

# GENERAL ADMINISTRATION

## SOME GUIDELINES

NIEPA DC



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**Sub. No. in Systems Unit,**  
**National Institute of Educational**  
**Planning and Administration**  
**17-B, SriAurobindo Marg, NewDelhi-110016**  
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## FOREWORD

A booklet on Civic Administration was issued in October, 1976, on the occasion of the Shillong Centenary Celebrations. Meghalaya celebrates on January 21st, 1977, its fifth anniversary as a full-fledged State. The Development Departments have issued periodical reports on the progress achieved in their various sectors. The purpose of this booklet is to highlight the approach of the State Government for ensuring that implementation of projects for the welfare of the people is not bogged down by red-tape and bureaucratic technicalities. The essence of this approach is that, if problems arise, they must be quickly resolved by *personal discussion*, and, where necessary, by taking up at the highest level.

2. There are no pearls to be discovered in this booklet. In administration, it is often the most obvious things that remain unnoticed and unattended to. There is sometimes a tendency for Secretariat officers to become over-theoretical, particularly if they have been divorced for prolonged periods from executive work in the field. While there is a plethora of conferences, at which high-level decisions are taken and complicated formulae evolved, insufficient attention is paid to the *implementation* of such decisions on the field. As an instance, experts on ecology and environment will be found to hold interminable discussions to formulate policies for the prevention of world pollution, but may fail to notice or take action to remove a pile of stinking garbage at their door-step.

3. The purpose of this booklet is to lay stress on the importance of taking initiatives at the personal level for the speedy and effective implementation of decisions. The order in which the subjects are presented is not fortuitous. Forests have been given precedence after General Administration, as

their preservation and development is one of the most important factors for the future health of the State—in providing raw materials for industries, scenic beauty to attract tourists and ensuring constant water-supply for irrigation and domestic use.

4. The tour notes have been appended to illustrate the need for recording, and communicating *forthwith* to the concerned officers, the follow-up action to be taken on conclusion of a tour. It often happens that an officer on return from tour finds himself so submerged with pressing matters that he fails to place on record the instructions verbally issued. The value of a tour lies in a carefully considered follow-up. Touring nowadays tends to degenerate to a dash by car (or plane) from one headquarters to another. The effectiveness of the administration will substantially improve if officers at the Secretariat, whether in the State or at the Centre, can keep themselves more intimately in touch with the practical workings of the policies formulated by Government. The main thrust of this booklet is to stress the need for an almost *physical drive* to ensure that the ponderous machinery of the bureaucracy is kept constantly and purposefully on the move.

5. It may be pointed out, in conclusion, that these directives are not by any means intended to be a comprehensive compendium. They have been selected mainly to illustrate a technique of administration whose main objective is to get things done in spite of difficulties and not allow difficulties to be put forward as an excuse for failures.

Shillong, December 31st, 1976

N. K. Rustomji  
Chief Secretary.



**SELECTION OF DIRECTIVES, ETC., ISSUED BY  
SHRI N. K. RUSTOMJI, I.C.S., CHIEF SECRETARY, MEGHALAYA  
1972—1976**

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# GENERAL ADMINISTRATION





*Issue of financial sanctions before October*

I have found that, in most Departments, there is undue delay in the issue of sanctions, with the result that essential work is held up and targets cannot be fulfilled. Practically every year, there is a last minute rush to spend money so that budget provision should not lapse. I should like all sanctioning authorities to take *personal* interest to ensure that from this year, sanctions are issued in due time. There may be difficulties, but there is no reason why, provided officers apply their mind to the problem, such difficulties should not be overcome. Unless there is some very special reason, I should like all sanctions to be issued this year *October at the latest*.

Every Secretary will please attend to this matter immediately so that, when we have our next Secretaries' meeting, no difficulty in complying with the above orders may be brought to the personal notice of the Financial Commissioner in resolution.

N. K. Rustomji

Dated Shillong :  
14th July, 1972.

Copy to:—

1. All Secretaries.
2. Heads of Departments.
3. Deputy Commissioners.

*Replies to Assembly Questions*

Memo No POE-143/72/2, dated Shillong, the 11th July, 1972.

Secretaries,  
Heads of Departments,

One or two cases have come to light where Departments have furnished replies to Assembly questions which were not exactly accurate. In some cases, replies were furnished by Departments for two or three more or less similar questions where the facts stated were not consistent.

While it is appreciated that all Departments have to work at high pressure to furnish replies at short notice, the utmost care must be taken to ensure that correct information is furnished. Secretaries are aware of the very grave consequences of incorrect information being given in the Assembly. All Secretaries and Heads of Departments must, therefore, take personal responsibility to check up that there are no inaccuracies in materials supplied for Assembly questions, etc. and it would be preferable even to seek further time rather than risk furnishing information that may not be correct.

N. K. Rustomji

*Monthly Co-ordination Meetings*

U.O. No.CS(M)/72-Misc., dated 9th October 1972

*All Heads of Departments,*

I have noted on a number of occasions that it is the responsibility of the Deputy Commissioner to co-ordinate activities of *all* the Departments within his District. It would seem advisable if, in the interest of effecting such co-ordination, the Deputy Commissioners were to hold periodical meetings of all the local Departmental Heads. Such meetings might be held once every one or two months. I should be glad if you would kindly issue instructions to your District Heads to ensure that they attend such periodical meetings as and when they may be called by the Deputy Commissioner, as this will contribute very greatly to smooth and co-ordinated activity as between the various Departments.

A copy of your instructions may please be forwarded to the Deputy Commissioners

N. K. Rustomji

Copy to :—

- (1) All Deputy Commissioners.
- (2) All Secretaries.

*Punctuality**Confidential*

D.O. No CS(M)/72-Misc, dated Shillong, the 30th August, 1973

I have been noticing for some time that officers and staff have become extremely unpunctual in attending office. But what is a matter of more serious concern is that it is not only lower staff who are at fault but even Secretary-level officers of the Air Mail Services. If officers of Secretaries' rank, who are expected to set an example, do not make the effort to be punctual, it is not surprising that the lower staff are casual in attendance. While it is invidious to single out names, I am constrained to have to observe that, apart from Shri Mohan Sharma, Industries, I have found most of our Secretary-level officers to be unpunctual.

It had been decided in the Secretaries' meeting some time ago that Secretaries should periodically inspect their offices to ensure punctuality of staff. I may please be informed on the first of every month that such an inspection has been carried out, with the result thereof. But the first thing is that the Secretary himself should not default in the matter of punctual attendance.

I should be glad if you would please acknowledge receipt of this directive and confirm that its contents have been noted.

N. K. Rustomji

Copy to all Secretaries.

*Recommendations by M.L.As. on applications from the public*

*Secretaries,  
Deputy Commissioners,  
Heads of Departments,*

There seems to be an impression amongst some officers that all applications from the public require to be recommended by an M.L.A., before they can be entertained for consideration. This results in considerable inconvenience to M.L.As., who find that much of their time is needlessly taken up in endorsing applications of persons regarding whom they often have no proper knowledge. No useful purpose is also served to the Department concerned by endorsements that are merely routine.

Some Departments have prescribed forms in which they have directed that applications must be supported by a recommendation from an M.L.A. Whereas this may be necessary in certain specific types of cases, this should certainly not be regarded as the general rule, as it imposes an unnecessarily heavy burden on M.L.As., who find themselves unable to devote themselves to work that is more conducive to the welfare of the people. All Departments may, therefore, scrutinise their procedure in this regard, and it should be made clearly understood to all concerned that applications from the public should normally be dealt with by Government Departments through the usual Governmental agencies without making it a mandatory requirement that the M.L.As' recommendation must first be obtained.

N. K. Rustomji

Forwarded by :—

Private Secretary to the  
Chief Secretary, Meghalaya.  
1st October, 1973.

## Posting of officers in interior areas

Chief Minister,

I have received a note from Minister, Agriculture, pointing out that a number of posts have remained unfilled in the Jaintia Hills District, although the District was created over a year ago. I have taken up the matter with the Secretaries concerned and directed them to ensure that there is no further delay in filling the posts.

2. I should bring to CM's notice, in this connection, the growing tendency amongst officers to find one reason or the other for not carrying out orders transferring them out of Shillong. In the Jaintia Hills District, a District Planning Officer had been notified for appointment last year, and although the officer was released by the Personnel Department to the Planning Department, he did not move and the order has since been cancelled. An S.D.M. was also posted to Jowai some months ago, but represented against moving. The representation was heard, and it was ordered that there was no sufficient justification to reverse the transfer orders. But the Officer has not yet moved. Similarly, a Doctor was posted to Jowai to take over as Civil Surgeon. She took leave and has not joined.

3. I am afraid there is a habit developing amongst Officers to regard Shillong as the only station to serve. Unless a strong line is taken in the matter by all Departments, it will be impossible to get officers to move out of Shillong, and the interior areas will remain in neglect. It is no use whatsoever creating new Subdivisions such as Nongstoin and Simsangiri if officers find one reason or the other for refusing to carry out transfer orders posting them to interior stations. The real work of Officers is *in the field*, and it is very necessary to check the tendency of Officers to want to remain posted in Shillong throughout their service. Unless all Departments take a firm line and insist that transfer orders are carried out, I am afraid there will be slackening in the whole administrative apparatus and the interior areas of the State will never receive attention. If transfer orders are not carried out, the Departments concerned should, in future, take immediate action, even to the extent of suspending the defaulting Officer. Conditions in our interior stations such as Tura, Jowai, Nongstoin and Simsangiri are not nearly as difficult as conditions used to

in places like Lungleh, Tuensang and Ukhul. Road communications have improved enormously during the last years and there is no reason why officers should represent against posting to stations other than the Capital.

Chief Minister may like to speak to his colleagues informally regarding this matter, as a question of policy is involved which has important bearing on the health of the administration as a whole

O. No. CSM/74-Notes,  
28th February, 1974.

N. R. Rustomji



**Compliance with transfer orders**

Shillong

Dated the 1st March, 1974.

**My dear—**

I am enclosing a copy of my note dated 28th February, 1974 addressed to the Chief Minister regarding delay in carrying out transfer orders. I am bringing this matter to your personal notice, as it is very important that we should not allow indiscipline to set in at such a vital stage in the development of our new State. If orders are not promptly carried out, you should take speedy disciplinary action. Where there are genuine reasons for an officer not moving, you will, of course, give due consideration. But evasion of transfer orders for insufficient reasons must not under any circumstances be permitted.

Receipt of this letter may please be acknowledged.

Yours sincerely,  
N. K. Rustomji

Copy to:—

All Secretaries,  
Heads of Departments,

(Enclosure at pages 8-9)

*Timely issue of sanctions*

No.C.S.(M)/74-Misc.(Note), dated Shillong, the 8th April 1974.

*Secretaries and Heads of Departments ,*

As you are aware, instructions are issued every year regarding the finalisation of sanctions in due time so that there is no last-minute surrender of funds. Secretaries and Heads of Departments have on previous cases complained that, as the final allocations were made so late to the Departments by the Finance Department, they have found difficulty in processing proposals and issuing sanctions in due time. I have personally taken up this matter with the Financial Commissioner, who confirms that the final allocations have been intimated to all departments and that there is no reason why they should not take immediate steps to put their proposals into shape and issue necessary sanctions.

I should like all officers to make a very special effort this year to ensure that the issue of sanction is not delayed. I propose calling a meeting of all Secretaries and Heads of Departments on Monday, May the 20th at 3 p.m., when I shall require each officer to report the progress made in issuing sanctions in respect of his department. You will please therefore take immediate steps to satisfy yourselves personally that the very unfortunate delays of previous years are not repeated.

N. K. Rustomji

## Economy in official entertainment

Confidential

Chief Minister,

The Prime Minister had sent a letter some time back urging the strictest measures of economy in view of the crisis through which the country is passing. The directive also referred to restrictions on official entertainment. This matter was discussed in the Cabinet and it was decided that we should take action broadly on the lines adopted by the Government of India.

1. In accordance with the Cabinet decision, I have been discouraging requests from the Departments for official lunches and dinners, but have suggested that, as a matter of courtesy, we may agree to a modest reception for visiting dignitaries, at which tea (or soft drinks) and a slice of cake and/or biscuits may be offered. In a recent case, however, a Minister felt that this was niggardly, and we agreed, at his special request, to serve cakes, pakoras, biscuits, sweets, sandwiches, etc.

3. My personal view is that we are not going to impress visitors by official entertainment on a more lavish scale. They will, on the contrary, be more impressed if we show a realisation of the crisis through which the country is passing by adopting strict austerity measures. This is all the more so during the present Railway strike, when there is already a shortage of foodstuffs and risk that essential supplies may be delayed through disruption in Railway Transport. The public should also not have any feeling that, while rations are not obtainable in adequate quantity in the open market, our officials are insensitive to their difficulties and not prepared to share them.

4. I would respectfully suggest, therefore, that we maintain the *utmost restraint* in the matter of official entertainment until the food situation as a whole has been placed on a more stable basis. As matters stand, we are living on a hand-to-mouth basis.

U/O. No.CSM/74-Note,  
dated the 18th May, 1974.

N. K. Rustomaji

*relaxation of minimum qualifications for filling vacancies reserved for tribal candidates*

U/O. No.CSM/74-Notes, dated 29th June, 1974.

*All Secretaries and Heads of Departments,*

It has been the general experience of Departments that they are finding difficulty in filling reserved vacancies, the requisite number of candidates for such vacancies are often not available in the lists of successful candidates furnished by the Meghalaya Public Service Commission. This matter has been examined, and it has been found that, in many cases, the Department prescribed such rigid qualifications when requesting the M.P.S.C., to recruit candidates that the candidates for whom reservations are available find themselves debarred from even applying. Cases have come to notice where, even for comparatively junior posts, a minimum of several years' experience is laid down as an essential pre-requisite. Secretaries and Heads of the Departments will please ensure that, in requesting the M.P.S.C., to recruit candidates, personal attention is paid to prescribing the minimum qualifications for eligibility. Secretaries and Heads of Departments should bear in mind that Government are anxious in implementing the policy of filling reserved posts, and every opportunity must, therefore, be provided to enable candidates to apply to and present themselves before the P.S.C. for selection. This will obviously not be possible if over-rigid qualifications and long experience in Government service are prescribed as mandatory requirements where candidates may even apply for posts.

Secretaries and Heads of the Departments will please give their personal attention to this matter and confirm that they have noted these instructions and are taking action on them.

N. K. Rustomji

*Discipline and Punctuality*

U.O. No.CSM/74-ATT, dated 11th July, 1974.

I inspected all the Departments of the main Secretariat Building this morning, starting from 10-15 a.m. I have noted in the enclosure names of all personnel, gazetted and non-gazetted, found absent from their rooms during the time of my visit (I have not noted the names of persons absent on duly authorised leave). It will be seen from the enclosure that some personnel were not present in their office even as late as at 10-40. I have noticed, on the other hand, that staff are generally very punctual in leaving office at 4-30 p.m.

2. It is obvious from the above that discipline in the Secretariat has become extremely slack and that there is very little supervision at the higher levels. It is distressing to note that even gazetted officers are irregular in observing punctuality. They are expected to set an example to non-gazetted staff to be punctual and disciplined.

3. I expect Secretaries and Superintendents to be much more vigilant in future in ensuring that punctuality is observed in their offices. I can understand if our staff are a few minutes late when there are heavy rains and they find difficulty in finding their way to office during a torrential downpour. But to-day was a bright, sunny day, and there was no excuse for the staff to be late in practically all the Departments.

4. Secretaries/Superintendents will please obtain an explanation from all persons who were found absent as noted in the enclosure and take disciplinary action in the light of the explanation received. Secretaries must periodically inspect their offices and satisfy themselves that their staff attend punctually.

5. I shall carry out a similar inspection of the Additional Secretariat Building in the near future and expect that, in the light of the present directive, I shall find a decided improvement in the observance of punctuality.

. N. K. Rustomji

Memo.No.CSM/74-ATT, dated Shillong, the 11th July 1974.

Copy (with enclosure) to :—

(i) All Secretaries and

(ii) All Superintendents, of main Secretariat Building—For strict and immediate compliance.

Copy (without enclosure) to :—

(i) All Secretaries and

(ii) All Superintendents located in buildings other than main Secretariat Building ;

(iii) All Heads of Departments—Every Secretary and Head of the Department will please carry out a surprise inspection of his office within the course of the next two weeks and report the result to me.

N. K. Rustomji

~~Recording of adverse entry in C. R. for unpunctuality~~

D.O. No.CSM/74-Att, dated 5th November, 1974.

My dear—

Will you please refer to my Memo.No.CSM/74-ATTT dated 11th July, 1974 on the above subject, wherein I had ordered that every Secretary and Head of the Department should carry out a surprise inspection of his office within two weeks and report the result to me? Your report may please be submitted at once, if not already sent.

While there has been some improvement since my last directive, I find that some officers and staff are still casual in attending office in due time. If an Officer or Assistant committed to be unpunctual, a special adverse entry may be made in his CR, without prejudice to any other disciplinary action that may be taken. This procedure should apply to Officers and Staff at all levels. As I have already pointed out it is for the Secretaries, Heads of Departments and Superintendents to set the example.

I shall take adverse notice if I do not receive a reply, together with an inspection report by November the 20th, 1974.

Yours sincerely,

N. K. Rustomji,

To

*Monthly touring in interior by Heads of Department*

U/O No.CSM/Tour/Hd./74, dated Shillong, the 4th December, 1974.

*All Heads of the Departments,*

I had issued strict instruction over a year ago regarding the need for Heads of Departments to carry out regular tours and, in particular, to pay periodic visits to the Garo Hills and Jaintia Hills Districts. This matter was recently discussed in the Cabinet and it has been decided that, in the interests of more efficient supervision of schemes, every Head of Department must carry out tours every month alternately in the Garo Hills and Jaintia Hills Districts. In case, for any reason, such as ill-health, it is not possible for a Head of Department to carry out this tour during any particular month, he should report the circumstances to the Chief Secretary through the Secretary of his Department for information and such action as may be necessary.

It is imperative that Heads of Departments should personally and frequently inspect the projects for which they are responsible so as to ensure that there should be no avoidable delay in their speedy and effective execution.

Receipt of this directive may please be acknowledged.

N. K. Rustomji



*Acknowledgement of letters from the public*

No. CSM/GAD/75, dated Shillong, the 21st March, 1975

Special Secretary, S. A. D.,

I am informed that, when letters are sent by members of the public to Government Departments, such Departments often do not send any reply of acknowledgement. It is desirable that, wherever possible, a reply should be sent. In case there may be delay in sending a reply due to the need for detailed examination, etc., etc., an acknowledgement card should be issued to the party concerned stating that the matter is receiving attention.

Steps may please be taken to print a standard acknowledgement card for use by all Departments. Until this can be arranged, the Departments will please ensure that replies are sent by ordinary letter, acknowledging communications received from the public.

N. K. Rustomji

Memo No. CSM/GAD/75(A), dated Shillong, the 21st March, 1975.

Copy to :—

All Secretaries of the Government.

All Heads of Departments.

All Deputy Commissioners.

*Removal of unauthorised posters on Government buildings*

No.CSM/BTN/75, dated 14th May 1975

*My dear Kohli,*

I am enclosing a note I have sent to our Nazir. I have found that people are pasting posters, etc., on Government buildings without authorisation. Please take steps to prevent and have such unauthorised posters removed.

While I have noticed some improvement in the general appearance of the D.C.'s Office, I think it is time the front entrance was given a new look. I do not know when the gate was last painted, but it is looking very shabby. You must please contact the P. W. D., and have it cleaned up. The office of the District Head must present a dignified appearance.

Yours sincerely,

N. K. Rustomji

Shri V. Kohli, I.A.S.,  
Deputy Commissioner,  
Khasi Hills, Shillong.

Memo No.CSM/BTN/75(A), dated Shillong, the 14th May, 1975.

Copy to:—

1. Shri A. H. Scott, Chief Executive Officer, Shillong Municipality, Shillong for information. I find that posters are being pasted in various public places without authorisation. You may please look into this matter and take necessary action in consultation with the D.C. and S.P.
2. Superintendent of Police, Khasi Hills, Shillong.
3. Deputy Commissioner, Jowai—for action as may be necessary at Jowai.
4. Deputy Commissioner, Tura—for action as may be necessary at Tura.

