address:

15. Permanent address:

& Telephone and Mobile Number

(to be supported by documentary proof)

\*Strike out whichever not necessary

Name and Signature of tenant with date / address and Phone/ Mobile.	Name and Signature of Landlord with date / address and Phone/Mobile.
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**A c k n o w l e d g e m e n t**

Received from Shri/ Smti. \_\_\_\_\_ S/o / D/o \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ Phone / Mobile Number \_\_\_\_\_ intimation of  
letting out of \_\_\_\_\_ to Shri/ Smti. \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Diary No. \_\_\_\_\_

Signature of recipient \_\_\_\_\_

Name & Designation \_\_\_\_\_

Police Station \_\_\_\_\_

Office Seal

**A c k n o w l e d g e m e n t**

Received from Shri/ Smti. \_\_\_\_\_ S/o / D/o \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ Phone / Mobile Number \_\_\_\_\_ intimation of  
letting out of \_\_\_\_\_ to Shri/ Smti. \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Diary No. \_\_\_\_\_

Signature of recipient \_\_\_\_\_

Name & Designation \_\_\_\_\_

Police Station \_\_\_\_\_

Office Seal



# The Gazette of Meghalaya

## EXTRAORDINARY

PUBLISHED BY AUTHORITY

No. 148

Shillong, Monday, August 14, 2017

23<sup>rd</sup> Sravana, 1939 (S. E.)

### PART-IIA

GOVERNMENT OF MEGHALAYA  
POLITICAL DEPARTMENT

#### NOTIFICATION

The 14<sup>th</sup> August, 2017.

**No.POL.161/2012/PT-III/169.** - In exercise of the powers conferred by sub-section (1) of Section 20 of the Meghalaya Residents Safety and Security Act, 2016 (Meghalaya Act No.6 of 2016), the Governor of Meghalaya is pleased to make the following Rules, namely:

#### **THE MEGHALAYA RESIDENTS SAFETY AND SECURITY RULES, 2017**

1. **Short title, extent and commencement.** - (1) These Rules may be called the Meghalaya Residents Safety and Security Rules, 2017.
  - (2) They extend to the whole of Meghalaya.
  - (3) They shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint, and different dates may be appointed for different provisions of these Rules.
2. (1) **Definitions.** - In these Rules, unless there is anything repugnant to the context,-
  - (a) "Act" means the Meghalaya Residents Safety and Security Act, 2016 (Meghalaya Act No.6 of 2016);
  - (b) "District Task Force" means the task force constituted under Section 5 of the Act as defined under clause (b) of Section 2 of the Act;

successor to a tenant as defined under clause (l) of Section 2 of the Meghalaya Residents Safety and Security Act, 2016.

(2) An expression used in the Rules but not defined shall have the same meaning as is assigned to it in the Act.

**3. Documents to be furnished by Tenant.** - (1) Existing tenant or a person entering the State for the first time with intention to rent a house or unit and reside in Meghalaya for employment or education or business or other purposes required to furnish documents under Section 3 read with Section 9 of the Act shall submit the following documents to the Landlord to enable the Landlord to submit to the Local Authority and the local Police Station having jurisdiction over the area where the rented house or rented unit is located,-

- (a) Self-declaration affidavit in **Form A** with two references of respectable persons as specified in Section 9(1)(a) of the Act;
- (b) Particulars as required in **Form B** as per Section 9(2) of the Act;
- (c) Copy of any one of the following documents i.e. Passport or Electoral Photo Identity Card or Driving licence or Ration Card or any valid identity card;
- (d) if a student, a certificate from the concerned educational institution and student photo identity card issued by the school or college or university or educational institution where he or she is studying;
- (e) two copies of recent passport size photograph of himself and each individual family member who are or will be residing with him; and
- (f) two copies of recent passport size photograph of domestic help or other workers who are or will be residing with him:

Provided that this shall not apply to a person entering the State solely as a tourist.

(2) A tenant residing in the State who intends to rent a house or unit in another place or locality in the State shall, in addition to the documents specified in sub-rule (1) above, furnish to the landlord a residential certificate from the Local Authority of the place of his earlier residence as required in Section 9(1)(a) of the Act.

**4. Issue of residential certificate by the Local Authorities.** - (1) The residential certificate under Section 9(1)(a) of the Act shall be issued in **Form I** appended to these Rules by the Local Authority of the place where the tenant was earlier residing in the State.