*Procedure for submission of Cabinet Memoranda*

D.O. No.CSM/Pol-Cab/75, dated Shillong, the 3rd June, 1975

*My dear—*

A case has recently arisen where a Secretary had sent me a file for the Cabinet in which the Cabinet Memoranda had all been cyclostyled, although the case had never before been submitted to me at any stage. On examination of the case, I found that it was not a fit case to go to the Cabinet and that the Department was perfectly competent to dispose of the matter under its own powers. The cyclostyling of the memoranda has resulted in a great deal of unnecessary waste of paper and time.

2. The correct procedure, under Rule 14 of the Rules of Executive Business, is for the Secretary to submit any cases for the Cabinet to the Chief Secretary, who, after obtaining the Chief Minister's approval, will return the case to the concerned Secretary for cyclostyling the Memoranda and sending to the Cabinet Cell for inclusion at the next Cabinet meeting. The Memorandum should not be cyclostyled in the first instance, as this involves waste of time and paper in case the Chief Minister or Chief Secretary find that it requires to be redrafted or that the case is of a nature that it need not be submitted to the Cabinet at all.

3. I have also observed that Secretaries sometimes submit cases to the Chief Secretary only when they receive intimation that the Cabinet is to be held. The result is that Cabinet Memoranda reach the Ministers much too late for them to be able to apply their minds to the subject before the Cabinet meeting. Secretaries should not, therefore, wait for notification of the date of the Cabinet meeting and then hurriedly send cases for inclusion. Unless there are very special circumstances, no case will be included unless it has been submitted to the Chief Secretary at least 10 (ten) days before the date of the Cabinet meeting. This will make it possible for the Cabinet Department to forward the Memoranda to Ministers well in advance of the date fixed for the Cabinet meeting.

Yours sincerely,

N. K. Rustomji

Copy to All Secretaries.

*Suggestion Box and Complaint Box*

No.CSM/GA-SA/75, dated Shillong, the 6th June, 1975

Special Secretary, G. A. D.,

*I. Suggestion Box :*

(1) I have been feeling, for some time that we can create more lively sense of participation at all levels of the administration if we maintain a Suggestion Box for our staff, and even members of the public, to give their ideas regarding any matter affecting the improvement of the administration. We may constitute a small Board of three persons to examine these suggestions every six months and award a nominal cash prize to the best three suggestions.

(2) The same practice may be adopted in the offices of the Deputy Commissioners and Heads of the Departments.

*II. Complaint Box :*

(1) I understand that members of the public sometimes get harassed on account of discourtesy on the part of our staff. Cases have also come to my notice where members of the public have been asked for consideration in order to get their work done quickly. This casts a very serious reflection on our Government and we must take steps to ensure that the public receive service from all levels of the administration without being put to unnecessary harassment expenses.

(2) I feel, therefore, that, at a suitable point in the corridor of the Secretariat, we should have a Complaint Box. There should be a small notice besides the Box informing the public that, if they have any grievance regarding the manner in which they are treated, they should state such grievance and we shall take all possible steps to set things right. Unless there are very special reasons, the complainant should clearly note his name and address in case we require to consult him regarding his grievance. The complaint should not be of a general nature. It should be specific, stating the person complained against as well as the date

and time of the occurrence with reference to which the complaint is made. Lest the complainant have any apprehension that he will be put into further difficulty on account of making the complaint, it should be notified that the Box will be opened once a week personally by the Chief Secretary, who will ensure that the enquiry will not result in any vindictive action being taken against the complainant.

2. The same procedure may be adopted in the offices of the Deputy Commissioners and Heads of Departments.

The Complaint and Suggestion Boxes may please be installed by 1st July, 1975. I may, however, be shown the design and location of the Boxes in advance, as also the Notices accompanying the Boxes in draft.

N. K. Rustomji

Copy to:—

1. All Heads of Departments.
2. All Deputy Commissioners.

*Inspection by Shri N. K. Rustomji, Chief Secretary, Meghalaya, of Additional Secretariat Building and Compound of Secretariat Hill, etc., on 10th June, 1975.*

1. I carried out the inspection accompanied by Shri B. W. Roy, Special Secretary, G. A. D., Sarvashri F. B. Lyngdoh and T. W. Pakyntein, Deputy Secretaries, G. A. D., Shri A. Dey, Executive Engineer, Shillong Central Division, P. W. D., Shri S. N. Kahali, Subdivisional Officer, P. W. D. (Buildings) and Shri R. Pradhan, Nazir.

**Canteen**

2. We first inspected the Canteen in the front compound of the main Secretariat. It is unfortunate that it has taken so long to get the Canteen started. Executive Engineer, P. W. D., has undertaken to complete the remaining work within three weeks. It may be advisable to have iron bars for protection of the windows along the outer wall of the Canteen building for better security. Arrangements for installing utensils, crockery, furniture, must please be expedited so that the Canteen may start functioning by August the 1st. A modest inauguration ceremony may be arranged.

3. There is even greater need for a Canteen to serve the requirements of the staff of the Additional Secretariat Building. The party selected for the main Secretariat Canteen may be prepared to undertake the responsibility for running the Canteen for the Additional Secretariat as well. They may please be consulted. We should take steps to see that the Canteen in the Additional Secretariat building starts functioning before the end of the year.

**Compound Walls**

4. A Low stone wall should be built in extension of the high wall ending at the Police point corner. This low wall should encircle

the small garden patch and meet the hedge running along the inner road leading into the back of the main Secretariat.

5. The frontage of the Additional Secretariat building is most untidy and disorderly. The front wall should be extended as far as the approach road leading from the main road to the ground floor. There should be three gates, and the passage-way running in front of the building should be converted into a lawn, as it is too narrow for use as a parking place.

Receptionist

6. There should be a Receptionist at the entrance of the Additional Secretariat building, with the same procedure for issuing slips to visitors, etc., as we have adopted in the main Secretariat.

Lighting

7. Most of the corridors of the Additional Secretariat building present a most gloomy and depressing appearance. The lighting is entirely inadequate. Tube lights have been set deep into the ceiling, with the result that the light is contained instead of spreading out. The lights must be made to protrude outside. Another way of allowing more light into the corridors is by fitting an iron grill at the end of the corridors instead of keeping the wooden shutters perpetually down as is the present practice. At all events, *the P. W. D. must find a way to brighten the corridors.* It must be most depressing for our officers and staff to have to move around these dark, subterranean tunnels.

Lavatories

8. Lavatories have been a perpetual problem, as the fittings are nearly always out of order or else pilfered by miscreants. The flush system was not working in *any* of the lavatories I inspected. It is obvious that it will take some time yet before our people can be adequately educated to use these lavatories properly and we have to make alternative arrangements, therefore, to ensure their cleanliness. Buckets of water must be arranged in each lavatory and

our sweepers must be instructed to pay more frequent visits for cleaning the lavatories by pouring water from these buckets. If necessary, the number of sweepers may be increased and a watchman appointed to check that the sweepers are on duty and do not neglect their work. The sweepers should be given *specific* responsibility for *specific* lavatories and if any lavatory is at any time found in a dirty condition, the sweeper must be pulled out and, if necessary, proceeded against. I have instructed the Nazir to let me know immediately if any increase in the strength of sweepers is required. I have had to lay stress on the importance of keeping lavatories clean, as a dirty lavatory results in emission of smell all along the corridors and office rooms. Provided the number of sweepers is adequate and there is regular supervision, I see no reason why our lavatories should not be kept clean. The Nazir should also ensure liberal use of disinfectants, air-refreshers, etc.

Assistant Nazir

9. It had been the practice during the time of the Assam Government to have an Assistant Nazir specifically responsible for the Additional Secretariat building. This post is essential, and requires to be revived forthwith. I am requesting Secretary Finance to accord financial concurrence.

Standing  
Committee

10. It would be helpful if, for some time to come, we have a small Standing Committee of the Secretaries and Heads of Departments located in the Additional Secretariat building to sit periodically, say every three months, to review progress in improving the Additional Secretariat building. The seniormost Secretary (at present Secretary, Health) may be principally responsible for the efficient supervision of the Additional Secretariat building, and he may be aided by Secretary, Agriculture, D.P.I. and Director of Agriculture. We may reconstitute the Committee after one year, so that other Secretaries and Heads of Departments may also have an opportunity of making their contribution



its ideas, etc. The Committee may examine whether any further rationalisation in the allotment of offices should be carried out in the light of extra accommodation likely to become available with the shifting of the Assam Planning Board to Dispur.

Garden for  
Additional  
Secretariat

11. I think we shall require at least two mals to be appointed immediately for laying out a garden around the Additional Secretariat building. The Conservator of Forests, who has been made responsible for the maintenance of all our public gardens, will please take necessary action and prepare the broad lay-out.

Discipline of  
C.R.P.

12. I have received complaints that the C.R.P. personnel are also partly responsible for the dirty condition of the lavatories. I should be grateful if I.G.P. would please tighten up discipline and have instructions issued that the C.R.P. should use only the lavatories allotted for them.

Benches for  
Peons

13. The peons in the Additional Secretariat building have no benches to sit on in the corridors. Benches should be arranged on the same pattern as we have arranged in the main Secretariat. If these benches can be clamped to the wall, it will prevent them from being pushed towards the middle of the corridor as sometimes happens.

Case between  
Assam Govern-  
ment and  
Contractor

14. It is high time that some decision is arrived at regarding the controversy between the Assam Government and the contractor engaged for constructing the Additional Secretariat building. I understand that a room containing files, etc., is being needlessly kept locked up in connection with this case. Chief Engineer will please let me know what steps he has taken to get the matter settled. \* \* \* \* \*

15. I shall pay another visit to the Additional Secretariat building after about a month,

when I hope to see substantial progress in implementation of the various decisions taken during the present inspection.

(N. K. Rustomji

Memo No.CSM/GA-SA/75, dated Shillong, the  
10th June, 1975.

Copy to:—

1. Shri B. W. Roy, Special Secretary,  
GAD,
2. Shri F. Kharkongor, Chief Engineer,  
PWD,
3. Shri A. Rahman, Inspector General of  
Police,
4. Shri B. N. Das, Conservator of Forests,
5. Shri A. Dey, Executive Engineer,  
Shillong Central Division, PWD,
6. Shri S. N. Kahali, S.D.O., P.W.D.  
(Buildings),
7. Shri F. B. Lyngdoh, Deputy Secretary,  
GAD,
8. Shri T. W. Pakyntein, Deputy Secre-  
tary, GAD,
9. Shri R. Pradhan, Nazir,
10. Secretary Health—Reference para. 10  
of Inspection note.
11. Director of Public Instruction,—Refe-  
rence para. 10 of Inspection note.
12. Secretary, Agriculture,—Reference  
para. 10 of Inspection note.
13. Director of Agriculture,—Reference  
para. 10 of Inspection note.

*Uniforms for drivers and peons*

U/O. No.CSM/GA-SA/75, dated 12th July, 1975.

*Special Secretary, G. A. D.,*

There was a general feeling in the Cabinet yesterday that Government peons and drivers are shabbily dressed. Although they are supplied with uniforms, they do not seem to wear them and there is no means of identifying them.

2. I remember passing orders regarding this matter sometime back. I think it would be a good idea to fix a date on which all peons may be lined up for inspection in their uniforms by Special Secretary. Special Secretary can then satisfy himself personally that uniforms of prescribed pattern have actually been supplied. August the 16th may be fixed as the date for the parade which will give sufficient time for the Secretariat Administration Department to check that the uniforms have been duly supplied.

N. K. Rustomji

Copy to the Under-Secretary, S.A.D./Nazir for information and necessary action

*Restriction on public contacting Assistants in Departments*

No.CSM/Sug/75, dated 19th July, 1975.

*All Secretaries,*

It has come to notice that members of the public are sometimes found to be visiting the Departments and seeing members of the staff. Your attention is invited to para 202.2 of the Manual of Office Procedure, where it is prescribed that "members of the public are *not* allowed to visit the Departments and see members of the staff. If they have any business pending in the Department, they may call on the Branch Officer or other higher officer concerned."

You are directed to ensure that the above Rule is *strictly* observed.

N. K. Rustomji

Copy to:-

1. All Superintendents of the Secretariat (Civil) and P.W.D.).
2. Nazir. A neat notice "No admission to the public" may be pasted on the office doors of the Departments.

## Check on 'Ghost' ration cards

D.O.No.CSM/Sup/75, dated 30th July, 19975.

My dear Kohli,

It had come to my notice several years ago, while SShri Bagchi was the Deputy Commissioner, that there was a vast number of 'Ghost' ration cards in Shillong and that this was the source of much of the black-marketing being carried on by the wholesalers and retailers. The Deputy Commissioner had been instructed to carry out a survey to ensure that cards were issued only to genuine residents and I remember speaking to you about this matter myself last year, when you confirmed that necessary action was being taken to reduce all unauthorised cards. I was surprised to hear this afternoon that the number of 'Ghost' ration cards is still very large and out of all proportion to the actual population of Shillong.

I have spoken to Supply Secretary regarding this matter and advised that a notice should immediately issue warning that any person drawing rations against a 'Ghost' ration card will be liable to summary detention. You may allow a grace period of, say, one week for people to surrender such cards. The necessary announcement may be made through All-India Radio and the Press. It is essential that everybody, the public, wholesalers and retailers, should have no doubt in their minds that the Government mean business and are prepared to take extreme measures to ensure that supplies are made available at a reasonable price to the people.

Yours sincerely,  
N. K. Rustomji

Shri V. Kohli, I. A. S.,  
Deputy Commissioner,  
Khasi Hills, Shillong.

Memo.No.CSM/Sup/75. dated Shillong, the 30 July, 19975.

Copy forwarded to :—

1. Secretary Supply.
2. I. G. P.
3. Deputy Commissioner, Jowai.
4. Deputy Commissioner, Tura.

*Keep your table clean*

D.O.No.CSM/Personnel/75, dated Shillong, the 26th August, 1975.

*My dear—*

I am enclosing an extract from the Prime Minister's address delivered on the 20th June, 1974, at the Lal Bahadur Shastri National Academy of Administration, Mussoorie.

"I almost always finish with dealing the papers that come from my office that very night or the next night at the most, and certainly before I go out on tour. I do not like to leave a cluttered table if I am going out anywhere. So what one is able to do has nothing to do with the 24 hours in the day. It has to do with how you organise yourself and your work, how you are able to grasp what is important, what has to be done first and how out of anything you read or anything you hear, you are able to get the essence immediately. Then, of course, you may have to fill in the details and so on afterwards, as one normally does."

I have often noticed, while visiting the offices of senior officers, that their tables and shelves are cluttered up with pyramids of files. This means that the officers are either incapable of taking quick decision or are simply sitting on papers. The accumulation of files on an officer's table is an index of the speed with which he is capable of despatching work. The longer a file remains on an officer's table, the greater the delay in getting work implemented on the field. If it is possible for the Prime Minister, with the responsibility of running the entire country, to keep a clean table, there is no reason why Secretaries and Heads of Departments should not be able to do likewise. It is all a question, as the Prime Minister has stated of, 'how you organise yourself and your work.' I felt it necessary to bring this to your notice, as some officers are under the impression that a table piled with files is an index of their importance. Quite to the contrary. It is an index of their inability to organise themselves systematically.

Yours sincerely,  
N. K. Rustomji

Copy to All Secretaries.

*Regulation of tea-stalls in office compounds*

No. CSM/Mun/75, dated the 3rd September, 1975.

*All Heads of Departments,*

I have noticed that there are a number of unsightly stalls in the compounds of the offices of several Heads of Departments. While there is no objection to permit stalls being set up at authorised places where no obstruction or inconvenience is caused, Heads of Departments should ensure that stalls are not set up haphazardly in their compounds without regard for the beauty of the surroundings.

2. Heads of Departments will please give this matter their personal attention, and if they find that stalls have been set up without due authority and that they are in an unsightly condition, they should take immediate steps for the removal of the stalls and their replacement, if necessary, in authorised places where the beauty of the surroundings is not marred. Heads of Departments should see that stalls are not put up just at the entrance of their offices, causing obstruction to normal traffic. There should also be waste-paper baskets placed near the stalls so that the surroundings are not cluttered with litter.

3. In case Heads of Departments have any difficulty in removing encroachments, they should approach the Deputy Commissioner/Superintendent of Police for assistance.

N. K. Rustomji

Copy to:—

1. Shri V. Kohli, I.A.S., Deputy Commissioner, Khasi Hills, Shillong, with reference to his D.O. No.L.14/9/5/74, dated 28th August, 1975.
2. Superintendent of Police, Khasi Hills, Shillong.
3. Surgeon Superintendent, Civil Hospital, Shillong.
4. Shri Scott, Chief Executive Officer, Municipality, Shillong.
5. The Deputy Commissioner, Jaintia Hills, Jowai.
6. The Deputy Commissioner, Garo Hills, Tura.

*Restriction on use of Meghalaya Bhavans by Students*

D.O. No.CSM/Ga-Sa/75, the 18th September, 1976.

*My dear Phira,*

The General Administration Department have issued instructions that, in future, students should not be permitted to use the Bhavans at Calcutta and Delhi as hostels. It is not the practice for State Bhavans to accommodate students and it will be impossible to keep the Bhavans in proper order unless their use is restricted to the officers prescribed under the rules.

We do not wish, on the other hand, that our students should be in difficulties for want of accommodation during their visits to or study in Calcutta and Delhi. There are a number of hostels and such institutions at which students can obtain accommodation, and it is very necessary that the Education Department should quickly get in touch with these institutions and make arrangements so that our students may avail of such accommodations during their stay in Delhi and Calcutta. Apart from making arrangements in such institutions for accommodation of our students, the Caretakers of our Bhavans should also be furnished with full particulars of both institutions so that, if our students are in difficulty, the Caretakers may give them particulars of the institutions to which they may proceed for accommodation.

I should be grateful if you would kindly take action in this matter as early as possible. A list of the hostels and institutions at Delhi and Calcutta where students can obtain accommodation may also be furnished to the Special Secretary, A.D., so that he may issue necessary advice to the Caretakers of our Bhavans.

Yours sincerely,  
N. K. Rustomji

Shri J. M. Phira, I.A.S.,  
Secretary, Education, etc.,  
Government of Meghalaya, Shillong.  
Copy to Special Secretary, G.A.D. in continuation of  
my U/O. No.CSM/GA-SA/75, dated 10th September,  
1975.



*Unauthorised use of Meghalaya Bhavans*

U/O.No.CSM/GA-SA/75(1), dated Shillong, the 18th  
September, 1975.

*Secretaries of the Government and Heads of Departments,*

Some further instances have come to notice where Departments have deputed personnel/parties to Delhi and Calcutta on the assumption of their staying in the two Bhavans. The use of the Bhavans is restricted to the officers specified under the rules and it will not be possible to maintain the Bhavans in proper order if they are used for unauthorised purposes. Departments should, therefore, make alternative arrangements when deputing personnel/non-official parties to visit Calcutta and Delhi. There are a number of hostels and other institutions at which such parties may be accommodated, and the number of rooms in the Bhavans is in any case insufficient to accommodate them.

In the case of authorised persons, prior intimation should, wherever possible, be sent to the respective Caretakers so that there should be no last-minute confusion or misunderstanding arising through non-availability of accommodation.

N. K. Ruztomji

*Button-up uniforms for Peons and dark-blue uniforms for drivers*

U/O. No.CSM/Ga-Sa/75, dated Shillong, the 10th October, 1975

*Special Secretary, G. A. D.*

I am placing below a copy of my U/O.No.CSM/GA-SA/75), dated 12th July, 1975, addressed to you, regarding supply of uniforms to peons and drivers. This matter was again raised in the Cabinet yesterday afternoon, when Cabinet approved the proposal to supply buttoned up uniforms to peons. There should now be no further delay in placing orders and arranging supply to peons. You will please ensure that the uniforms are properly tailored so that the peons should look really smart.