(2) The Local Authority may charge a fee not exceeding Rupees fifty for the issue of residential certificate:



Provided that the rate of fees under this sub-rule may be revised by the Government from time to time by notification.

5. **Sitting Fees and travelling allowance to the non-official members of the District Task Force.** - The sitting fees and the travelling allowances for the non-official members under Section 5(4) of the Act shall be as follows, -

(1) The sitting fees for non-official member of the District Task Force shall be Rupees One Thousand per sitting inclusive of all expenditures incurred for attending the meeting of the District Task Force subject to a maximum of Rupees Five Thousand per month:

Provided that the sitting fees under this sub-rule may be revised by the Government from time to time by notification.

(3) The non-official member of the District Task Force while performing journey in connection with the work of the District Task Force shall be entitled to travelling allowance as per entitlement to Grade - I officers of the Government of Meghalaya.

6. **Creation of Database.** - The database of tenants under sub-section (1) of Section 6 of the Act shall be maintained by the local police station and Local Authority as prescribed in **Form II** appended to these Rules.

7. **Clearance from Local Authority.** - (1) Every landlord desirous of obtaining clearance from the Local Authority for letting out his house or rental unit as required under Section 7 of the Act shall submit an application for the purpose in prescribed Form B specified in Section 9(2) of the Act and the Local Authority shall give acknowledgement of receipt of application to the landlord forthwith. The landlord, along with Form B, shall also enclose all the documents furnished to him by the existing or intending tenant under Rule 3.

(2) The Local Authority shall decide the application within a period of 15 (fifteen) days failing which clearance shall be deemed to have been granted by the Local Authority.

(3) Decision of the Local authority shall be communicated to the landlord in prescribed **Form III A** or in **Form III B** appended to these Rules as the case may be.

(4) The landlord shall give a copy of the decision of the Local Authority to the tenant or person intending to be tenant.

(5) A fee not exceeding Rupees fifty may be charged by the Local authority for processing the application of the landlord:

Provided that the rate of fees under this sub-rule may be revised by the Government from time to time by notification.

8. **Procedures to be followed at the Facilitation Centre.** – The following procedures shall be followed at the Facilitation Centre established under Section 17 of the Act,-

(1) Each Facilitation Centre shall have an officer in-charge who shall be designated by the District Task Force and conferred with the powers of the Executive Magistrate by the Government. The Officer in-charge shall be assisted by officers of Police Department and Tourism Department and such other departments as the District Task Force may deem necessary.

(2) Every person intending to transit through the entry point shall fill up an application in **Form IV** appended to this Rule and submit the same along with proof of identity as mentioned in sub-rule (3) of this Rule to the officer in-charge of the Facilitation Centre:

Provided that the words “every person” under this sub-rule shall not be construed to mean and include the following persons,-

(a) who has been residing permanently in the State of Meghalaya and includes his or her relative or members of family as defined under clause (i) of Section 2 of the Act;

(b) who is employed under the State Government or the Union Government as the case may be either on deputation or transfer and either temporarily or contractually and includes his or her relatives or members of family as defined under clause (i) of Section 2 of the Act; and

(c) who is employed under a Board, Corporation, Society or Organisation partly or wholly owned by the State Government or the Union Government as the case may be and includes his or her relatives or members of family as defined under clause (i) of Section 2 of the Act.

(3) Any of the following documents shall be submitted as proof of identity for purposes of sub-rule (2) of this Rule, –

(i) Passport; or

(ii) Electoral Photo Identity Card; or

(iii) Driving License; or

(iv) Identity Card issued by Central, State Government or Educational Institution; or

(v) Any other documents that would facilitate the establishment of identity of a person (e.g. PAN Card, Ration Card, Professional Registration Certificate, etc).