2. I have ascertained from Under Secretary, Secretariat Administration Department that, as, under the existing Rules, there is no provision for supplying uniforms to drivers, no action has been taken in the matter. In view of Cabinet's decision that drivers too should be smartly dressed, it is necessary to *change* the Rules and the SAD should take necessary steps accordingly *without further delay*. Action on these lines should, in fact, already have been initiated on my note, dated 12th July, 1975 enclosed. As there will be considerable financial implications in supplying uniforms to drivers, action may be taken, in the first instance, to make supply to drivers of Ministers and drivers of vehicles in the Shillong Central Pool (Ambassador cars) which are utilised for State Guests. For this purpose we may take action at once in anticipation of the Rules being approved in due course by the Cabinet. I am sending a copy of this note to the Finance Secretary so that there should be no objection from Finance at any later stages.

3. It was suggested in the Cabinet discussions that the colour of drivers' uniforms may be dark-blue.

Special Secretary, will please submit a report to me personally on 1st November, 1975, confirming action taken to supply uniforms to Ministers' drivers and drivers of State Pool vehicles as ordered above.

N. K. Rustomji

Copy to:—

1. Secretary, Finance,
2. Under Secretary, S.A.D., with reference to discussion this morning.

*Toning up of administration and expediting of disposal of work*

U/O No.CSM/GA-SA/75, dated 25th October, 1975

*Secretaries,  
Heads of Departments,  
Commissioner of Division,  
Deputy Commissioners.*

I have been noticing that, in several Departments, the procedures for disposal of work have not been adequately geared up to meet the requirements of the emergency. Government procedures should, of course, be efficient and swiftly moving at all times. The emergency however demands that such procedures should be recast with a view to ensuring that the processes both of decision making and implementing decisions proceed with the utmost expedition.

2. A number of recommendations have been formulated over the years by the Administrative Reforms Departments, at the Centre and at the State levels, to improve upon existing procedures. I am here bringing to your personal notice a few of the points that strike me as particularly relevant to the conditions prevailing in the Secretariat and other offices of our own State. I should like all Secretaries, Heads of Departments and Heads of District Offices to apply their minds to these points with the least possible delay and initiate action on the lines suggested:—

- (1) *Reduction of channels of noting both at the ministerial and officer level*

I have been surprised to notice in the files of certain Departments that there is sometimes noting by as many as three or four Assistants, and no less a number of officers, in putting up cases of comparatively simple nature for orders. The normal pattern should be for the Dealing Assistant to put up the case to the Superintendent (or to the Assistant Superintendent), and for the Superintendent (or the Assistant Superintendent) to submit the case to the officer competent to dispose of the matter. If, for instance, the matter is

off a routine nature capable of final disposal by the Under-Secretary, the Superintendent (or Assistant Superintendent) would submit the case to the Under-Secretary, who will pass final orders. If, on the other hand, the matter requires orders at a higher level than the Under-Secretary, the Superintendent (or Assistant Superintendent) should normally submit the case *direct* to the requisite level, without processing the file through *all* the stages of Under-Secretary/Deputy Secretary/Joint Secretary.

I should like every Secretary/Head of Department to examine the existing procedures within his departments and so prescribe the channeling of files as to *eliminate all redundant levels*. I shall take a very adverse view if, in future, I find that files continue to be submitted through a series of *redundant levels*.

(2) *Unnecessary copying of correspondence section onto note-sheet*

There is a tendency among some Assistants (and even officers) to copy out on the note-sheet the contents of a letter under examination in the correspondence portion or to mechanically repeat a note already recorded by his immediate subordinate. This is a complete waste of time and paper. Officers are expected to read the correspondence portion themselves. If an Assistant or subordinate officer has any constructive suggestion to make, this may be recorded in the note sheet, but it is entirely pointless to repeat on the note-sheet what can as easily be read by the officer himself in the correspondence portion.

(3) *Periodical Reports and Returns*

Any report or return that has outlived its purpose should be forthwith discontinued. I have also found that Departments often call for weekly or monthly returns, when a six-monthly or even annual return would equally well serve the purpose. Officers should apply their minds *very critically* before prescribing the period within which reports/returns are to be submitted. An enormous amount of time and paper is wasted in the preparation and processing of reports that often serve very little purpose.

(4) *Examination/Processing of Reports of Commissions/Committees*

There is a practice in some offices for reports of Commissions, etc., to be examined point by point from the level of the Dealing Assistant upwards. When such a report is received, the Secretary/Head of Department should take a decision as to how it should be processed. The best course is often to identify the salient point and then form a small Committee of officers for discussion. The report may, in the alternative, be entrusted to an officer of the level of Joint Secretary or Deputy Secretary for preliminary examination and thereafter be processed by the Secretary or small Committee. What is to be avoided, however, is the practice of processing such reports through all the lower channels of Dealing Assistant/Assistant Superintendent, Superintendent, Under-Secretary, Deputy Secretary, etc., etc. A target-date should be fixed for completing examination of the report and the date should be strictly adhered to.

(5) *Settlement of cases by personal discussion*

I would finally emphasize what I am constantly having to bring to the notice of officers of all Departments, that complicated cases can generally most satisfactorily be settled by personal discussion across the table or over the telephone. While a minimum amount of noting on files cannot be avoided, far more effective results will be achieved if problems are discussed by officers at various levels instead of resorting to endless and time-consuming noting on files. If an impasse is reached at any stage, the matter should be brought to the notice of the Chief Secretary for resolution.

3. There are, of course numerous other points that are of importance for improving the functioning of the administrative machinery. I have, in the first instance, picked out only a few that I consider are of particular relevance so that an immediate beginning can be made in streamlining our procedures. Further directives will issue from time to time. If Secretaries have any constructive suggestions to offer, these may also be brought up for discussion at the next Secretaries' meeting.

N. K. Rustomji

*Half-day casual leave for attending sports functions, etc.*

U/O.No.CSM/GA-SA/75, dated 29th October, 1975

*Chief Minister,*

On three successive days we had received applications from members of the staff and Sports Organisations for closing the office at 2 p.m. We have hitherto been rather over-generous in these matters, certainly much more so than offices of the Central Government. It will be well, therefore, to lay down a regular policy in this matter. The Central Government have prescribed that if any Office staff is late in attending office on two occasions, he will be liable to have a half-day casual leave deducted from his account. This is indicative of the strict view taken by the Centre in the matter of ensuring that all Staff work full time during the prescribed office hours. In future, therefore, we may lay down as a general principle that, if any member of the staff wishes to attend any Sports function, etc., he may apply for the grant of half-day casual leave. As our Leave Rules provide for 15 days Ordinary Casual Leave and also 15 days Special Casual Leave quite apart from one month's earned leave, there should be no difficulty for our staff if the above procedure is adopted.

N. K. Rustomji

Copy to Special Secretary, S.A.D.

*Pictures to brighten offices*

No. CSM/GA-SA/75, dated Shillong, the 17th November, 1975.

Secretaries,  
Joint Secretaries of the Government,

I had noted some time ago that we should try to make our offices and public institutions as bright and cheerful as possible. One way is by putting up suitable pictures. Towards the end of the year, most people will be discarding their old calendars and replacing them with new calendars for the next year. In case any officer has any old calendars with suitable pictures for framing, it will be appreciated if he would kindly send them to me. I have already obtained some very beautiful pictures from old calendars of the A.O.C. and am arranging to have them framed for our Secretariat offices. I should like, in due course, to have suitable pictures framed and put up in *all* our offices and Government institutions, particularly schools and hospitals.

N. K. Rustomji

Copy to:—

1. All Heads of Departments.
2. All Deputy Commissioners, who will please take similar action in respect of their own offices and institutions.

*Administrative machinery to be responsive to public grievances*

No.CSM/Ga-Sa/75, dated 22nd November, 1975.

*Secretaries,  
Heads of Departments,  
Deputy Commissioners,*

I have been sending you directives from time to time regarding steps to be taken to tone up the administration and we have also discussed this question generally at our periodical meetings of Secretaries and Heads of Departments. The purpose of this letter to you today is to lay stress on an aspect of the administration that is perhaps the most important of all, i.e., the relation of the administrative machinery with the public and the machinery's capacity for redressing public grievances. We, who are part of the official machinery, are often unaware, or not sufficiently aware, of the harassment that members of the public have to undergo in their daily contacts with Government offices, whether they be revenue offices, Electricity offices, Treasuries or the other multiple offices that the public are required to resort to in their daily round. I hear complaints from my wife every month regarding the difficulties she encounters in paying our electricity bill. The bills are usually submitted several months after the period to which they relate and the amounts payable are generally wrongly calculated. This is only one example of the hundreds in which the general public have to suffer harassment through inefficiency and lack of system in public offices.

2. I had issued instructions in my Note No.CSM/GA-A/75, dated 6th June, 1975 regarding the setting up of Complaint and Suggestion Boxes in the offices of Heads of Departments and Deputy Commissioners. I should be glad if all Heads of Departments and Deputy Commissioners would please let me have a report on the operation of this system. At the Secretariat level, I myself open these boxes every week and take action personally on each complaint and suggestion that is received. Each communication is duly acknowledged and the applicant is given information, wherever possible, of the action taken. A register is maintained in respect of each complaint, and where complaints



are sent to any other authority for report or action; a track is kept on them to ensure that effective action has been duly taken. Some of these complaints have been found, of course, to be frivolous or malicious, but others have been helpful in exposing corruption and malpractices. What is important, however, is that the system should be operated systematically and not allowed to lapse into a purely routine exercise. The public will cease registering their complaints if they have a feeling that such complaints are not being taken serious note of and are merely sent in a routine way to the Department concerned "for disposal".

3. Even more important than the machinery of the Complaint and Suggestion Boxes is the necessity for setting apart a specific time during which members of the public can meet the Heads of Departments or Deputy Commissioners personally to put forward their grievances. I myself have allotted one hour in the morning period (from 11 a.m.) and one hour in the afternoon period (from 3 p.m.) specifically for seeing members of the public. This is without prejudice to their being able to see me at any time in case of an emergent situation. I should like to have confirmation from all Heads of Departments and Deputy Commissioners that they have similarly set apart a time during which members of the public can see them personally to put forward their grievances. I have found sometimes that people have come to see me for redress because they have been unable to have access to the Secretary or Head of Department concerned with their problem. This is quite anomalous and indicates that, in some offices, the machinery for ensuring access to the public to ventilate their grievances requires to be streamlined. Provided that members of the public know that they are able to put forward their difficulties before Heads of Departments and District Heads, there will be less need for them to make approaches at their higher or lower levels, as is at present so often the case, with all the consequential harassment and delays.

4. Provided our Heads of Departments and District Officers apply themselves conscientiously on the lines indicated above, there will be less scope for corruption as a whole. The importance that Government attaches to the elimination of corruption is evident from the fact the Chief Secretary himself, the head of the permanent services, has been appointed as the Vigilance Commissioner. Vigilance, however, has to be maintained at all levels of the administration and it will be impossible to stamp out corruption unless

officers at the lower rungs of the administration are sufficiently alive to the problem and sufficiently energetic in dealing with it. Every Secretary, Head of Department, Deputy Commissioner and District Office Head should therefore maintain a Cell specifically to deal with cases of corruption. At the State level, it has been decided to suspend officers forthwith if there are sufficient grounds for suspecting that they have been corrupt in the discharge of their responsibilities. I have made it clear personally during our meetings of Secretaries and Heads of Departments that the intention is not to put to trouble officers who may have committed some technical mistake with the *bona fide* intention of pushing urgent matters through. Some of our rules are indeed a hindrance and require overhauling if the administrative machinery is to move at the requisite pace. But where there is proved *mala fide*, there should be no hesitation in suspending an officer forthwith pending drawing up of departmental proceedings and/or prosecution in the courts.

5. As you may be aware, Vigilance Committees have been constituted in some States for advising Government on matters relating to public relations and redress of grievances. From reports that I have received, I find that the Vigilance Committees we have set up in connection with supply matters have not proved very effective. Further consideration will therefore be necessary before a decision is taken either to reconstitute the Committees or constitute fresh Committees for dealing with public grievances relating to a wider field, apart from supply. Pending such consideration, I should be glad if you would please ensure that vigorous action is taken on the lines indicated in paragraphs 2 to 4 of this directive. I do not wish to place an extra burden on officers by adding to the number of returns, but I should be glad to receive a *brief* return every three months indicating the action taken on communications received in the Complaint Box as also particulars of corruption cases under enquiry and disposed of against officers under your control.

N. K. Rustomji

*Optimum utilisation of Government buildings*

U/O.No.CSM/GA-SA/75, dated 10th December, 1975.

Development Commissioner—Shri Ramesh Chandra,

I was distressed to learn last week that a whole complex of buildings of a certain Department had been lying vacant for over 5 years. If for any reason, the Department was unable to find proper use for the buildings, the least they could have done was to have informed all other Departments that the buildings were available in case they had need for them. On the one hand, the Departments are pressing the Government of India for funds for constructing buildings and on the other hand they are not fully utilising buildings for which funds have already been provided.

I should like to have confirmation at the next meeting of Secretaries and Heads of Departments *that there is no building on the books of any Department that has been lying vacant for a period exceeding three months...* Particulars of any such buildings should be submitted to the Development Commissioner, with copy to the Chief Secretary, for decision regarding the best possible utilisation of such buildings.

N. K. Rustomji

Copy to :—

All Secretaries,

All Heads of Departments,

All Deputy Commissioners.

*Replying to Assembly Question*

U/O.No.CSM/Pol/Cab/75, dated Shillong, the 18th March, 1976.

*Secretary, Parliamentary Affairs, (Shri Cajee),*

I spoke to you yesterday of the need to ensure that Departments do not fall behind in supplying answers to Assembly questions. There is a tendency to accelerate actively only towards the end of the Session, when complaints are received from Members that replies are being delayed. This should be avoided and steps must be taken *from the very beginning* to ensure that replies are expedited.

As discussed, please scrutinise the daily returns submitted by the Departments and inform me *immediately* in case any Department is found to be falling in arrears.

N. K. Rustomji

Copy to all Secretaries and Heads of Departments.

*Assembly Questions*

U/O. No. CSM/Pol/Cab/75, dated 1st April, 1976.

*All Secretaries,*

Please refer to my U/O. note No. CSM/POL/CAB/75, dated 18th March, 1976, to Secretary, Parliamentary Affairs, regarding the expediting of replies to Assembly questions, of which a copy was also endorsed to all Secretaries and Heads of Departments. It is regretted that, in spite of my personal instructions to Secretaries, the progress in submission of replies in respect of certain Departments is still unsatisfactory.

2. I realise that there are some questions in respect of which material is to be obtained from district offices, which results in delay. It is imperative, however, that questions in respect of which material is already available with the Departments should be finalised *forthwith*. Secretaries may please send for the Superintendent concerned and issue personal directions so that all questions in respect of which material is available are finalised *by mid-day tomorrow positively*. In view of the urgency of the matter, Secretaries may please devote two hours in the afternoon from 4 p.m. to 6 p.m. *specifically* for attending to Assembly questions. Only the concerned Superintendents may be detained during this period and not the office assistants unless absolutely necessary.

All Secretaries will please phone to me at 1 p.m. tomorrow indicating the number of questions to which replies have been furnished and also the balance in respect of which replies are pending. The balance should be submitted by April 5 *positively*.

N. K. Rustomji

Copy to all Heads of Departments.

*Occupation of Circuit Houses not to exceed authorised period*

U/O. No.CSM/GA-SA/75, dated 30th April, 1976

*Shri B. W. Roy, Commissioner of Division,*

I have the impression that the Circuit House in Shillong is sometimes occupied by officers in excess of the period specified under the Rules. Unless there are special Government orders to the contrary, no officer should be permitted to stay in the Circuit House beyond the duly authorised period. If, for any special reason, occupation in excess of the authorised period is sought, the Deputy Commissioner should obtain orders of the Government. It is necessary to ensure observance of the Rules, or else the Circuit House will become occupied by officers on a semi-permanent basis with the result that it will not be available for use by touring officers which is its specific purpose.

N. K. Rustomji

Copy to :—

1. Special Secretary, G.A.D.
2. Deputy Commissioner, Jowai.
3. Deputy Commissioner, Tura.

*Recommendation by M.Ps./M.L.As., etc., on applications to Government*

U/O. No.CSM/Misc/75, dated Shillong, the 14th May, 1976.

*Secretary, Industries,*

Please refer to Minister's Memo No.MI/IND.1(c)/76/313(a), dated 13th May, 1976 regarding attestation of applications by M.L.As. It had been clearly ordered in my directive dated 19th September, 1973 to Secretaries and Heads of Departments that M.L.As' recommendation *should not be* a mandatory requirement. I should like to have an explanation as to why the old form is still being continued in spite of the clear terms of this directive.

*General Administration group.*

2. I had recently sent to all Secretaries an Index indicating the subjects in respect of which directives had been issued, and requested confirmation that the directives were being followed. The directive on this particular subject is directive No.22 in the Index to "Selection of Directives, Tour notes, etc., during 1972, 1973 and 1974" sent to you with my U/O.No.CSM/MISC/75, dated 29th April, 1976. Secretary will please report whether the check prescribed in paragraph 2 of the directive has been carried out, and, if so, how it is that the old form still continues to be issued. *Responsibility should be fixed and the disciplinary action taken against the person found at fault reported to me by 24th May, 1976.*

N. K. Rustomji

Copy to all Secretaries and Heads of Departments. Confirmation that action has been taken on the directive dated 19th September, 1973 may please be sent to me by 24th May, 1976.

*Secretaries' responsibility for implementing Cabinet decisions*

U/O. No.CSM/Pol-Cab/75, dated Shillong, the 15th May, 1976.

*All Secretaries,*

I have issued instructions to Cabinet Department that Cabinet decisions must be communicated to the *Secretaries concerned* as soon as they have been approved by the Chief Minister. The Secretary should personally initiate action for implementation of the decisions, and, where necessary, issue a suitable Press release in consultation with the Minister.

**N. K. Rustomji**



*Warnings to be placed in C. R. of Officer concerned*

U/O. No.CSM/Personnel/75, dated 15th May, 1976.

*Secretaries,  
Heads of Departments,  
Deputy Commissioners,*

I have noticed that, when there has been some delay or irregularity in dealing with cases, officers often note that the person responsible has been "warned to be more careful in future". Warnings do not have much effect if they do not form part of the permanent record of the person concerned. Depending on the severity of the case, Secretaries should consider placing a copy of such warnings in the C. R. of the officer or assistant concerned. Where, again, the warning has not served its purpose and irregularities are repeated there should be no hesitation in drawing up proceedings.

2. Secretaries will please submit to me by July the next a statement giving particulars of all cases where proceedings have been drawn up against officers and assistants under their control since the declaration of the Emergency last June. Unless it is clearly understood that slackness in discharge of duties will be followed by disciplinary proceedings, there is little likelihood of any marked improvement in the administration. This is not to suggest that officers should take arbitrary action against their subordinates, but to ensure that, where there is deliberate negligence of duties, due punishment should be swiftly administered.

N. K. Rustomji

*Improvement of Government Press*

U/O. No.CSM/P & S/75, dated Shillong, the 23rd June, 1976.

*All Ministers,*

Folder below on Meghalaya's Wildlife for perusal. I believe this is the first time that a folder of this sort has been printed by our Government Press. Jobs involving art-work have usually been given to presses in Calcutta or the Don Bosco Press for execution. There is, however, no reason why our own Press should not be geared up for undertaking quality production and we are taking steps to train our personnel and install the equipment that may be required for this purpose. Even though the folder is not of top quality, it is an encouraging beginning and the Press deserves to be congratulated.

2. We have now made considerable progress in developing our Fauna Wing in the Hydari Park. (The main structure of the aviary has been almost completed and we have also finalised the landscaping—construction of pools with waterfalls, planting of trees and shrubs, nesting places, etc.). If we finish our Cabinet Meeting on the 29th morning reasonably early, I should be very glad to take the Ministers round the Garden and show how far we have progressed.

N. K. Rustomji

1. Copy, with a copy of the folder, to Ministers of State, Meghalaya, who may also like to accompany during the visit to the park.
2. Special Secretary, G.A.D.
3. Superintendent, Government Press, who will please discuss with me further steps to improve the Press for taking up art-work, colour-printing, etc.

*Avoidance of delay by discussing difficult cases*

U/O. No.CSM/Personnel/75, dated 26th May, 1976.

*Secretaries and Heads of Departments,*

1. A case has just now come to my notice where a file was retained by a Deputy Secretary for 3 months, later sent to Law Department, endorsed by Deputy Secretary, Law on 11th November, 1975 to G. A. D. and was only unearthed when, yesterday, I received a petition from the aggrieved party and ordered that it should be forthwith put up to me.

2. I know that officers are busy, but nobody can be so busy as to retain a file for 3 to 6 months. I myself retain every file on the same day that it reaches me. I had written to all Secretaries and Heads of Departments in my D.O. No.CSM/PERSONNEL/75, dated 26th August, 1975 enclosing an extract from the Prime Minister's address at the National Academy of Administration. I am quoting it afresh as it has immediate relevance to this case:—

"I almost always finish dealing with the papers that come from my office that very night or the next night at the most, and certainly before I go out on tour. I do not like to leave a cluttered table if I am going out anywhere. So what one is able to do has nothing to do with the 24 hours in the day. It has to do with how you organise yourself and your work, how you are able to grasp what is important, what has to be done first and how out of anything you read or anything you hear, you are able to get the essence immediately. Then, of course, you may have to fill in the details and so on afterwards, as one normally does".

3. I am not surprised that cases are delayed when I see some of the tables and shelves of our officers. Provided decisions are taken quickly and cases are more frequently discussed where there is difficulty instead of noted upon, there is no reason whatsoever why files should be delayed. Unwarranted hardship is being caused to the members of the public as well as to our own staff in disciplinary cases such as the present case, through entirely unnecessary delays in disposal of files.

4. I have noted before, and I repeat again, that if officers have difficulty in disposing of cases, they *may bring up the matter to the Chief Secretary*. In this particular case, an Assistant's re-instatement has been delayed through failure in taking a decision on an enquiry report completed *over a year ago*. This is inexcusable and I do not want to see a repetition of such inefficiency in any Department.

5. A statement of all pending disciplinary proceedings may please be submitted to me indicating date of institution and present stage. Secretaries will please ensure that in future, all disciplinary proceedings are completed *within six months at the latest*. The statement should reach me *by July 1 positively*.

N. K. Rustomji

*Punctuality in attending office*

U/O. No.CSM/Att/75/2, dated Shillong, the 5th July, 1976.

*All Secretaries and Heads of Departments,*

I had issued personal orders during the meeting of the Secretaries and Heads of Departments on 2nd July, 1976 that, during this arrears clearance month, every Secretary and Head of Departments must inspect his office every Monday at 9-45 a.m. with a view to—

(i) ensure punctuality of all staff; and

(ii) satisfy himself personally that adequate steps are being taken to clear arrears.

I had also mentioned during the meeting that I would myself be carrying out inspections during this period.

2. I inspected the office of three Departments this morning and was shocked to find that, out of the three, only one Secretary had carried out the orders. In the other two cases, half of the offices were empty even at 10 a.m.

3. I had informed the Secretaries and Heads of Departments during the meeting that, unless disciplinary action is taken, efficiency will suffer, and that, in case of indiscipline, action must be taken at all levels. In the present case, I am recording an adverse entry in the C.R. of the Secretaries concerned.

4. I am circulating this note to all Secretaries and Heads of Departments so that they should note that I shall be carrying out similar inspection on a regular basis and that similar disciplinary action will be taken if any further cases come to my notice.

*Receipt of this note may please be acknowledged.*

N. K. Rustomji

*Failure to observe 40 per cent reservation in recruitment of Garo drivers*

*Minister, Transport,*

Minister may kindly see the complaint (at sls.86-87/c) that, in recruiting drivers, the minimum 40 per cent reservation for Garos is not being observed. In a recent recruitment of 32 drivers, only 6 Garos were selected, which is far below the 40 per cent reservation. The Department has given the explanation that, although efforts were made to recruit Garos, only 6 were found available.

2. I have suggested (*vide* p. 31/N) that the Department may consider arranging facilities for training Garo drivers. No such facilities apparently exist at present. Unless, however, some constructive measures are taken for training, the reservation will remain illusory. I am bringing this matter to Minister's notice, as an important matter of policy is involved, which has wide implications. What I have noted will apply also to other Departments such as Health, Education, etc. Every Department should carry out a periodical review to satisfy themselves that the reservations are being maintained, and, if not, bring up the matter to the Minister concerned to explore ways and means of organising training courses, etc., so that the deficiencies may be eventually made

N. K. Rustomji  
5th July, 1976

*Awards for best turned-out peons*

U/O. No.CSM/Gr.IV/76, dated 16th July, 1976.

*Under Secretary, SAD,*

1. I expect Under Secretary will be arranging a time for the three best dressed Peons to receive their awards. The Publicity Department may be asked to send a Photographer at the time so that their pictures may appear in the papers.

2. I have noted separately that for future awards, we may consider having some medals prepared. Suggested design, etc., may please be put up in consultation with Col. Laloo.

3. A short press note should be issued stating that, after issue of this year's uniform, awards are being made to the three most smartly turned out peons. Their names should be given, together with their photographs.

4. I have been noticing this morning that, although the coats were neatly buttoned up for yesterday's parade, many of the peons have already started leaving the three top buttons open. If this is allowed to continue, the shape of coat will get spoiled. I should like Col. Laloo and U/S to look into this matter and set things right. It is no use having our staff smartly turned out only for their parade. If other uniformed staff, such as the Police and Army can wear buttoned up coats, so can we.

N. K. Rustomji

*Copy to Col. L. Laloo  
Secretary, S.S. & A. Board.*

*Training of IV Grade Staff*

U/O. No.CSM/Grd.IV/76, dated Shillong, the 28th July, 1976.

*Under Secretary, S. A. D.,*

I had mentioned some time ago that we should give more attention to training, and improving the efficiency of, our IV Grade Staff. We should provide them with incentive to acquire skills. One way would be to prescribe that IV Grade Staff who are found to take special interest in their duties will be selected for training courses that will render them eligible for employment in higher grades of service.

2. I suggest we begin with a Typist Training Course. This would be easy to arrange, as we already have a room for training courses, which can be made available for two hours every day before and after office. A few type-writers can be provided and we can sanction an honorarium for a couple of our good typists to train peons during the class periods. The course can be for, say, six months, after which the trainees will be required to pass an examination of a standard sufficient for them to be eligible for appointment as typists.

3. The above is only an outline scheme and U/S. may examine in what way it can be improved upon. What is important is that we should make a quick start. There will be imperfections to begin with, but these can be put right in the light of experience gained. Unless there is any insuperable difficulty, I should like the first course to commence from September 1 this year.

4. Apart from typing, there are other types of training which we may also consider arranging for our IV Grade Staff so that they should not have any feeling that, once they have entered IV Grade Service, that is the limit of their career. We must try to provide them with opportunities for acquiring skills that will qualify them for higher grades of services.



5. We may also consider whether the time has come to change the designation of our IV Grade Staff. The designation "Peon" has certain connotations which are not very appropriate in these changed times. I shall be thinking of an alternative designation, but should be glad for suggestions.

N. K. Rustomji

Copy to:—

Special Secretary, G. A. D.

Secretary, Personnel

Nazir.

*Discipline—IV Grade Staff*

U/O. No.CSM/Grd.IV/76, dated 2nd August,1976.

*Secretaries,  
Heads of Departments,  
Private Secretaries to Ministers,*

There has been some improvement in the turn-out of IV Grade Staff since my inspection last month. Much more, however, is possible if the Secretaries, Heads of Departments, Private Secretaries of Ministers and Superintendents themselves take more personal initiative. I have seen IV Grade Staff entering and coming out of the room of even Secretaries with their coats entirely unbuttoned. This obviously means that the Secretaries do not attach importance to the discipline and orderly turn-out of their staff. If in future I see any of our staff untidily turned out, I shall enquire as to the Secretary (or other officer) under whom he is serving and shall call for an explanation from the concerned officer. Secretaries, Heads of Departments, P.Ss./P.As. to Ministers and Superintendents have a personal responsibility to ensure that their staff are smartly turned out, as untidily turned out Staff are an adverse reflection on the discipline and efficiency of the Government.

N. K. Rustomji

Copy to all Superintendents.

*Supervision of cinema houses*

U/O.No.CSM/GA-SA/76, dated 3rd August, 1976.

*Deputy Commissioner,*

Please refer to my U/O.No.CSM/GA-SA/76, dated 2nd August, 1976 sent to you yesterday on the above subject. I had discussed this matter further with you this morning when I referred you to my previous orders regarding arranging of additional counters for selling tickets. I am enclosing a copy of my U/O. note No.CSM/GA-SA/75, dated 30th March, 1976 to your predecessor for ready reference. It should be made clear to the management that if they do not take action to satisfy the conditions of the licences regarding the maintenance of a minimum standard of efficiency, there will be no alternative but to suspend their licences. This should not be regarded by them as an empty threat. While we do not wish to take summary action, it is our responsibility to safeguard the interest of the public and, if the managements do not co-operate, there is no course left to us other than suspending their licenses.

N. K. Rustomji

*Dress of IV Grade Staff— The top button*

U/O. No.CSM/Grd.IV/76, dated 5th August, 1976.

*All Secretaries,  
All Heads of Departments,  
All PSs/PAs to Minister.*

Please refer to my U/O. No.CSM/Grd.IV/76, dated 2nd August, 1976. A Secretary has enquired whether the top button may be permitted to remain unfastened, as some of staff feel discomfort in keeping it buttoned up. The matter has already been examined in depth and it has been decided in the interests of smart turn-out, the top button must be fastened. Discomfort arises if the uniform is not properly tailored and the collar is too tight. Where I have come in such cases, I have sent the peon to the Nazir for having the collar loosened. Secretaries, Heads of Departments and Supervisory Officers should take action similarly. It is their responsibility to ensure not only that their staff are properly turned out, but that they do not suffer unnecessary discomfort. Provided the collar is sufficiently loosened, there is little discomfort. I have worn the uniform myself and therefore speak with experience and authority.

N. K. Rustomji

to:—

- (1) Col. O. Laloo, State Secretary, S. S. and A. Board.
- (2) Under Secretary, S. A. D
- (3) Nazir.

I have issued strict orders that payment should not be made for the uniforms until they have been *perfectly* tailored. We ensure that, in cases where the collar is tight and uncomfortable, the uniform is returned for necessary adjust-

*Supply of winter uniforms in due time*

U/O. No.CSM/Grd.IV/76, dated 10th August, 1976

*Under Secretary, SAD.,*

I had mentioned to you recently that steps should be taken from now to ensure that the winter uniforms are supplied in due time to our staff this year. It was very unfortunate indeed that, on the last occasion, uniforms were supplied when the winter was almost over.

2. Please ensure that the necessary measurements are taken in due time so that the uniforms are comfortable to wear. In the light of previous experience, special steps should be taken to see that the collars are not too tight.

3. You have referred, in your Memo.No.SAN.6/71/76 dated 6th August, to the need for refitting the collar on account of "shrinkage of the cloth after washing". It is the general practice of tailors to wash the cloth before preparing coats, trousers, etc., so that there should be no difficulty on account of shrinkage at a later stage. This may please be looked into as I am anxious that the uniforms should fit perfectly. You may also consider arrangement for keeping the uniforms clean and pressed on the lines I have indicated during our discussion.

4. A report may please be put up to me on September the 1st indicating the steps taken to ensure supply of winter uniforms in due time this year.

N. K. Rustom

Copy to:—

1. Col. O. Laloo, Secretary, State Soldiers' Sailors' and Airmen's Board, Meghalaya, Shillong.
2. Nazir, Meghalaya Secretariat.

*Heads of Department to check tailoring of uniforms*

U/O. No.CSM/Gr-IV/76, dated Shillong, the 14th September, 1976.

*All Heads of Departments,*

While considerable progress has been made in improving the turn-out of IV Grade staff in the *Secretariat*, sufficient attention has not been paid to this matter by the *Heads of Departments*. Heads of Departments will please pay personal attention to this matter and ensure that all Grade IV staff under their control are properly turned-out during office hours. They should carry out a *personal* inspection of all Grade IV staff within the next month to satisfy themselves that the uniforms are perfectly tailored. If there is any defect in the fitting, this should be rectified. I shall take adverse notice if in future I find any Grade IV staff of the departments untidily turned-out while on official duty.

2. A report may please be submitted to me on October 20, 1976, confirming that the inspection has been carried out as directed in para 1 above, and that all Grade IV staff under their control are properly attired.

N. K. Rustomji



# FORESTS AND FISHERIES





*Ban on unauthorised felling of trees*

Conservator of Forests,

I have spoken to C. F. about the unauthorised felling last Saturday of twenty trees near the Shillong College campus. This matter came to my notice on my return home from the office and I directed the D. C. to make an immediate enquiry. I am informed that, (1) no approval was obtained from the Municipality for the proposed new construction on account of which the trees were felled and (2) no formal orders were issued by the D. F. O., authorising felling of the trees, although he had, in fact, ordered his staff to mark the trees.

2. I have instructed the Deputy Commissioner that he must take prompt action for violation of the rules by the parties concerned.

3. The Forest staff must also be pulled up and disciplinary action taken.

4. I have been noticing, during my walks around the town, that trees are being cut down haphazardly and indiscriminately. I have noticed that people thin down the lower portion of the tree-trunks so that, as soon as there is a storm, the trees fall down and they surreptitiously remove the pieces. If such practices are allowed to continue much longer, the Capital will soon be denuded of all its beauty. I have therefore advised the C. F. that, in future, his *personal* orders should be taken in respect of trees, particularly on Government land, within the limits of the greater Shillong area. It is clear that, unless such radical action is taken, the indiscriminate cutting down of trees which has been going on for so many years, will continue unabated.

5. A copy of this note is being sent to the Deputy Commissioner and the Superintendent of Police for necessary action.

6. The above is without prejudice to whatever action is considered necessary by Conservator of Forests for the protection of trees outside the Municipal limits. This is no less important.

7. I had spoken to the Minister, Forests, about this matter on the morning of the 25th and informed him of the action proposed.

8. It would be advisable to issue a suitable note to the Press intimating Government's deep concern for the preservation of Meghalaya's forests and determination to put an end to unauthorised felling.

N. K. Rustonji

Copy to:—

1. The Secretary, Forests, Meghalaya.
2. The I.G.P., Meghalaya.
3. The Deputy Commissioner, Shillong, Jowai and Tura.
4. The Superintendent of Police, Shillong and Tura.
5. Shri Scott, Executive Officer, Shillong Municipality.
6. The Secretary, Publicity Department.

Dated Shillong :  
The 28th June, 1972,

*Planning of Zoo, aviary and development of parks and gardens*

U/O.CSM/74-Note, dated 6th July, 1974.

*Conservator of Forests,*

I have had detailed discussions with Shri K. S. Sankhala on the subject of starting a zoo in Meghalaya. I have personally taken him round our parks in Shillong and indicated to him the sites we had in view for the proposed zoo.

1. As a result of the discussions we held together on Saturday and Sunday, the following are the main points that have emerged :

(i) It will be better to concentrate, for the next two to three years, on improving and developing the park areas in Shillong and our other district headquarters. The cost of setting up a regular zoo would be about one crore rupees, if not more, and it is doubtful whether, under the present financial constraints, such a large sum could be made available.

(ii) It should be possible to construct two cages without much difficulty in the Hydari Park complex, one cage for the Clouded Leopard and another for the Golden Cat. These two species of animals are peculiar to Meghalaya and the public should be afforded an opportunity of viewing them. They will serve as an additional tourist attraction, particularly for people interested in wild l

The site for these cages was inspected on Saturday afternoon together with Mrs. Rynjah, Principal of the Pine Mount School and the Deputy Commissioner, who is the President of the School Managing Committee. A suitable area has been selected which will not, in the slightest, interfere with School activities. The development of the area will, on the contrary, serve as an extra amenity for the School, and there was general agreement that *immediate* action should be taken to start work forthwith. The cages should be so constructed that they will blend with the landscape. Suitable trees should be transplanted in the cages for the animals to exercise themselves upon. The cages should be a little separate from each other and the entire area should be carefully landscaped, with judicious planting of bamboos, shrubs, etc., and laying out of paths. A small Japanese-style bridge may be designed to enable viewers to cross the nullah from the main park. There should be only one entrance to the new enclosures, as we do not want visitors to approach the area from the direction of the School.

The Deputy Commissioner agreed to put up page-fencing at once to demarcate the area agreed upon. It was also the general consensus that this should be the final boundary of the Park, as the remaining area will be required by the School for its playing grounds, etc.

(iii) Shri Sankhala advised that our Botanical Garden should be developed as an open-air aviary. The contours of the area favour such development and the area is ideally suited for the breeding of pheasants. The ultimate objective should be to spread a net over as large an area as possible. Visitors would enter the garden and move freely amongst the birds, which would be allowed to fly about instead of being kept in cages. This would be a unique attraction, although the expenditure would be fairly considerable in implementing the entire scheme. It was decided that the scheme should be taken up in stages, and that we should start by netting off a limited area near the waterfall below the far end of the bund.

(iv) *General*: Shri Sankhala was of the view that the existing pools in the Hydari Park can easily accommodate another 200 birds. The deer enclosure should accommodate about 25 animals. He suggested that the roofs of the little huts constructed for the birds should be lowered to half their height, as this would be less obstructive to the view. He also suggested that the posters describing the birds should be much smaller and positioned unobtrusively on the near side of the enclosure instead of the far side as at present.

3. Conservator of Forests will please take steps as early as possible to process the above recommendations. The enclosure for the Clouded Leopards should be completed before the commencement of the Festival of Shillong. A letter of thanks should also issue to Shri Sankhala for his assistance and advice.

N. K. Rustomji.

Memo.No.CSM/74-Note, dated Shillong, the 6th July, 1974.

- (1) Secretary to the Government of Meghalaya in the Forests Department, Shillong ;
- (2) Secretary to the Government of Meghalaya in the Education Department, Shillong ;
- (3) Deputy Commissioner, Khasi Hills District, Shillong ;
- (4) Principal, Pinemount School, Shillong ;
- (5) Divisional Forest Officer, Shillong ;
- (6) Director of Tourism, Meghalaya, Shillong ;
- (7) Shri K. S. Sankhala, Director, Tiger Project, Ministry of Agriculture, Government of India, New Delhi.

N. K. Rustomji

*Preparation and implementation of masterplan for Zoo and aviary*

No.GSM/Parks/74-75, dated 18th June, 1975.

*Conservator of Forests,*

The public have shown their appreciation of our efforts to improve the Hydari Park, but there is a great deal left to be done. I am anxious that the targets we have set for the current year should be duly implemented.

2. We must make up our minds as soon as possible regarding the final shape of our mini-zoo. The temporary structure constructed in the deer enclosure were intended only for the purpose of giving a little more freedom to animals that had hitherto been kept in small boxes. It is very necessary that the permanent enclosures should be taken up with the least possible delay.

3. Before proceeding on leave, I had indicated, in my U/O. No.CSM/PARKS/74, dated 7th December, 1974, that I should be inspecting the Japanese Garden and Aviary immediately on my return and had directed the officers concerned to ensure that the projects should be completed in due time. I have been reminding the concerned officers on several occasions since my return, but I do not find things moving. I was, on the contrary, distressed to find that a lavatory had been put up in a most unsuitable place, necessitating its ultimate demolition.

4. We should take a clear decision as to the number, design and location of the permanent enclosures needed for housing our bears, monkeys, leopard-cats, civets, porcupines, etc. We should draw up a master-plan and set to work quickly so that our animals may be kept in more humane conditions and the public have more convenient opportunities for observing them.

5. We should bear in mind what I had stated in my original note when starting this mini-zoo, that we should not keep in this little garden large, fierce animals such as lions, tigers, etc. We may, however, keep cubs of such animals so that our people may have an opportunity of knowing more about wild life in general. But such cubs should be removed to a regular zoo when they grow up and are likely to become dangerous.

6. I am availagle for discussion at any time regarding C.F's ideas for finalisation of the master-plan as proposed above.