- (4) The documents submitted by the applicant intending to transit through the entry point shall be electronically scanned by the receiving officer at the Facilitation Centre and the original documents shall be returned to the applicant.
  - (5) An acknowledgement receipt of the application shall be handed over to the applicant with seal, date and signature of the receiving official and the person shall be allowed to proceed through the entry point.
  - (6) The officer in-charge of the Facilitation Centre shall forward a copy of the filled in entry **Form IV** as appended to this Rule to the concerned District Task Force under whose jurisdiction the person entering the State intends to visit or stay.
  - (7) The acknowledgement receipt referred to in sub-rule (5) of this Rule shall be returned by every person referred to in this Rule to the concerned Facilitation Centre at the time of his or her exiting the State.
  - (8) The Facilitation Centre shall make necessary entry in its records of such exit and communicate electronically to the issuing Centre of Entry.
  - (9) A data base for records of entry and exit shall be maintained at each Facilitation Centre.
  - (10) The Facilitation Centre shall have adequate number of Help Desks as may be deemed necessary by the District Task Force for the convenience of the citizens visiting the State.
  - (11) The District Task Force may put in place other mechanisms as may be deemed necessary to achieve the aims and objectives of the Act.
9. **For checking of the foreigners.** -Notwithstanding anything contained in Rule 8 of this Rule, in respect of foreigners, the officer of the Anti- Infiltration Directorate at the Facilitation Centre shall exclusively handle such matters in accordance with the provisions of the Foreigners Act, 1947.
10. **Officers and employees of the Facilitation Centres.** - (1) The Officer In-charge of the Facilitation Centre shall be a gazetted officer and the officer of the Police Department shall not be below the rank of Sub-Inspector of Police.  
(2)The officers and employees at the Facilitation Centre shall discharge their duties and functions under the overall supervision of the Chairperson of the District Task Force.
11. **Powers of the Government to issue directions to the District Task Force and obtain reports and returns.** - (1) Without prejudice to the provisions of the Act, the District Task Force shall in exercise of its powers and in performance of its functions under this Rule, be bound by such directions as the Government may issue from time to time.

- (2) The District Task Force shall, from time to time, carry out inspection and monitor the rented houses or rented units.
  - (3) The District Task Force shall furnish to the Government such periodic returns or other information with respect to its functions as the Government may, from time to time require.
  - (4) The District Task Force shall prepare an Annual report at the end of every financial year indicating therein the description of all the activities of the District Task Force for the previous year.
  - (5) The Annual report shall also indicate the violations of the provisions of the Act and the actions taken on such violations under sub-sections (5), (6) and (7) of Section 6 of the Act and the penalties imposed under Section 11 and Section 13 of the Act.
  - (6) A copy of the report prepared under sub-rules (4) and (5) of this Rule shall be submitted to the Secretary of the Political Department.
12. **Appeal.** – (1) Any person or landlord, aggrieved by any decision or order of Local Authority may file an appeal to the District Task Force, within a period of 30 (thirty) days from the date of receipt of the decision of the Local Authority.
- (2) Any person, aggrieved by any decision or order of the District Task Force, may file an appeal to the Commissioner of Division within a period of 60 (sixty) days, from the date of receipt of the decision or order of the District Task Force.
  - (3) The decision or order of the Commissioner of Division shall be final.

**S. KHARLYNGDOH,**  
Secretary to the Govt. of Meghalaya,  
Political Department.

**Form I**

(see sub-rule (1) of Rule 4)

**TO WHOM IT MAY CONCERN**

Dated..... 20.....

No.

This is to certify that **Shri/ Smti** \_\_\_\_\_ S/o/D/o  
\_\_\_\_\_ age \_\_\_\_\_ years by profession \_\_\_\_\_ was/is  
residing at \_\_\_\_\_ (address) in Village/Town/City within the  
jurisdiction of \_\_\_\_\_ P.S. \_\_\_\_\_ District  
\_\_\_\_\_ State from \_\_\_\_\_ to  
\_\_\_\_\_/ till date.

This certificate is issued after I have satisfied myself with regard to the particulars  
of self-declaration submitted by **Shri/Smti** \_\_\_\_\_ vide Affidavit,  
dated \_\_\_\_\_ 20\_\_ made in **Form 'A'** along with particulars furnished in **Form 'B'** as  
provided under Section 9(1) (a) and Section 9 (2) of the Meghalaya Residents Safety and  
Security, Act, 2016(Meghalaya Act No. 6 of 2016).

Name and signature of Local Authority  
Address of Local Authority  
Phone Number  
(Office Seal)



**Form - III A**  
(see sub-rule (3) of Rule 7)

**DECISION OF THE LOCAL AUTHORITY**

Whereas, in pursuance of the provision under Section 7 of the Meghalaya Residents Safety and Security Act, 2016, the Local Authority after careful examination of the documents furnished by **Shri/Smti.** \_\_\_\_\_ (landlord) of \_\_\_\_\_ (address) and **Shri/Smti** \_\_\_\_\_ (tenant/intending tenant) of \_\_\_\_\_ (address), for the purpose of renting a house or rental unit hereby decided to grant clearance.