N. K. Rustomji

*Copy to :—*

1. Secretary, Forests,
2. Town Planner,
3. D.F.O.



*Starting aviary in Hydari Park*

U/O.No.CSM/Park/75, dated 26th August, 1975.

*Conservator of Forests,*

As discussed I think we should take up the aviary project in the Hydari Park with the least possible delay. I had spoken to the then Minister, Forest, about this scheme and showed him the area. That was over a year ago. I had also spoken to the present Minister about the work we are doing to improve the Park area.

I understand that about Rs.1 lakh will be required for this project. As this Park is giving so much of enjoyment both to the general public and to tourists, we should find the funds somehow to complete the aviary during the current year. I shall speak to Secretary, Finance, personally about this matter before I leave for Delhi and I hope that, by the time of my return, we shall have found ways and means of making a start.

N. K. Rustomji

Copy to Shri S. L. Khosla, Secretary, Finance, who may please discuss as soon as possible.

*Supply of tree-saplings and flower seeds to public*

U/O.No.CSM/For/75, dated 17th September, 1975.

*Conservator of Forests,*

In furtherance of the decision to make Shillong a Garden City, we had started a nursery to supply tree-saplings to the public at a nominal charge. There are no adequate arrangements, however, for the public to obtain seeds of flower plants such as gladioli, dahlias, roses, etc. I had discussed this matter with Shri Goswami during C. F.'s absence on tour and also spoken to C. F. regarding this matter this morning. There should be no difficulty in starting a small nursery for supplying seeds of flower plants to the public at a nominal charge. The cost of the scheme would be negligible. I should be grateful if C. F. would kindly initiate action urgently. I may please be informed as soon as seeds are ready for distribution so that the public may be suitably informed through newspapers, A. I. R., etc.

N. K. Rustomji

Copy to:—

1. Secretary, Forests.
2. Secretary, Town and Country Planning.
3. Director of Publicity.

Upkeep of equipment in children's playgrounds and appointment of supervisors

U/O. No.CSM/Parks/75, dated 29th October, 1975.

I had spoken to you some months ago regarding the need for ensuring that the equipment for children's playgrounds at Nongthymmai and other places is properly maintained. I had issued orders that there should be arrangements for chowkidars to be in attendance at the playgrounds to see that the equipment is properly handled. I was surprised to learn a few days ago that, in spite of my clear, personal orders, some of the equipment in the Nongthymmai ground has already been damaged. This is a serious matter and I must have an immediate explanation. If, in future, there is any difficulty in carrying out my orders, I should be at once informed and not come to learn about the failure in carrying out the orders from any extraneous quarter.

Yours sincerely,

N. K. Rustomji

Deputy Commissioner,  
Khasi Hills District,  
Shillong.

*Taking over of Nongthymmai park by Forest Department for efficient maintenance*

D.O. No.CSM/Parks/75/1, dated 29th October, 1975.

I have just now received your letter, dated 26th October, 1975 regarding maintenance of the Nongthymmai field. In the absence of the Conservator of Forests, I have issued instructions to Shri Goswami, Planning Officer (Forests), to have the Nongthymmai field taken over at once by the Forest Department for purposes of maintenance, etc. The D.F.O., will be contacting you in this connection. I have also spoken to Shri Khosla, Finance Secretary, who confirms that there will be no difficulty in providing the Forest Department with whatever extra funds may be required for engaging a chowkidar, etc. I am sending a copy of this letter both to Shri Goswami and to Shri Khosla in confirmation of my discussions.

While I appreciate from your letter that you have been making efforts for arranging maintenance of the Nongthymmai field, I must draw your attention to my general directive that, wherever an impasse is reached over any matter, I should be informed so that it can be taken up and settled at my level.

Yours sincerely,  
N. K. Rustomji

Deputy Commisioner,  
Khasi Hills, Shillong.

Copy forwarded to:—

1. Shri N. Goswami, I.F.S., Planning Officer, (Forest).
2. Shri P. C. Misra, I.A.S., Secretary, Forests.
3. Shri S. L. Khosla, I.A.S., Secretary, Finance.
4. Shri N. Choudhury, Forest Ranger i/c. Parks, for information and necessary action.

*Procuring of animals of both sex for breeding in capacity*

No.CSM/Park/75, dated 3rd November, 1975.

*Conservator of Forests,*

In confirmation of our discussion last week and this morning, please ensure early action on the following points:—

- (1) Repair of play-ground equipment in Nongthymmai Children's Park, fencing, maintenance of the park and arrangements for supervision so that the equipment may be kept in good order.
- (2) Construction of enclosure for Golden Cats, as well as path and rustic bridge in between the Deer enclosure and the proposed aviary. Some trees may also be planted in the enclosure for Clouded Leopards so that the animals may be able to exercise themselves and feel more at home.
- (3) The cement posts in the little garden along-side the Deputy Commissioner's compound may be painted green.
- (4) We may plan some suitable enclosures for the Loris, Leopard Cats, Weasel, Otter and Civet Cats. We can then remove the temporary "Transit Camp" in the Deer enclosure, which looks rather untidy.
- (5) I hope Conservator of Forests is pursuing vigorously the proposal to procure two females each for our Spotted Deer and Black Buck. We should also take advance action to have some birds available as soon as the construction of the Aviary is completed.

N. K. Rustomji

Copy to:—

1. Secretary, Forests Department.
2. Secretary, Finance Department.
3. Deputy Commissioner, Khasi Hills, Shillong.
4. Divisional Forest Officer, Meghalaya, Shillong.

*Co-ordination of plans for maintaining garden in office compounds*

U/O. No.CSM/Btn/75, dated 15th November, 1975.

*All Secretaries,  
Heads of Departments,  
Deputy Commissioners.*

*Maintenance of office compounds and gardens.*

I paid a brief inspection visit on the evening of 13th November to the compound of the District Transport, Supply, Excise and Election offices. I was unhappy to find that the compound was littered with rubbish and it was quite obvious that nobody was in the least interested in its proper maintenance. I sent for the three senior officers working in the offices and informed them that, while we were trying to educate the public in keeping the streets, etc., clean, it was disgraceful that in our own Government compounds we should be so negligent. This compound could, and should, be made into a very beautiful garden. There are some very lovely trees and shrubs growing in the compound, and if only somebody took a little interest, the garden would be a source of joy both to the employees coming to the office as also to members of the public.

2. One of the reasons for this neglect may be that the building is used by four different offices and nobody seems to be taking the responsibility for maintaining the compound. I think it would be well, as a matter of policy, that, wherever several District offices are operating in a single compound, the Deputy Commissioner should decide which of the offices will be responsible for maintaining the compound or else make arrangements for such maintenance himself. A similar situation may arise where several Heads of Department are occupying the same building or compound. In such cases, the concerned Heads of Departments should decide amongst themselves as to who should be responsible for maintenance of the compound, engagement of malis etc. At all events, it is disgraceful that, where we are trying to obtain the public's co-operation in keeping our town clean, our Government officers themselves should set a bad example. This is a matter where Heads of Departments, Deputy Commissioners,

Heads of District offices are expected to take personal initiative and not simply leave matters to be attended to by a subordinate at a lower level. If the Chief Secretary can find time to inspect the compound of a District Office, Heads of Departments and Heads of the District offices should certainly be able to perform this function. I had, over a year ago, stressed the need for Heads of Departments taking an interest in the proper maintenance of their office compounds. This will apply equally in the case of compounds of District offices, and I shall take very severe notice if, in future, I find heaps of rubbish lying unattended to in the compounds of any Government office. It is the business of the Head of the Office to examine the arrangements for disposal of litter, ensure that there are a sufficient number of litter bins and that the bins are regularly cleared.

3. The Deputy Commissioner may consider instituting some form of recognition for the best-maintained office-compound in his District Headquarters. The Deputy Commissioner could form a small Committee of three or four members who would every year visit the District offices and make their recommendation as to the best-maintained office-compound. Saplings, seeds, etc. can be made available without any difficulty by the Forest Department and there is no reason whatsoever why we should not have beautiful gardens surrounding all our Government offices. This will be an inspiration and an example for the general public and will pave the way for the growth of Garden-cities throughout our State.

N. K. Rustomji

*Central Government and Defence Department Offices to co-operate in maintenance of gardens in their compounds*

D.O. No.CSM/Btn/75, dated Shillong, the 21st November, 1975.

As you may be aware, we have been making strenuous efforts to clean up our Capital and turn Shillong to a Garden City. Much of our success, however, will depend on the co-operation and initiative of the various Central Government Departments. I have already issued directives to our State Government offices, impressing upon the Heads of offices the need for regularly inspecting their office compounds and ensuring that they are well maintained. A copy of my most recent directive in this connection is enclosed. I should be extremely grateful if you would kindly take similar action in respect of the maintenance of the compounds of the various offices under your control. In case you require saplings or seeds for improving your gardens, we shall be happy to make arrangements for supply through our Forest Department.

I should be grateful if you would kindly acknowledge this letter and let me know in case you require any assistance, or have any constructive ideas, in furtherance of our plans to improve the Capital.

Addressed to :—

1. Shri R. C. Suri, Accountant General,
2. Shri M. S. Rangaswami, Postmaster General,
3. Shri S. C. Niyogi, Collector of Customs and Central Excise,
4. Dr. P. N. Choudhury, General Manager, N-E Telecommn. Circle,
5. Shri Y. M. K. Chandra Chowdary, Director N-E Region, Geological Survey of India,
6. Shri R. P. Mukherjee, Director, Anthropological Survey of India,
7. Dr. Chandran D. S. Devanesan, V-C., NEHU,
8. Air Marshall M Barker, PVSM, AOC-in-C, Eastern Air Command,
9. Maj Gen H. W. Kulkarni, GOC 101 Area,
10. Maj Gen M. G. Hazari, I. G. A. R.,
11. Shri R. Gopal, I. G. BSF.

N. K. Rustomji

Copy to Conservator of Forests, Meghalaya.



**Massive drive for planting of cherry and other flowering trees alongside main highways**

U/O. No.CSM/Btn/75, dated 10th December, 1975.

**Shri B. N. Das—Conservator of Forests,**

The Governor has expressed interest in the planting of avenue trees and I have informed him of our plans in this connection. I have also obtained a copy of your directive (placed below) on this subject from your Planning Officer, which I should like to discuss with you on your return from tour.

I have had some discussions with Shri Scott. You may have observed that the approach to Shillong from the Mawlai direction is very ugly, and we might consider planting a row of cherry trees on either side. Let us lay on a *massive* programme for planting cherry trees alongside our roads during the next planting season. We must make preparations straightaway to ensure its success. We should plant both varieties of cherry trees, the variety that blossoms from November onwards as well as the variety that blossoms from February onwards. I am suggesting the cherry tree, because it is sturdy and grows very quickly in the soil and climatic conditions of this area. Moreover, even when it is not in blossom, it looks beautiful in leaf.

N. K. Rustomji

Copy to :—

1. Shri A. H. Scott, Chief Executive Officer, Shillong Municipality.
2. Shri F. Kharkongor, Secretary, Town & Country Planning.

*Maintenance of bamboo screen around police outpost at Raj Bhavan entrance*

U/O. No.CSM/For/75, dated 17th March, 1976.

*Shri Pillai, Secretary to Governor,*

I have been noticing for some time now that the bamboo screen by the side of the police outpost at Raj Bhavan gate is getting thinner and thinner and that, in a number of sections, there are wide gaps. You may kindly have this looked into as early as possible, as passers-by on the main road have a very unhappy view of *pants and shirts being hung up on trees, etc., within the Raj Bhavan compound.* There is clearly need for better supervision of the police arrangements at the Raj Bhavan Gate. I have sometimes seen *trousers hung up on trees while driving in through the gate.*

I would suggest that you might get some bamboos to grow in the portions of the screen that have been removed. The police should also be given strict instructions to ensure that nobody is allowed to cut bamboos in this area.

N. K. Rustomji

Memo.No.CSM/For/75, dated Shillong, the 17th March, 1976.

Copy to :—

1. Shri A. Rahman, I.P.S., Inspector General of Police, Meghalaya, Shillong, for information and necessary action.
2. Shri B. N. Das, Conservator of Forests, Meghalaya, for information and necessary action.

*Tree Planting*

U/O. No.CSM/For/75, dated 19th March, 1976.

*Shri Das, Conservator of Forests,*

I had noted a few months ago that we should make a concerted drive to plant trees, particularly flowering trees, during the ensuing planting season. I had also suggested that, as the cherry tree is a quick grower and has such a beautiful blossom, we may go in for *mass planting of cherry trees* wherever possible.

As the planting season will soon be here, I should like to know what action has been taken to implement the above proposal. Please let me have details of the number and species of trees proposed to be planted in various parts of the State (including trees for avenues) during the next three months.

N. K. Rustomji

Copy to:—

1. Secretary, Forests.
2. Secretary, Town and Country Planning.
3. Chief Executive Officer, Shillong Municipality.
4. All Deputy Commissioners.

*Revival of Flower Show*

U/O. No.CSM/Agri/75, dated 5th April, 1976.

*Secretary Agriculture,*

It is high time that we revived the Annual Flower Show. I have discussed this matter with a number of people, including the G.O.C., and they are all enthusiastic. I had spoken to you about this matter this morning and suggested that, in case there is difficulty in the old Society undertaking the management of the Flower Show, the Agriculture Department may themselves organise the Show this year pending re-constitution of the Society, etc.

2. I have spoken to Dr. Jain of the Botanical Survey and he has assured all necessary help from his Department. I am also circulating this note to all Secretaries and Heads of Departments with the request that they should give all possible co-operation to make this, our first Flower Show since the constitution of Meghalaya, a shining success.

3. The general consensus seems to be that the best time for the Show to be held would be towards the end of July. Since the Tourist Department has decided not to hold the Spring Festival this year, the Flower Show will be an alternative attraction for people to come to Meghalaya from the rest of the country. We may also involve the neighbouring Horticultural Societies, such as those at Calcutta, Darjeeling and Kalimpong. Once the pattern has been clearly defined, the Flower Show should be established as a regular annual event.

4. Similar shows should also be organised in Tura and Jowai.

N. K. Rustomji

Copy to:—

1. All Secretaries:—Who will kindly give all possible co-operation to the Secretary, Agriculture in arranging the Flower Show.
2. All Heads of Departments:—Who will kindly give all possible co-operation to the Secretary, Agriculture in arranging the Flower Show.

*Botanical Garden and Brochure on Wildlife*

U/O. No.CSM/For/75, dated 26th April, 1976.

*Shri Das, Conservator of Forests,*

*Botanical Garden :*

1. I see that some new construction has been taken up in the Botanical Garden. *Prima facie*, it does not blend aesthetically with the circular glass house nearby. Please discuss urgently.

2. Please issue instruction that, in future, *no construction work should be taken up in the following places without the plans and site having first been approved by the Chief Secretary :*

- (i) Hydari Park,
- (ii) Ward Lake,
- (iii) Botanical Garden,
- (iv) Central Library Compound.

3. I am issuing these instructions in view of the fact that three lavatories had been built in the Ward Lake and Botanical Gardens without the site plan, etc., having been shown to me, all three of which had to be subsequently dismantled as they were unsuitable. With this example of wasteful expenditure already before them, the officers of the Department should have realised the necessity of taking the approval of Conservator of Forests and Chief Secretary before starting any further construction in these public gardens.

4. I had spent a lot of time and effort in getting all the trees of the Botanical Garden properly labelled. I had wanted this garden to be a garden of which we should be proud, like the Hydari Park and the Ward Lake garden. Instead of this, I find that it is in a shabby condition, with the fencing around the Chowkidar's house all falling to pieces. The men's lavatory, which was so badly sited (people from the bund can see the users) has not yet been dismantled in spite of my orders over a year ago. Does the Department wish to retain it as a perpetual memorial to Governmental incompetence? The enclosures for birds are also ugly, with tor-scrap of hessian hung around.

*Brochure on Wild Life*

5. Before going on leave last year, I had been shown the draft of our brochure on wild life. On enquiry this morning, I am informed it has not yet been published on account of non-availability of coloured photographs. I have informed Conservator that I can myself buy a roll of coloured film and have photographs taken and quickly processed. The Department seems to have no sense of urgency. Our forests and wild life are amongst our most precious and proudest possessions, but *I have not yet seen a single brochure produced by the Department of a high enough standard to be shown to tourists.*

*Tree-planting*

6. I had directed Conservator in my U/O.No.CSM/FOR/5, dated 19th March, 1976 to let me have details of the number and species of trees proposed to be planted in various parts of the State (including trees for avenues) during the ensuing planting season. We have reached the planting season but I have not yet received the Conservator's scheme.

7. I am sorry that I have had to note so adversely, but it seems obvious that the Department is not kept sufficiently on its toes. The defects I have pointed out above should not have taken place even in normal times, let alone during the 'mergency', when we expect special efforts to be taken at all levels.

8. I should like to discuss the above matters, as also other action to improve the functioning of the Department, with the Conservator has seen this note:

N. K. Rustomji

Copy to :—

1. Secretary, Forests.

2. Shri A. K. M. Karim, Town Planner.

*Botanical Garden*

U/O. No.CSM/For/75, dated 27th April, 1976.

*Shri Das, Conservator of Forests,*

I am placing on record the main decisions taken after our inspection of the Botanical Garden this morning :

- (1) A bamboo screen should be put up as early as possible from the boundary at the top of the road down to the enclosure for pheasants so that the ugly hutments outside the fencing may not be visible from the main garden.
- (2) Apart from one enclosure to be kept for breeding pheasants, the remaining bird enclosures should be dismantled as soon as the Aviary in the Hydari Park has been completed which is expected to be by June 1. Except for the owls and a pair of pheasants, the remaining birds in the enclosures in the Botanical Garden and the Ward Lake may be removed to the new Aviary in the Hydari Park. The owls may be kept in the small Aviary above the Boat House in the Ward Lake garden.
- (3) The men's lavatory in the Botanical Garden must be *immediately* dismantled.
- (4) The orchids that I saw in the Botanical Garden appeared to be in very bad shape. *Not a single plant was in flower, although this is the orchid season!* Since we have decided to have an orchid house, the Department must ensure that the officer placed in charge has the rudimentary knowledge required for keeping orchids. I am sure Dr. Jain of the Botanical Survey of India would always be ready to assist with technical advice.

- (5) Let us visit the Botanical Garden again on June 15 to check that action has been taken on all the points discussed during our visit this morning. I want to improve the Botanical Garden so that it may become as popular with the public as the Hydari Park and Ward Lake. With a little more attention, the Botanical Garden will prove of great educative value to our people, young and old alike.

N. K. Rustomji

Copy to:—

1. Secretary, Forests.
2. Shri A. K. M. Karim, Town Planner.
3. Secretary, Tourism.



**Illegal Catching of fish by use of explosives**

No.CSM/For/75(1), dated Shillong, the 28th April, 1976.

*Inspector General of Police,*

Please see my note below to Conservator of Forests. I presume the Police are taking action against persons using explosives for catching fish. Such persons are sometimes acting in collusion with officers of the P.W.D., from whom they can obtain explosives for a consideration. This matter requires serious attention or else our rivers will become depleted of fish.

2. I should be glad to have a statement indicating the number of persons detected using explosives for catching fish.

N. K. Rustomji

Copy to:—

1. Shri F. Kharkongor, Chief Engineer, P.W.D., with a copy of the enclosure, who will please take steps to ensure that there is no illegal issue of explosives from P.W.D. Stores.
2. Secretary, Forests.
3. Secretary, Fisheries.

***Ban on killing fish by explosives***

No.CSM/For/75, dated 28th April, 1976,

***Conservator of Forests,***

I am enclosing in original a complaint that people are catching fish in the Barapani Lake area by letting off explosives. I have received other complaints of the same nature. I presume the Forest Department are taking punitive action whenever cases come to light.

2. Please let me know *urgently* how many persons have been proceeded against within the last six months for using explosives for catching fish.

**N. K. Rustomji**

**Improvement of Animal-Land**

U/O. No.CSM/For/75, dated 5th May, 1976.