Now, therefore, accordingly, the clearance is granted by the Local Authority.

Place . . . . .

Date . . . . .

Chairman  
Name & address with seal of Local Authority

.....  
.....

**Form - III B**  
(see sub-rule (3) of Rule 7)

**DECISION OF THE LOCAL AUTHORITY**

Whereas, in pursuance of the provision under Section 7 of the Meghalaya Residents Safety and Security Act, 2016, the Local Authority after careful examination of the documents furnished by **Shri/Smti.** \_\_\_\_\_ (landlord) of \_\_\_\_\_ (address) and **Shri/Smti** \_\_\_\_\_ (tenant/intending tenant) of \_\_\_\_\_ (address), for the purpose of renting a house or rental unit hereby decided not to grant clearance.

Now, therefore, accordingly, the clearance is not granted by the Local Authority for the reasons stated below.

Reasons for rejection \_\_\_\_\_  
\_\_\_\_\_

Place.....  
Date .....

Chairman  
Name & address with seal of Local Authority  
.....  
.....



### FORM IV

[see sub-rules (2) & (6) of Rule 8]

## APPLICATION FORM TO BE FILLED IN BY PERSON ENTERING THE STATE OF MEGHALAYA

Form No. \_\_\_\_\_

1. Name (as in identity document): \_\_\_\_\_

2. Permanent address: \_\_\_\_\_

State \_\_\_\_\_ District \_\_\_\_\_ Taluk \_\_\_\_\_  
 Police Station \_\_\_\_\_ Post Office \_\_\_\_\_ Mobile No. \_\_\_\_\_

3. Date of Birth:

--	--	--	--	--	--	--	--	--	--

4. Gender:

M	F	O
---	---	---

(Tick whichever is applicable)

\*5. Details of person accompanying (in case of minor child/children only):

Names	Age	Relationship	Gender
1 .....	.....	.....	.....
2 .....	.....	.....	.....

6. (a) Identity Card Type .....

6. (b) Identity Card No .....

7. (a) Date of arrival

--	--	--	--	--	--	--	--	--	--

7. (b) Likely date of departure

--	--	--	--	--	--	--	--	--	--

8. (a) Travel by Bus/Car/Two-wheeler/Train/Air (tick whichever is applicable) any other..... (please specify)

8. (b) (Give vehicle/Train/Flight Nos) .....

9. Address during stay in Meghalaya/address of referred person in Meghalaya


Mobile / Contact No

Reference person in Meghalaya

Name \_\_\_\_\_ Address \_\_\_\_\_

Police Station \_\_\_\_\_ Post Office \_\_\_\_\_ Mobile No. \_\_\_\_\_

10. Telephone/Mobile No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

11. Purpose of visit:

Tourist/Employment/Service/Education  
 If any other please specify: \_\_\_\_\_

Date .....

Signature of person

\*Strike off if not necessary

.....cut here .....

**ACKNOWLEDGEMENT RECEIPT**

Received Form No. \_\_\_\_\_ dated \_\_\_\_\_ from Shri/Smti \_\_\_\_\_  
entering State of Meghalaya on \_\_\_\_\_ (date) at \_\_\_\_\_ (place).  
(This acknowledgement receipt should be returned to the concerned Facilitation Centre at  
the time of exiting out of the State)

Signature & seal of In-charge  
Facilitation Centre

Exited the State on \_\_\_\_\_ (date) at \_\_\_\_\_ (place)

Signature & seal of In-charge  
Facilitation Centre

**FORM "A"**  
[See section 9 (1) (a)]

**Affidavit**  
**[To be typed on a Rupees Ten Non-Judicial Stamp Paper]**

I.....(Name of deponent), S/o / D/o,....., age about.....years, by profession ..... and permanent resident of..... do hereby solemnly affirm and declare as follows:-

1. That I am a bonafide resident of India and presently reside at.....

2. That I was a previous resident of ..... village/ town/ city ..... within the jurisdiction of the ..... Police Station, ..... District, ..... State, from.....to..... (period).

3. That this Self Declaration is for declaring my earlier residence for the purpose of Section 9 (1) (a) of the Meghalaya Residents Safety and Security Act, 2016 and submitting the same before the concerned authority with supporting documents referred to in section 9.

4. That the statements in this Declaration made in paragraphs 1, 2 and 3 above are true and correct to the best of my knowledge, belief and information and nothing material has been concealed therein.

5. That if any information given by me in this declaration or any document submitted in support of any residential address shall be found untrue or incorrect or false I would be liable for penalties under Sections 199 and 200 of the Indian Penal Code, 1860.

**References - Name and address/Phone/Mobile.**

**Signature and Address of Tenant/  
Phone/Mobile.**

1.

2.

**Form-B**

**[See Section 9(2)]**

Details of information of resident for verification by Police and Local Authority.

**Particulars of Landlord where the tenant resides.**

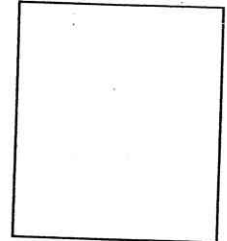
1. Name of the Landlord: \_\_\_\_\_
2. Occupation: \_\_\_\_\_
3. Details of permanent address: \_\_\_\_\_
4. Telephone/mobile number: \_\_\_\_\_
5. Present address: \_\_\_\_\_
6. Details of domestic help or other workers staying along with the landlord:

Name	Age	Permanent Residential Address	Signature/Thumb Impression
_____	_____	_____	_____

(\*NB: Separate sheet be used to affix photograph of domestic help or other workers along with name and signature or thumb impression below the photograph)

**Particulars of Tenant**

1. Name: \_\_\_\_\_
2. Father's name/mother's name/spouse's name: \_\_\_\_\_
3. (a) Nationality: \_\_\_\_\_ (b) Age : \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Phone Number: \_\_\_\_\_
6. Mobile number: \_\_\_\_\_
7. Email address: \_\_\_\_\_
8. Occupation: \_\_\_\_\_



9. Documents produced in support of address and identification:

- (a) If student, certificate and identity card from the educational institution: \_\_\_\_\_
- (b) If Government servant, employment certificate, transfer order or appointment order or office identity card: \_\_\_\_\_
- (c) For doctors/lawyers/engineers/architects/professional drivers/self employed and other professionals - registration certificate/number: \_\_\_\_\_
- (d) For migrant workers or those engaged in business/trade: trading license from respective District Council or labour registration certificate/license under relevant law: \_\_\_\_\_

(e) For others - Permanent Account Number (PAN) card/ electricity bill/ ration Card/Adhaar card: \_\_\_\_\_

10. Details of family member residing with the tenant and includes sub-tenants and joint tenants:

Name	Age	Relationship	Occupation	Signature/Thumb Impression

11. Details of domestic help or other workers staying along with the tenant:

Name	Age	Permanent Residential Address	Signature/Thumb Impression

(\*NB: Separate sheet be used to affix photograph of family members and domestic help along with name and signature or thumb impression below the photograph)

12. Present Address:  
& Telephone and Mobile Number:

13. Previous address:  
& Telephone and Mobile Number:

14. Date of leaving the previous address:

15. Permanent address:  
& Telephone and Mobile Number  
(to be supported by documentary proof)

\*Strike out whichever not necessary

Name and Signature of tenant with date / address and Phone/ Mobile.	Name and Signature of Landlord with date/address and Phone/Mobile.
---	--

**Acknowledgement**

Received from Shri/ Smti. \_\_\_\_\_ S/o / D/o \_\_\_\_\_  
R/o \_\_\_\_\_ Phone / Mobile Number \_\_\_\_\_  
intimation of letting out of \_\_\_\_\_ to Shri/ Smti. \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Diary No. \_\_\_\_\_

Signature of recipient \_\_\_\_\_

Name & Designation \_\_\_\_\_

Police Station \_\_\_\_\_

Office Seal

**Acknowledgement**

Received from Shri/ Smti. \_\_\_\_\_ S/o / D/o \_\_\_\_\_  
R/o \_\_\_\_\_ Phone / Mobile Number \_\_\_\_\_  
intimation of letting out of \_\_\_\_\_ to Shri/ Smti. \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Diary No. \_\_\_\_\_

Signature of recipient \_\_\_\_\_

Name & Designation \_\_\_\_\_

Police Station \_\_\_\_\_

Office Seal