Conservator of Forests,

Reference our discussion this morning, please try to obtain a pair of Serow for our Mini Zoo and, if possible, some Peacock Pheasants. Our aim should be to concentrate on the animals and birds of our own State.

2. We had decided over a year ago to try to obtain some Swans (either black or white) for the Ward-Lake. Please pursue vigorously with the authorities of Alipur Zoo. We may offer some of our own local animals in exchange.

3. We should take advantage of the planting season to plant trees and shrubs in the Aviary nearing completion in the Hydari Park. We had also decided last year to plant trees and shrubs in between the various enclosures we have constructed for our animals.

4. You might consider planting some creepers to beautify the back of the three new cages we have constructed for our leopard, jungle and civet cats. This will greatly improve the view from the Children's park area.

5. Let us plan to complete this whole venture by November 14th (Children's Day) when we can arrange a formal inauguration. This gives us six clear months, which should be more than enough. The main construction work (Aviary, enclosure for golden cat, completion of path and walls for protection of the five recently constructed enclosures) should be completed by the end of June.

N. K. Rustomji

Copy to:—Secretary, Forests.

*Planting of Flowering Trees and Shrubs in Circuit Houses  
and Inspection Bungalows*

No. U/O. No.CSM/For/75, dated 6th May, 1976.

Chief Engineer,

It has been decided to make a special effort to plant as many flowering trees and shrubs as possible during the current planting season. Instructions have already been issued to the Conservator of Forests to carry out the programme in consultation with the Deputy Commissioners.

2. As part of this programme, it would be desirable to plant flowering trees and shrubs in the compounds of all those Circuit Houses and Inspection Bungalows where trees have not already been planted in sufficient quantity. Your officers may kindly be instructed to contact the concerned DFOs in each District in case they require assistance in obtaining saplings and shrubs. You might also consider the desirability of according some form of recognition for the best maintained Inspection Bungalow in each District. (I had recorded in my tour note on my visit to Jowai last year that the compound of the Inspection Bungalow was very poorly maintained. I hope this has since been set right).

3. Please confirm action taken.

N. K. Rustomji

Copy to :—

1. Secretary, Forests.
2. Conservator of Forests.
3. Deputy Commissioner, Khasi Hills, Shillong.
4. Deputy Commissioner, Jaintia Hills, Jowai.
5. Deputy Commissioner, Garo Hills, Tura.

### Naming of Animals

U/O. No.CSM/For/75, dated Shillong, the 21st May, 1976.

Conservator of Forests,

We may now consider selecting suitable names for some of our more special animals and birds in the Mini-Zoo. We had requested the Prime Minister to name the Golden Cat, which arrived at Shillong during the same time as her visit. The Prime Minister has suggested we name her "Kopih".

2. The little Clouded Leopard may be named "Silme", as she comes from the Garo Hills and "Silme" means "beautiful maiden".

3. Our adult male Clouded Leopard may be named "Tiniang" and the adult female Clouded Leopard "Litang". These names were suggested after my consultations with Shri Cajee and are Jaintia names for a renowned peak and valley (respectively) in the Jaintia Hills.

4. We should have some small, neat plates prepared indicating the names and year of birth of our more important animals. The names I have indicated are only suggestions, and if you feel some other names would be more appropriate, do not hesitate to let me know.

5. (Our policy should be to give names to animals and birds of which there are *only two or three* in a single enclosure. It will, otherwise, not be possible for visitors to know which name applies to which animal).

N. K. Rustomji

Copy to:—

1. Secretary, Forests.
2. Shri Cajee.

*Restoration of Alcyone Bungalow*

U/O. No.CSM/For/75, dated 25th May, 1976.

*Conservator of Forests,*

As discussed, you may utilise Alcyone Bungalow for the Forest Museum and Wild-life Wing. Please have the essential repairs carried out *as early as possible* and direct your Garden Inspector to clean up the approach and front compound. As soon as the compound has been cleaned up, we may plant a few flowering trees and shrubs as would be befitting for an office concerned mainly with Wild Life and Forests.

2. The disgraceful condition in which this bungalow has been maintained hitherto reflects adversely on the administration. I had directed long ago that the entire stretch of road from the Civil Hospital upto the Police Point should be developed as a handsome promanade, with a continuous stretch of pavement.

N. K. Rustomji

Copy to:—

1. Secretary, Forests,
2. Secretary, P. W. D., who will please take action on paragraph 2,
3. Deputy Secretary, G.A.D.
4. Shri A. K. M. Karim, Town Planner,
5. Shri A. H. Scott, Chief Executive Officer,  
Shillong Municipality.

## Protection of Orchids

U/O No. CSM/For/75, dated 26th May, 1976.

Conservator of Forests,

I have received reports that orchids are being illegally smuggled out of Meghalaya. I had spoken to you about this matter this afternoon when you informed me that this was strictly a matter for the District Councils to deal with.

2. It is possible that the District Councils are not sufficiently aware of the irremediable damage that will ensue if this despoliation continues much longer. Much more propaganda is necessary to let people know about this very precious heritage of ours and the danger of its vanishing away. It may even be necessary to introduce legislation, if propaganda alone does not achieve its effect. I should be glad if you would please examine this matter urgently and let me know what you propose. You may like to consider calling, in consultation with the C.E.Ms., a conference of all D.F.Os. (Government and District Councils), at which measures to co-ordinate action for the protection of our forests and wild life can be discussed and constructive proposals formulated.

3. Let us discuss this matter again on July the 1st, by when I hope you will have collected sufficient material on the basis of which action can be taken to prevent further despoliation of our forest wealth.

(Incidentally, I have been noticing some cases recently of boys carrying shot-guns, presumably for shooting birds. You may please look into this aspect of the matter also.)

N. K. Rustomji

Copy to:—

1. Secretary, Forests.
2. Secretary, District Council Affairs.
3. Secretary, Public Relations.
4. I.G.P.
5. Director of Information & Public Relations.
6. All Deputy Commissioners.

*Aviary*

U/O.No.CSM/For/75, dated 12th July, 1976

*Conservator of Forests,*

The principal aim of setting up a park for animals is to create an interest in wild-life amongst our young people and to give them an opportunity of knowing more about wild-life *in our own State*. It is for this reason that practically all the animals in our Shillong park are from Meghalaya itself.

2. We should maintain this same policy in respect of birds. While there need be no absolute bar on including birds from other areas, our principal aim should be to include the birds found in our own State. We have many attractive birds in Meghalaya—the Bulbul, Magpie-Robin, the red and yellow Minivet, the blue Fly-Catcher, Kingfisher, Crow-pheasant, Hornbill, to name only a few. The Garo Hills are particularly rich in birds. We should, therefore, make arrangements for collecting as many of our own birds as possible. (After finding room for the birds of Meghalaya, we may consider procuring some of the more exotic varieties from other areas.)

N. K. Rustomji

Copy to :—

1. Secretary, Forests.
2. Secretary, Tourism.
3. Secretary, Publicity.



*Extension to catchment areas of ban on felling of trees*

U/O. No.CSM/For/75, dated Shillong, the 14th July, 1976

*Secretary, Forests,*

1. I had noted some time back that steps should be taken to extend the area within which the felling of trees is to be banned. In some States (such as Madhya Pradesh), legislation is being introduced for banning the felling of trees on all public and private lands. According to our Act, we have to take action in consultation with the District Councils. While such consultation may take time in respect of other areas, action should not be delayed in starting the process of consultation forthwith in respect of the catchment areas that are so vital for water-supply in Shillong, Tura and other urban centres.

2. The Forest Department may also consider issuing instructions to the P.W.D. and Municipality to the effect that no trees should be cut in the process of constructing or re-constructing buildings. If such cutting is unavoidable, either the tree should be transplanted at a suitable site or two trees grown as substitute at a suitable place in lieu of the one tree cut down. (I am suggesting replacement by two trees, making allowance of one for mortality).

3. I am issuing instructions separately to the Town Planning Department and the Municipality that, in future, they should insist on submission of landscape and horticultural plans together with the building plans before according sanctions. For all our public buildings also, an integrated landscape plan should form part of the building plan, with provision for lawns and flowering trees.

N. K. Rustomji

Copy to:—

1. Conservator of Forests. I had issued instructions last year that seedlings and seeds for trees and flowers should be made available at cheap rates for the public. I am still receiving enquiries, which indicate that the public are not sufficiently aware as to where such seedlings and seeds may be obtained. *Please ensure that the arrangements are suitably publicised.*
2. Chief Engineer, P.W.D.—for necessary action.
3. Shri Karim, Town Planner—for necessary action.
4. Shri Scott, Chief Executive Officer, Shillong Municipality—for necessary action.
5. Secretary, District Councils—for necessary action.
6. Secretary, Municipal Administration—for necessary action.
7. Commissioner of Division—for necessary action.
8. Deputy Commissioner, Khasi Hills, Shillong—for necessary action.
9. Deputy Commissioner, Jaintia Hills, Jowai—for necessary action .
10. Deputy Commissioner, Garo Hills, Tura—for necessary action.

N. K. Rustomji

## Flower Shows

U/O. No.CSM/Agri/75, dated Shillong, the 2nd August, 1976

Secretary, Agriculture,

I should like to congratulate Secretary and his Department on the success of the Flower Show. I know that a great deal of hard work was involved in organising the show, and the public has been very appreciative of the efficiency with which it was run.

2. There are one or two small matters we may bear in mind when organising our next Flower Show:—

- (i) a regular Society should be quickly constituted so that the valuable silver trophies that are lying with us may be duly awarded next time. There was some slight disappointment that only certificates were issued to the winners.
- (ii) the G.O.C., has offered all necessary co-operation for assisting in organising the next Flower Show in the Garrison Ground, with tents, shamianas, etc. Arrangements for organising next year's show should start from the first week of January so that the show may be held some time in May or June, possibly to coincide with our Spring Festival.
- (iii) I had noted (in my U/O. No.CSM/AGRI/75, dated 5th April, 1976, regarding revival of the Flower Show) that *similar shows should also be organised in Tura and Jowai*. I should like to know what action has been taken to organise Flower Shows in our district and subdivisional headquarters. They may not be on as large a scale as in Shillong, *but a beginning has to be made*.
- (iv) I had suggested in my original note that we should involve neighbouring Horticultural Societies, such as those at Calcutta, Darjeeling and Kalimpong, in our Flower Show at Shillong. This may please be borne in mind when organising the show next year.

3. My comments should not be deemed as in any way a criticism of the organising of our Flower Show last week. The important thing is that we have been able to revive an important institution and generate a great deal of interest in the growing of flowers, vegetables, etc., amongst the public. All this will be helpful in achieving our objective of making a Garden-City of Shillong.

N. K. Rustomji

Copy to:—

1. Conservator of Forests.
2. Commissioner of Division.
3. All Deputy Commissioners.
4. Secretary, Tourism and Publicity.
5. Director of Information and Public Relations.
6. Director of Agriculture.

*Animal Garden*

U/O.No.CSM/Parks/76, dated 11th October, 1976

*Shri Das, Conservator of Forests.*

We may now put the *finishing touches to our Animal Garden* on the lines discussed with Conservator of Forests this morning and with reference to my inspection together with Shri Goswami yesterday morning. The following decisions may please be urgently implemented :

- (1) the wire-netting of the enclosures may be painted black in the interests of clearer visibility ;
- (2) the two sign-boards giving description of the water-birds may be re-touched after ensuring correctness of spelling, etc. ;
- (3) a rabbit-hutch may be constructed (with natural stones and logs) in the corner behind the enclosure for jungle cats ;
- (4) the entire space between the new aviary and the cat enclosures must be neatly dressed. The fencing alongside the path in this area is superfluous and may be removed ;
- (5) a separate enclosure may be arranged for our Black Buck, who seems to be harassing the other inmates in the deer enclosure ;
- (6) the construction of a pool in the new aviary must be expedited so as to afford more living space for the mandarin and other ducks.

2. Shri Diengdoh, Assistant Conservator of Forests, may be placed in-charge of the *entire* Hydari Park and Animal Garden complex. He will be responsible for ensuring that both projects are kept in perfect order.

3. During my discussion with Conservator of Forests this morning, it was felt that it should be possible to complete all the above work within one month. We may arrange an inspection on the 25th October to check on progress achieved.

N. K. Rustomji

Copy to :—

1. Secretary, Forests. . . . .
2. Shri H. Diengdoh. Assistant Conservator of Forests.

*Animal-Land*

U.O.No.CSM/For/76, dated 12th October, 1976

*Secretary, Forests,*

Let us discontinue using the term "Mini-Zoo" for our Animal complex near Lady Hydari Park. The term 'Zoo' has connotations of close captivity, whereas we are trying as far as practical, to provide more natural and open enclosures. I have suggested, therefore, that we name our complex "Animal-Land". This term has a cheerful ring about it, recalling Disney-Land, and will, I think, be an added attraction in luring visitors, particularly children. I have adopted it in the 'Introduction' (copy enclosed) to the little hand-book we are producing, and it reads well. Unless anybody has a brighter suggestion, I think it may remain.

N. K. Rustomji

*Introduction to brochure on Animal-Land*

Since the birth of the State in January, 1972, the Government of Meghalaya have been paying special attention to the improvement and development of parks and gardens, both in the Capital at Shillong as also in the District and Subdivisional towns in the interior. The most popular centres of recreation in Shillong are the Ward Lake Gardens, the Lady Hydari Park and skirting the Park, Animal-Land.

Meghalaya is fortunate in being the abode of a variety of rare animals and birds such as the Clouded Leopard, the Golden Cat and the Hornbill. No opportunity, however, had hitherto been afforded to the people of the State or to tourists from outside to see and know something more about the rich wildlife inhabiting its forests. It was to fill this void that soon after the founding of the new State, Animal-Land was created. The Government of Meghalaya have been endeavouring to promote throughout the State a deeper feeling of love and respect for all forms of wildlife. The number of visitors to Animal-Land, more especially on holidays, is an index of the growing interest being taken by all sections of the community in the animals and birds of our country.

Animal-Land is divided into four main areas, comprising  
Deer and Antelope.

Birds of various species, including Hornbills and Pheasants,

Water-Birds, including Pelicans and Storks, and

Rare animals, including the Clouded Leopard, Golden Langur, Bear Cat and Golden Cat.

A brief description of the more unusual animals and birds of Animal-Land is given in this brochure, which has been prepared to serve as a guide to visitors to Animal-Land and also as a convenient handbook for our young people to enliven their interest in wildlife.

Animal-Land has been sited alongside the Lady Hydari Park, where a play-ground has been laid out for children to enjoy themselves on swings, see-saws, etc. A Cafe is provided for light refreshment and there is also a Band playing every Sunday afternoon in the Park from 3 to 5 p.m.

*Police Outpost at Raj Bhavan*

U/O. No.CSM/For/76, dated 16th November, 1976

*Shri Pillai, Secretary to the Governor,*

Please refer to my U/O.No.CSM/For/75, dated 17th March, 1976 where I had pointed out that the bamboo screen at the Raj Bhavan entrance is getting thinner and thinner through indiscriminate cutting. Some bamboos had been planted in the gaps after issue of my note, but I noticed this morning that the screen is again becoming thin. One large bamboo has been broken and others will suffer the same fate unless immediate action is taken. There used to be a very thick screen around this corner of the entrance and it is very sad to see it thinning from year to year.

N. K. Rustomji

Copy to :—

1. Shri A. Rahman, I.P.S., Inspector General of Police, Meghalaya, Shillong.—for information and necessary action.
2. Shri B. N. Das, Conservator of Forests, Meghalaya.—for information and necessary action.





**JUSTICE AND JAILS**



*Improvement of Shillong Jail*

U/O. No.CSM/Home/75, dated 25th November, 1975

*Inspector General of Prisons (Shri Jyrwa),*

I visited the Shillong Jail this morning accompanied by Shri Jyrwa, the new Inspector General of Prisons, and the Director of Health Services. The main improvement since my last visit has been the action taken on my instructions to construct wooden platforms for convicts and undertrials to sleep on instead of their having to sleep on the cold, cement floor. I find, however, that, in a few cases, the platforms have not yet been completed and people are still sleeping on the floor. I propose paying a return visit to the Jail after a month by when *I do not want to see a single case of anybody sleeping on the floor.* The construction of platforms is easy and cheap, and there is no reason whatsoever for platforms not being made available for every occupant.

2. The Inspector General of Prisons has formulated proposals for supply of clothing, mattresses, tea, oranges, etc. These proposals must be sanctioned without delay, if not wholly, at least partially.

3. The major problem in the Jail is, apart from shortage of accommodation, shortage of water. Our Public Health Engineers have been working on some schemes, but it is obvious that there has not been sufficient priority accorded to their implementation, for many of the occupants looked as if they had not had a wash for several days. Until such time as a proper water supply scheme is in operation, we may even consider sending tankers daily to the Jail for meeting the occupants' minimum requirements.

4. I have noted separately that, until we can build a much larger Jail, we should quickly arrange some extra accommodation where an element of the present Jail can be removed so as to relieve the present terrible congestion. If, as I am hoping, the Special Jail becomes available to us in the near future, we may consider sending all the undertrials (numbering about 210 at present) to be housed in the Special Jail. Or else we can modify the Special Jail for housing juveniles, women and non-criminal cases.

5. Of all the Institutions in Meghalaya, I feel the Jail requires to be accorded the highest priority. It may take some time yet to arrange additional accommodation, but we must do whatever is possible within our resources to improve the existing, almost inhumane conditions. We have recently appointed an Officer as Inspector General of Prisons, who can give virtually full-time attention to the improvement of the Jail. I am even prepared to release him from his responsibilities in the Passport and Records Departments so that the improvement of the Jail may be expedited. I should like the Officer to let me know within 10 days the action taken in respect of the following matters:—

- (i) water-supply.
- (ii) supply of extra clothing, bedding, tea, fruit, etc.
- (iii) sanitation.

I am deliberately pin-pointing only a few items to begin with, as I realise it is not feasible to do everything all at once. But I should like the Inspector General of Prisons to report to me *personally* every month on the progress achieved. I shall pay a further visit to the Jail on December 20, by when I expect to see a substantial improvement.

6. Inspector General of Prisons will please ensure that similar action is taken to improve jail conditions in Tura.

N. K. Rustomji

Copy to:—

1. Director of Health Services, Meghalaya, Shillong.
2. Deputy Commissioner, Khasi Hills, Shillong.
3. Jail Superintendent, Shillong Jail, Shillong.
4. Secretary, Social Welfare, Shillong.
5. Secretary, Finance with reference to our discussions.
6. Chief Engineer, Public Health Department.
7. Commissioner of Division.
8. Deputy Commissioner, Garo Hills, Tura.
9. Secretary, Jails.

*Setting up of Mental Hospital in Meghalaya*

U/O.No.CSM/Home/75, dated 27th November, 1975

*Secretary, Health (Shri Phira),*

I paid a visit to the Shillong Jail on the 25th November and was distressed to find how inadequate are the arrangements for looking after the large number of non-criminal lunatics, comprising of men, women and even children. I was informed that the seats available for treatment of such cases at Tezpur and Ranchi are very limited. The best solution would seem to be, therefore, to set up a Mental Hospital in Meghalaya itself. It is quite inhuman to house these mental cases in the same environment as criminals. They have no hope to recovery under the very primitive conditions in which they are at present kept.

2. I am requesting Shri Ramesh Chandra, Development Commissioner, to see whether some provision cannot be made in the Plan so that a start can be made in implementing this project from at least the next financial year. The Health Department may meanwhile draw up plans and estimates and also locate a suitable place for the hospital to be set up.

3. The other alternative would be to move the North Eastern Council to take up a scheme for treatment of mental patients throughout the north-eastern region. I do not know whether it would be possible to extend the Tezpur institution so as to provide for admission of patients from Meghalaya, Nagaland, etc. This may also be examined. But there would be advantage in having such an institution in the cooler climate of the hills.

N. K. Rustomji

Copy to :—

1. Shri Ramesh Chandra, Development Commissioner for necessary action.
2. Director of Health Services, Meghalaya, Shillong.
3. Secretary, Social Welfare, Shillong.

*Home for Mentally-ill and Reformatory for Juvenile delinquents*

U/O. No.CSM/Jail/75, dated 20th March, 1976

*Chief Minister,*

I had mentioned to Chief Minister some months back that the present system whereby mentally-ill persons and juvenile delinquents are confined in the Jail together with hardened criminals is utterly inhumane and contrary to all accepted principles. I had hoped that we should be able to accommodate all non-criminal cases in the complex at Sohiong, but, as Chief Minister is aware, there was some local objection. We have been able to find at last a house to accommodate the mentally-ill cases and I am glad to be able to inform Chief Minister that the main batch has already been moved. We hope to be able to remove the remainder next week, by when the necessary modifications to the building should be completed. As for the juvenile delinquents, I am hoping that we shall be able to shift them to Sohiong before the end of the month. We are also trying to find separate accommodation for the political detenus.

2. The result of the above action will be that the Jail will henceforth be used for its proper purpose, i.e., for the confinement of convicts and under-trials. With the removal of congestion in the Jail, it will also be possible to keep the occupants in more hygienic and humane conditions. We shall now proceed to arrange for the mentally-ill and juvenile delinquents to be helped to recover instead of being simply herded together for life with criminals, with little hope of ever again becoming useful citizens.

3. I am bringing the above to Chief Minister's notice, in case Chief Minister may like to make mention of it during the course of his speeches about the advances made in various directions by the Government. This may be only a small beginning, but at least a beginning has been made and foundations laid upon which the Departments concerned (the Jail and Social Welfare Departments) may build for the future.

N. K. Rustomji

Copy to :—

1. Secretary, Jails. Steps should be taken as early as possible on the lines discussed to engage a doctor for treatment of the mentally-ill. I have also suggested that we should discontinue the use of the term "lunatics". This has a derogatory ring, and we might consider referring to them in future as the "mentally-ill".
2. Secretary, Social Welfare Department, with reference to our recent discussions. I plan visiting the institution at Sohiong next week, by when I hope it will have been given a start.
3. Inspector General of Prisons for necessary action.
4. Inspector General of Police.



*Overstay of foreigners in restricted areas*

U/O. No.CSM/Pass/75, dated 15th April, 1976

*Secretary, Passport,*

Orders had been passed last week that Mr. White, a foreigner from New Zealand, could be granted extension of permit *only* until the 14th to enable him to see the Shad Suk Mynsiem dance. He made a subsequent representation for extension, which was refused. I received information yesterday that he was still in Shillong and checked up for myself by visiting the Tourist Bungalow, where I found he was still staying.

2. The tourist had committed a flagrant breach of the law. I telephoned Secretary, Passport and Superintendent of Police, and issued instructions that he should immediately be hauled up.

3. It is clear from the above case that the existing machinery for ensuring that foreigners leave on expiry of their permit is defective and requires to be streamlined. I am sending a copy of this note to the Inspector General of Police, the Deputy Commissioner and Superintendent of Police. It is the responsibility of the District Officers, and not the Chief Secretary, to check that Government orders are implemented on the field. I should like to know how it was that the foreigner's over-stay did not come to notice and why it was left to the Chief Secretary to perform the function of the District authorities and the Police. Responsibility should be fixed on the officer or officers found at fault and their explanation put up to me within 7 days.

N. K. Rustomji

Copy to :—

1. Inspector General of Police, Meghalaya, Shillong.
2. Deputy Commissioner, Khasi Hills, Shillong.
3. Superintendent of Police, Shillong.
4. Secretary, Tourism, Meghalaya, Shillong.

*Discharge of under-trials*

U/O. No.CSM/Jail/75, dated 21st April, 1976

*Shri Phukan, Secretary, Law,*

During my visit to the Jail this morning, I found that a lady had already been kept as an under-trial for three months in the Jail for the offence of stealing some betel-nuts. Surely action can be taken to discharge persons convicted of petty thefts if the case cannot be disposed of within a reasonable period ?

2. I have spoken to you on more than one occasion of the need for reducing the number of under-trial prisoners so that the congestion in the Jail can be relieved. I am quite convinced that, if the Law Department applies itself more vigorously to this matter, the number can be substantially reduced. I want action to be taken in this matter *on a high priority basis.*

N. K. Rustomji

Copy to Shri V. Kohli, IAS,  
Deputy Commissioner, Shillong.

*Shillong Jail*

No.CSM/Jail/75, dated Shillong, the 26th April, 1976

*Shri Jyrwa, Inspector General of Prisons,*

Pursuant to our visit to the Jail this morning, please ensure immediate action as discussed on the following three points :—

- (i) fitting hessian on the ceiling of the rooms in which detenus are accommodated to prevent soot, dirt, etc., falling on the beds food, tables and floor,
- (ii) wire meshing to be fitted in the windows to prevent flies coming in,
- (iii) buckets full of water to be kept in the newly constructed latrines in case of failure of the flush system.

Action taken may please be confirmed by May 1st.

2. I want confirmation by May 1st that *there is no infectious case in the Jail in contact with detenus, under-trials or convicts.* I also want a special report on the case of suspected leprosy. *The person concerned must be immediately isolated pending his removal for treatment.*

N. K. Rustomji

Copy to:—

1. Shri Cajee, Secretary, Jails.
2. Shri V. Kohli, Deputy Commissioner, Shillong.
3. Dr. C. M. Brahma, Civil Surgeon. Shillong.
4. Shri D. N. Brahma, 'Jail Superintendent,' Shillong Jail.

*Special Jail*

U/O.No.CSM/Jail/75, dated Shillong, the 12th May, 1976

*Inspector General of Prisons (Shri Jyrwa),*

I inspected the Special Jail yesterday afternoon to inspect the arrangements for accommodating the M.I.S.A. detenus who have just been moved in from the District Jail. The following matters may kindly be attended to—

- (1) the lighting should be improved so that the detenus may be able to read in their rooms. (Some extra plugs will have to be fixed).
- (2) it appears that under the existing arrangements the detenus are to be given their last meal at 6.30 p.m. It would be more convenient if they can have their dinner at 7.30 p.m., as this is the time at which they are more accustomed to eat in the evening.
- (3) the kitchen arrangements should provide for different types of food for different communities—some of the detenus are vegetarians, while some do not take beef or pork.
- (4) arrangements for interviews should be worked out as in the District Jail.
- (5) if rules permit of relatives bringing food for the detenus from outside, this should be allowed.

Please let me know by 17th May, 1976 the action taken on the above five matters.

N. K. Rustomji

Copy to Shri Cajee, Secretary, Jails.

*Delay in disposal of Court cases*

U/O.No.CSM/Law/76, dated Shillong, 10th July, 1976

*Secretary, Law,*

I have been constantly stressing the need for ensuring that there should not be any slackness in the machinery for disposal of cases in the Courts. I remember that, a few years ago, I found on enquiry, that there were literally *thousands* of cases that had been remaining undisposed off by the Courts for years and years on end. I had then instructed the Law Department to attend to the matter on an emergency basis, and to appoint two or three officers *at once* to dispose off the long-standing arrears. It was only as a result of my constant insistence that Shri Pyngrope was eventually appointed and arrears have to some extent been reduced. I am not at all satisfied, however, that everything is now in order, and Law Secretary will remember my drawing attention only recently to a case which has been lying pending for judgement for over a year.

2. I have spoken to Law Secretary about this matter personally this morning and instructed him to examine to what extent the arrears warrant the appointment of additional magistrates for a temporary period. During my Jail inspections I am still coming across under-trials who have been in detention for many years, which indicates that either the Magistrates are overworked or else are not applying themselves intelligently to their responsibilities. *I am quite convinced that a seasoned Magistrate, invested with summary powers, could effectively clear off all arrears within six months.* Once the arrears are cleared, our existing strength of Magistrates should easily be able to dispose of current cases expeditiously and the public will at last have a feeling of confidence that justice is being speedily dispensed. Delayed justice is often, as the saying goes, no justice at all.

N. K. Rustomji

*Congestion in the office of the Deputy Commissioner, Shillong*

U/O. No.CSM/Ga-Sa/75, dated 27th July, 1976

I inspected the office of the Deputy Commissioner this morning, accompanied by the Inspector General of Police, the Deputy Commissioner and the Additional Magistrate. The main office of the Deputy Commissioner is extremely congested, particularly so the office of the Prosecuting Inspector, which is cluttered with records, exhibits, etc. There is also a very unhealthy smell filtering in from the airless lock-up adjoining the office.

2. The existing arrangements for pensioners are also most unsatisfactory. There is no proper waiting-room and it is unfortunate that these old servants of the Government have to be put to such discomfort in receiving their pensions.

3. I have spoken to Shri Dey, Executive Engineer, and he has agreed to have the District Judge's Court ready by Monday August 2nd *positively*. With the District Judge, Shri Phukan, moving out of the Deputy Commissioner's office, Shri Das, Additional Magistrate, may shift into Shri Phukan's room and Shri Das's room may be arranged as a waiting-room for pensioners. Shri Dey has asked for time until September 1st to complete the Court-room earmarked for Shri Basumatari. With the shifting of Shri Basumatari from the main office of the Deputy Commissioner, the two remaining rooms for office assistants (of the Courts) will also move out of the Deputy Commissioner's office. Deputy Commissioner and Superintendent of Police will, in consultation with each other, consider how best these three rooms can be utilised to ease the congestion in the Prosecuting Inspector's office.

4. The above is only a temporary expedient to give some immediate relief. The final answer is for the Prosecuting Inspector's office to be moved to the office of the Assam Public Service Commission as soon as it has been vacated. I had spoken to the Chief Secretary, Assam, about two months ago regarding the moving of the Assam Public Service Commission to Dispur and he assured me that he would look into the matter. I have again spoken to Chief Secretary Assam today and he will see what he can do to expedite the move.

5. I mentioned to the Deputy Commissioner that there should be no difficulty in finding a place in our Central Record Room for the records of the Deputy Commissioner's office. If this is done, one more room will be made available in the Deputy Commissioner's office and the present congestion will be further relieved. Deputy Secretary, General Administration Department, will please inform me in case there is any difficulty in finding room for the Deputy Commissioner's records in the Central Record Room.

6. I shall inspect the Deputy Commissioner's office again on December 1st to check to what extent the congestion in his office has been removed and what further action, if any, is required.

**N. K. Rustomji**

Copy to :—

1. Inspector General of Police, Meghalaya,
2. Deputy Commissioner, Shillong,
3. Superintendent of Police, Shillong,
4. Shri S. N. Phukan, District Judge, Shillong,
5. Shri A. K. Dey, Executive Engineer, Shillong Central Division, P.W.D., for necessary action,
6. Deputy Secretary, G.A.D., for action on para 5,
7. Commissioner of Division, Meghalaya.

*Medical attendance for Home for the mentally-ill*

U/O. No.CSM/Ga-Sa/76, dated 11th August, 1976

*Special Secretary, General Administration Department,*

Until a week ago, our Jail Staff were using a Nagaland vehicle for movement between the District Jail, Special Jail and Home for the mentally-ill. This vehicle has since been withdrawn by the Nagaland Government.

2. Some arrangements for transport are obviously necessary. Either a vehicle is quickly purchased or else we utilised some vehicle that can be spared from another Department. Please see what can be done and let me know urgently what you decide.

3. Once a vehicle is available it should be possible to send the Jail Doctor and the Pharmacist daily for about an hour or two to the Home for the mentally ill where their services are urgently required.

N. K. Rustomji

Copy to:—

1. Inspector General of Prisons, who will please contact Special Secretary, urgently and let me know what is decided.
2. Director of Health Services,
3. Secretary, Health.



*Careless driving and prompt disposal of court cases*

U/O. No.CSM/Home/76, dated 14th October, 1976

*Inspector General of Police,*

I had discussed with you and Secretary, Law, this morning the action taken on my U/O. No.CSM/Home/75, dated 9th July, 1976 on the above subject. I am glad that the position has improved and that the Courts are now taking prompter action in disposal of cases and are also imposing more adequate sentences. All this is to the good, but the pressures have to be maintained to ensure that there is no slackening. We may review the position again after three months.

2. I have not yet received any statement indicating the number of cases in which Magistrates have suspended driving licences after conviction for careless driving. Even if the suspension is for a limited period, it will have a salutary effect. I may please be informed if there is any difficulty in preparing and submitting the statement. This will give us an indication as to whether Magistrates are taking a sufficiently serious view, and, if not, we may bring the matter to the notice of the Chief Justice, who is expected to be visiting Shillong on 19th October.

3. I understand that there is still a large backlog of cases in Jowai. Statistics may be placed before the Chief Justice by Secretary, Law and Inspector General of Police during his ensuing visit so that he may take necessary steps to set matters right.

4. While disposal of cases has generally improved, I understand that there is still some delay on account of late issue of summons. Inspector General of Police had suggested that each Magistrate should maintain a record of instances where issue of summons has been delayed and report the cases *directly* to the Superintendent of Police for necessary action. This procedure was approved in the recent meeting held with the Judge from the High Court and may therefore be quickly implemented.

5. There has been general complaint in past years regarding delay in disposal of cases. I have spoken to Secretary, Law, *repeatedly* about this matter and emphasised that,

provided we exercise closer supervision and are prompt in referring instances of delay, etc., to the Chief Justice, there is no reason why the reputation of our Courts should not be restored and the public have a feeling that justice is being administered efficiently and promptly. Our concern hitherto has been mainly regarding prompt disposal of cases relating to contravention of the Motor Vehicles, Police and Municipality Acts. Our ultimate object, however, must be to ensure prompt disposal of *all* categories of cases. Nothing is so frustrating to the public as "delayed justice", and we must do everything on our part so that people may have a feeling of confidence that they are getting sound *and speedy* justice from our Courts.

N. K. Rustomji

Copy to :—

1. Commissioner of Division.
2. Secretary, Law.
3. All Deputy Commissioners.
4. Secretary, Transport.



# MUNICIPAL ADMINISTRATION.



*Initiation of people's movement for inculcating keener spirit  
of basic civic consciousness*

D.O.CS(M)/72-Misc., Shillong, the 22nd July, 1972

*Deputy Commissioner,*

You will remember my speaking to you some months ago regarding the urgent necessity of keeping our towns clean. The aim is that every institution—Schools, Colleges, Government Offices, etc., should be urged to clean and beautify their premises and take an active interest in the cleanliness of the neighbourhood. It is Government's intention that all institutions as mentioned above, as also organisations such as Lion Clubs, Rotary Clubs, Women's Organisations, Scouts and Guides, should take up a programme so that our towns present a new look by August 15th. There are many ways in which people can be associated and activated in this effort. A prize or some form of recognition can be given for the cleanliness of the best kept Ward or Mohalla, and the Ward or Mohalla could in its turn give some recognition to the best kept building. The important thing is to initiate a people's movement for inculcating a keener spirit of basic civic consciousness. As Deputy Commissioner, it will be your responsibility principally to chalk out a concrete plan of action to achieve what we have in view.

I should be grateful if you would please give your personal attention to this matter so that our towns may have a really clean and bright look by August 15th.

Yours sincerely,  
N. K. Rustomji

Memo No.CS(M)/72-(A)-Misc., July 22, 1972

Copy to :—

1. All Secretaries.
2. Heads of Departments.
3. All principals of Colleges and Schools in Shillong, Jowai and Tura.
4. The Chairman, Shillong Municipal Board, Shillong.●

*Banning of industrial units, workshops, etc., in residential areas*

My dear—

I have directed on more than one occasion that we should try to maintain a distinction in the town between residential and non-residential areas. I have pointed out, for instance, the undesirability of having a Saw-Mill near the bridge in the Kench's Trace area, as also Industrial Units, garages, workshops, etc., along the road-side in the Pole Ground-Golf Link area. I had suggested that the Deputy Commissioner, the Chief Executive Officer and the Town Planning Officer should identify residential areas and ensure that such areas are maintained as residential areas and that Industrial Units should not be permitted to come up in beauty spots.

As I have often pointed out, it is better to take action *at the initial stages*, as it is extremely difficult to have such Units removed later once they have been established. There is need, therefore, for close co-ordinated action between the Deputy Commissioner, the Chief Executive Officer and the Town Planner. Liaison with local leaders, such as Headmer Secretaries of Local Dorbars, etc., will also be helpful in this respect. You must have observed the haphazard manner in which garages and workshops are coming up even in private compounds, e. g., near St. Edmund's College. Now that the Town Planning staff has been to some extent re-inforced there is no reason why action should not be taken promptly to set things right.

I am sending a copy of this letter to the Chief Executive Officer and the Town Planning Officer, and would be glad if you would call a meeting to work out the machinery for ensuring that Industrial Units are established only in areas duly approved by Government.

Yours sincerely,  
N. K. Rustomji

Shri V. S. Jafa, I.A.S.,  
Deputy Commissioner,  
Khasi Hills District,  
Shillong.

Memo No.CSM/74-Mun, dated Shillong, the 22nd June, 1974

Copy to:—

- (1) Shri A. H. Scott, Chief Executive Officer, Shillong Municipality.
- (2) Shri A. K. M. Karim, Town Planner, Meghalaya.
- (3) Commissioner of Division, Meghalaya.
- (4) Secretary, Town and Country Planning, Meghalaya.
- (5) Secretary, Industries, Meghalaya.
- (6) Secretary, Municipal Administration, Meghalaya.
- (7) Inspector General of Police, Meghalaya.
- (8) Superintendent of Police, Shillong.



*Hoardings*

U.O. No.CSM/74-Notes, dated 17th July, 1974  
*Chief Executive Officer, Municipality (Shri Scott),*

We have on several occasions discussed the question of hoardings in Shillong. I know you have made some effort to improve matters, but I think some further measures have to be taken to prevent such hoardings desecrating the scenery of the capital.

2. To begin with, (i) we must take a firm decision to reduce the hoardings to a much smaller size. There is a hoarding advertising Frutos (in front of the Morello building) which is smaller than most of the other hoardings but yet quite big enough to attract attention. I am inclined to think that this may be prescribed as the standard size for *all* hoardings and that the larger hoardings should be reduced to this size with the least possible delay.

(ii) The number of hoardings should not be increased without *specific* orders from Government. The existing number of hoardings may please be indicated. Please also indicate the dates on which the leases for the existing hoardings expire. As each lease expires, we should very carefully examine whether it should be renewed and, if so, under what conditions. I do not know how much revenue we earn through these hoardings. It may be advisable to forego a little revenue in the interests of preserving the beauty of the town and rendering it more attractive for tourists. We have to take a long term view in such matters. For the sake of earning a few thousands of rupees, we should not risk losing several lakhs of rupees through retarding Shillong's development as a tourist attraction.

3. It may be helpful, if we have a meeting regarding this matter, together with Shri Karim, so as to ensure that sound decisions are taken and effective machinery is devised to implement such decisions.

4. It is high time that a new slide is prepared for projection in the various cinema houses regarding our Cleaner Shillong Campaign. The old slide has become very faded and is also rather too large for clear projection. Please see to it that a *really attractive* slide is prepared and distributed as soon as possible.

5. In case there is any legal difficulty about preventing hoardings being put up in private compounds, immediate steps should be taken in consultation with the Law Department to amend the existing legislation to give legal sanction for taking the required action. I had mentioned this aspect also to C.E.O. some months ago during general discussions on the question of hoardings.

N. K. Rustomji

Memo.No.CSM/74-Notes, dated Shillong, the 17th July, 1974.

Copy to :—

1. Secretary, Tourism,
2. Secretary, Municipal Administration Department,
3. Secretary, P.W.D.,
4. Secretary, Publicity,
5. Secretary, Town & Country Planning,
6. Deputy Commissioner, Shillong,
7. Superintendent of Police, Shillong,
8. Shri A. K. M. Karim, Town Planner,
9. S.D.O., P.W.D. (R&B), Shillong,
10. Deputy Commissioner, Jowai,
11. Deputy Commissioner, Tura,
12. Deputy Secretary, Law,
13. Secretary, Khasi Hills District Council, Shillong,
14. Secretary, Jaintia Hills District Council, Jowai,
15. Secretary, Garo Hills District Council, Tura,
16. Director of Publicity.

*Inspection of Municipal dumping ground for night soil and garbage on Shillong-Gauhati road on October 30, 1974*

Shri Scott, C.E.O., Municipality,

I had spoken to Shri Scott after my inspection. I had received complaints some time back that there was an offensive smell on the main Highway near the dumping ground area. I had not myself noticed any such smell and was anxious to check on our arrangements. I feel the Municipality has made a very good start in tackling this long standing problem of disposal of night soil, etc. I found no smell on the road side whatsoever, although I proceeded one mile beyond the dumping ground. The dumping ground itself was well organised, but the existing trenches have almost all been filled and it is urgently necessary to construct some new trenches quickly for disposal of night soil during the remaining part of the year. It should be possible to empty the old trenches after three or four months and use them again thereafter. Shri Scott informs me that he has already approached the Agriculture Department for about Rs.30,000 to construct the new trenches. If the entire amount cannot be provided at once, the Department may please make available about Rs.15,000 so that the work may not be delayed.

2. I think we may now, in the light of experience gained, consider further improvements in the dumping ground area. The Forest Department may plant some tree along the road side so as to ensure that, even when there is a breeze, the smell from the dumping ground should not be carried to the road. We may also make arrangements for disposal of garbage other than night soil. It is at present thrown on the ground and it is not until the dry weather that it can be burnt and properly cleared away. We should therefore consider whether incinerators should not be constructed so that the garbage can be daily burnt, without being allowed to accumulate. We may obtain suitable designs of incinerators from the Town & Country Planning

Department and also take advice from Shri Chandrasekhar. We may invite him to pay another visit to Shillong and give us general advice on our planning arrangements.

N. K. Rustomji

U/O. No.CSM/74-Mun, dated 31st October, 1974

Copy to :—

1. Secretary, Agriculture,
2. Director of Agriculture,
3. Secretary, Town & Country Planning,
4. Secretary, Municipal Administration Department,
5. Shri A. K. M. Karim, Town Planner.

*Removal of encroachment by stall-keepers*

No.CSM/PWD/75, dated Shillong, the 8th October, 1975

*Deputy Commissioner, Khasi Hills, Shillong,*

I had mentioned to the Deputy Commissioner some time back that the objective is not to abolish tea-stalls, etc., but to regulate their locationing. These petty shop-keepers perform a useful function and have also to earn their livelihood. Where, therefore, such stalls are found to be in places that are obstructing public traffic, etc., an attempt should be made to find alternative sites so that stall-keepers may not be deprived of their livelihood. This is the policy that we followed while regulating the location of stall-keepers in the **Ward Lake** area. Similar action may be taken in other areas where there has been encroachment.

N. K. Rustomji

Copy to :—

1. Commissioner of Division.
2. Deputy Commissioner, Garo Hills, Tura.
3. Deputy Commissioner, Jaintia Hills, Jowai.
4. Shri Scott, Chief Executive Officer, Shillong Municipality, Shillong.

*Quarters for Municipal Sweepers*

U/O. No.CSM/Edn/75, dated Shillong, the 3rd April, 1976

*Shri Nampui, Secretary, Municipal Administration,*

During my Bazar inspection this morning, I found that we have completed quarters for only four sweepers, although the total number of families to be accommodated is over one hundred. I understand that we have provision so far to build quarters for only thirty sweepers. In view of the very inhumane conditions under which our sweepers are living in the very heart of the Bazar and the fact that we have been able to do practically nothing for them by way of accommodation during the last five years, we should institute a special drive during the current year to compensate for past neglect. The Ministry of Home Affairs and Ministry of Social Welfare, Government of India, have been sending circular after circular to State Governments to provide housing for backward sections of the community and the matter is of sufficient importance for us to obtain funds from all possible sources—Housing, Social Welfare, Town Planning, Health, etc.,—to improve housing for sweepers not only at Shillong but also at Tura and Jowai.

The Sweeper Colony in the Bara Bazar area and the approach to the Polo Ground are two of the standing sores that are a disgrace to our otherwise beautiful Capital. A determined effort has to be made to remove both these sores during the current year.

N. K. Rustomji

Copy to :—

1. Development Commissioner.
2. Commissioner of Division.
3. Secretary, Finance.
4. Shri F. Kharkongor, Secretary, T. and C.P.
5. Shri J. M. Phira, Secretary, Social Welfare.
6. Shri A. K. M. Karim, Town Planner.
7. Shri A. H. Scott, Chief Executive Officer, Shillong Municipality.
8. Shri V. Kohli, Deputy Commissioner, Khasi Hills, Shillong.
9. Shri Dilip Singh, Deputy Commissioner, Garo Hills, Tura.
10. Shri Jala, Deputy Commissioner, Jaintia Hills, Jowai.

*Unauthorised display of banners, advertisements, etc.*

U/O. No.CSM/GA-SA/75, dated 29th April, 1976

*Deputy Commissioner,*

I was surprised last night to see a big banner "Bawris Welcome You" strung across the road leading to the Pine-wood Hotel and the D.C's Bungalow. I have spoken to you about this matter this morning and directed that no banners, posters, etc., should be put up in public places without permission from the concerned authorities. I have also been noticing advertisements pasted on trees in some of our public gardens and along our public highways. Please ensure that there is no desecration of public places and that no notices, banners, etc., are put up by any person or organisations without first taking permission.

N. K. Rustomji

Copy to :—

1. The Inspector General of Police, Meghalaya, Shillong.
2. The Superintendent of Police, Meghalaya, Shillong.
3. The Conservator of Forests, Meghalaya, Shillong.
4. Shri A. H. Scott, Chief Executive Officer.
5. The Deputy Commissioner, Jaintia Hills, Jowai.
6. The Deputy Commissioner, Garo Hills, Tura.
7. Shri A. K. M. Karim, Town Planner.
8. Director of Publicity, Meghalaya, Shillong.

*Booklet on Civic Administration*

D.O. No.CSM/Mun/76, dated Shillong, the 24th September, 1976.

I am enclosing with this letter copies of "Civic Administration—Some Guidelines". I have often written and spoken to Deputy Commissioners about the urgency of giving increased attention to the healthy development of our urban centres in the interior. The need for this becomes even more important with Government's decision this year to establish two new Districts, four Sub-divisional Headquarters and six Administrative Units. The main purpose of this booklet is to give some idea to Deputy Commissioners, Sub-divisional Officers and Administrative Officers of the way in which we have been endeavouring to improve our Capital in recent years. The planning of our several new Headquarters has to take into account the needs of the future, and irreparable damage will be done if sound foundations are not laid at the early stages. It has to be remembered that the new Administrative Centres will soon be growing into regular townships, and it is therefore necessary at the very outset to plan roads of sufficient width, with adequate provision for drainage, apart from parks and all the other essential civic amenities. Most of the problems we have had to face in Shillong have been due to lack of foresight in the past. By recognising the mistakes that have been committed in the past, we can be helped in planning a more certain future.

Copies of this booklet may be distributed to your officers connected with civic administration. If additional copies are required, they may be obtained from my Private Secretary.

N. K. Rustomji

Copy to :—  
Deputy Commissioners.



*Shillong Water-Supply*

U/O. No.CSM/Phe/76, dated Shillong, the 16th November, 1976  
 Minister, Health,

The rainfall in Shillong this year is approximately only about half the annual average which will result in acute scarcity of water during the dry months commencing from March. I have discussed with Chief Public Health Engineer and Chief Executive Officer steps to be taken to meet the situation. There are two schemes that can be taken up, which will provide approximately 80,000 extra gallons of water per day, one by taking a supplementary pipe from the reservoir at Alu-godown towards Lachaumiere and the other by taking a pipe from a spring in the reserve forest area in Laban to Bara Bazar. Although the cost of these schemes amounts to about Rs.7 lakhs, the major expenditure is on account of pipes, which we already have in stock for the greater Shillong water-supply scheme, and which will in any case be lying idle for 2/3 years until the scheme is implemented. Chief Engineer confirms that there will be no difficulty in putting these pipes to immediate use so that extra water may be inducted into the system.

2. I have discussed this case with Finance Secretary, who agrees to make extra funds available for such incidental expenditure as will be required for lying, fitting the pipes, etc. Unless this is done, we shall be faced with a very acute situation indeed next April-May. I am keeping Minister, Health, informed of the situation in advance so that we should not be taken unaware at the last moment (I am examining separately the possibility of utilising ground-water supplies by deep drilling).

N. K. Rustomji

Copy to :—

1. Shri Arunachalam, Chief Public Health Engineer, Shillong.—for immediate action on the lines of our discussions yesterday afternoon.
2. Shri A. H. Scott, Chief Executive Officer, Shillong Municipality, Shillong.—for immediate action on the lines of our discussions yesterday afternoon.
3. Shri S. L. Khosla, Finance Secretary.—for immediate action on the lines of our discussions yesterday afternoon.

*Clearance of Polo Ground Area*

D.O. No.CSM/Mun/76, dated the 27th November, 1976  
*My dear Scott,*

Please refer to my U/O. No.CSM/Mun/76, dated the 3rd August, 1976 on the above subject (*vide* page 98 read with page 86 of "Civic Administration"), where it had been decided to complete the eviction programme within three months, *i.e.*, before November. As I have informed you, I had spoken to Shri Mohinder Singh personally regarding this case and he has given an assurance that he will give whatever assistance can be reasonably offered by way of loan for constructing a new bazar. I have also taken steps personally to have Rs.4 lakhs sanctioned for acquisition of the pucca buildings that are to be vacated. There should be no reason therefore for the programme of eviction being further delayed.

2. I had laid down the "clearance and beautification of the Polo Ground Area" as one of our main priorities in my U/O.No.CSM-74-Notes, dated 30th July, 1974 (*vide* page 52 of Civic Administration), and we had settled a broad policy for the planning of this area during my inspection visit on August 9, 1974 (*vide* pages 58-59). I had also ordered in my U/O. No.CSM/Mun/75, dated 5th April, 1976 (page 83) that, with the clearance of the Teer Ground agglomeration, we must immediately "remove the agglomeration around the Tourist Bungalow, as also the hutments on the slope of the road opposite the Teer Ground". You will appreciate my concern, therefore, that the matter should not be further delayed. This is the time to act, as the rains are over and there will be least possible hardship for the persons concerned in shifting from their existing hutments.

3. I propose visiting the area together with the Deputy Commissioner and yourself on December 10th and shall be expecting to have some concrete evidence that matters are moving on the field.

Yours sincerely,  
 N. K. Rustomji

Shri A. H. Scott,  
 Chief Executive Officer,  
 Shillong Municipality, Shillong.

Copy to :—

1. Deputy Commissioner.
2. Secretary, Municipal Administration.
3. Secretary, Town Planning.



EDUCATION, SOCIAL WELFARE AND  
HEALTH



*Laitkroh Social Welfare Centre*

*Secretary, Social Welfare (Shri Duncan),*

I paid a surprise visit yesterday afternoon to Laitkroh Social Welfare Centre together with the Chairman, State Social Welfare Board. The Superintendent of the Centre, I was informed, has been ill for some time and is undergoing treatment in Gauhati. We found two ladies at the Centre, one, a young Assamese lady, who is responsible for the Public Health activities, including advice on maternity cases, and the other a young Khasi lady, who is in-charge of the activities connected with weaving sewing, etc. There were no trainees present during our visit and I was informed that this was because everybody was busy with operations in connection with potato cultivation. The School Attendance Register showed that 20 little children are given pre-primary instruction. I was informed that they attend school from 7.00 a.m. to 9.00 a.m. I tried to ascertain the number of persons who come to the Centre for instruction in weaving and for medical advice. While the ladies maintain a general diary, no particulars are noticed of the number of persons attending the Centre or of the number of houses visited by the ladies in connection with their duties. The Community Development Radio set was not in working order, and the swings for the children had no seats. A Japanese knitting machine had been supplied some years ago to the Centre, but there was no means of ascertaining whether it was being put to any use.

2. Although the two young ladies appeared to be doing their best, I am afraid I did not get the impression that any really useful work was resulting for the benefit of the local people. From the Inspection Book, it was apparent that scarcely anybody ever visits the Centre, although it is on the main road to Cherrapunji and very easily accessible from Shillong. I was informed by the young ladies that the Block Development Officer from Myllem pays periodical visits, but I did not get the impression that any material help was being given from the Block for the useful functioning of the Centre.

3. It was clear from my visit that, unless there is closer and more regular supervision, the maintenance of the Centre will be a waste of funds. I should have thought that our doctors could have visited the Centre to advise on the medical arrangements, stocking of medicines, etc., and that our School Inspectors and/or Social Education Officers could have given guidance in respect of other activities.

Had the Centre been in some remote area, the lack of supervision and interest might have been understandable, but here our Centre is situated on the main road and is frequently passed by our various departmental officers in the course of their normal duties. It is the responsibility of the Social Welfare Department to check up from time to time that such Centres are being properly maintained and the workers given necessary advice and encouragement.

4. The Chairman of the Board informed me that we have about 30 such Centres in Meghalaya, about 20 in the Khasi-Jaintia Hills and 10 in the Garo Hills. I suggested to the Chairman that the Rotary Club might be interested in "adopting" some of these Centres and that, if she was agreeable, I would take up the matter accordingly. The Chairman felt that this would be a great advantage and requested me to initiate action. On my return to Shillong I attended the Annual Rotary Installation meeting as their Chief Guest. During the course of my talk, I informed the members about my visit to Laitkroh and suggested that instead of confining their work mainly to the town areas the Rotary Club might consider extending their field to the rural areas and taking an active interest in encouraging our Social Welfare Centres. The suggestion was welcomed, and I expect the President of the Rotary Club will be contacting us after they have had time to give the matter fuller consideration. In the meanwhile, the Social Welfare Department should take steps to ensure that the Centres are visited more frequently by the concerned Departments. The Inspecting Officers should make a record in the Inspection Book of their visits so that we may have an idea of the interest being taken by them.

5. A copy of this note may be circulated to all Secretaries, Heads of the Departments and Deputy Commissioners. Now that we have separate Departmental Heads, it should be possible to ensure *regular* inspection of all our installations. Departmental Heads must work out a programme of inspections at various levels so that staff at the lower levels are given requisite guidance in discharging their responsibilities.

N. K. Rustomji

18.7.72.

Copy to :—

Deputy Commissioners.

- (1) The Chairman, State Social Welfare Board, Shillong.
- (2) All Secretaries to the Govt. of Meghalaya.
- (3) All Heads of Departments.
- (4) All Deputy Commissioners.

*Museum*

No.CSM/Museum/75, dated Shillong, the 4th June, 1975.  
 Director of Public Instruction (Shri Jafa),

I have explained both to Miss Pugh and to D.P.I. my broad views regarding the lines on which we should set up our museum. As space is at present so limited, we can display only a few very select items relating to the main features of our State's life, culture, natural resources, etc. For instance, we need display only one or two cases of butterfly/moths/beetle, but inform our visitors that those who are especially interested may proceed to Mr. Wankhar's premises for further study. We may similarly show one or two stuffed specimens of, say, a clouded leopard or a barbet and indicate that visitors who have time may proceed to the Hydari Park or Ward Lake to see some more of our animals/birds in the life. In other words, the Museum will be in the nature of an index to other more specialised centres. When our Horse-shoe building becomes available to us again, we shall, of course, be able to consolidate and have a complete display in respect of all the various sections at one location.

2. During discussions with Conservator of Forests yesterday morning, I have suggested that we start a small Forest Museum as soon as possible. We have selected a building, and the necessary exhibits to form the nucleus of a Museum are already available with us. I suggest we have this Museum ready for inauguration by August the 15th.

3. Until we set up our main centralised Museum in the Horse-shoe building, we should improve on the specialised Museums in respect of departments such as Zoology, Botany, Mines, etc. As soon as this has been done, we should make regular arrangements for our educational institutions to send parties of students to these various centres. This will help broadening the minds of our young people and will stimulate their interest in the direction of fruitful activity.

N. K. Rustomji

Copy to :—

1. Miss M. Pugh, Curator, Museum
2. Conservator of Forests.
3. Secretary, Education.
4. Secretary, Forests.
5. Secretary, Industries.
6. Secretary, Publicity.
7. Director of Information & Public Relations.



*Improvement of Auditorium of Central Library*

U/O. No.CSM/Edn/75, dated 18th August, 1975.

D.P.I.,

Some improvements are required to be made in the main hall of the Central Library. Please have necessary action taken on the following points :

- (i) fixing the bars on the windows at ground floor level,
- (ii) making arrangements for opening the windows near the ceiling to provide ventilation—this is most necessary and should be given highest priority,
- (iii) although there are sockets for foot lights, no electric connection has yet been given. I understand Shri Pdah can arrange this without any difficulty whatsoever if directed.
- (iv) one of the pillars on the stage is cracked in the lower portion and requires to be repaired,
- (v) carpeting in the front of the hall needs to be fixed more securely,
- (vi) the railing in the balcony is loose and should be repaired as there may otherwise be danger of at little children over-balancing and falling down,
- (vii) there should be some buzzer arrangement whereby people outside the hall may be called inside when the show begins, either at the commencement or after the interval,
- (viii) apart from the microphone on stands, there should be a hand microphone, which saves the stage being cluttered up with a lot of stands.

2. Please let me know as soon as possible confirming action taken on the above points.

N. K. Rustomji

Copy to :—

1. Shri J. M. Phira, Secretary, Education.
2. Smti. M. Pugh, Librarian.

*Improvement in functioning of Museum and Central Library*

No.CSM/Museum/75, dated 10th November, 1975.

1. I am glad to find that there has been considerable improvement in the functioning of our Central Library. The organisation is more systematic than before and the rooms are kept clean and bright. Miss Pugh and her staff deserve to be congratulated.

2. It is also good that we have at last been able to set up the nucleus of our State Museum. I again inspected the Museum this morning and have given personal instructions to Miss Pugh. It should be remembered that this is not intended to be a *specialist* museum. We have not sufficient space as yet for such a Museum and can only aim therefore at giving visitors a *broad* spectrum of the culture and economy of our State. It is better to concentrate, for the present, on a few items that are of real interest than to clutter the Museum with a multitude of exhibits that have not much meaning for the layman and are not particularly relevant to Meghalaya. There is no point, for instance, in having photographs of scenes, etc., of Arunachal Pradesh and Assam. I should also be inclined to restrict the number of mineral specimens displayed and concentrate on minerals of major economic importance, such as lime-stone, coal, kaolin (clay). I have spoken about this personally to our Director, Shri Lyngdoh. The Botanical section, as at present arranged, also holds little interest for the layman. It is not noted for instance whether the specimens are of medicinal or economic value. The objective should be that every item should be of significance and interest even for the non-specialist visitor.

3. We should start preparing a catalogue of all the items displayed, with a brief descriptive note on each. This will add to the interest of the Museum and will also be of educative value for students. A notice should be put up at the porch, with an arrow to guide visitors towards the entrance. A Press Note should also issue regarding the establishing of the Museum, time of admission, etc.

4. I am circulating this note to all Secretaries and Heads of Departments for two reasons in particular—

*Firstly*, I should like them to know that I am not interested only in finding fault, but am equally concerned that appreciation should be shown when officers have shown some initiative. I feel the Director Public Instruction, Miss Pugh and her staff have made a very good start and deserve our appreciation.

*Secondly*, all Departments are indirectly involved in the building up of the Museum. Even though we do not have space at present to display all items that may become available, we should arrange storage so that items can be collected and kept ready for display when more accommodation is available. If we have a reserve of items, it will also be possible to change the exhibits in the Museum from time to time, which will make the Museum of added interest. I hope that, by the time the Horse-shoe building is returned to us by the University, which should be within 1977, we shall have been able to collect a sufficiently high-grade number of exhibits for the establishing of our permanent Museum.

All Secretaries and Heads of Departments should, therefore, give thought to the matter and consider what items in respect of their Departments would be most relevant for inclusion. Their suggestions should be referred to Miss Pugh for processing.

N. K. Rustomji

Copy forwarded to:—

1. All Secretaries and Heads of Departments.
2. Miss M. Pugh, Librarian and Curator, State Museum.

## Road communication to University Campus

No.CSM/Edn/75/1, dated 4th December, 1975.

Secretary, Education,

I paid a visit to the proposed campus for North Eastern Hills University yesterday morning, accompanied by Dr. Devanesan, Vice-Chancellor, Shri Roy, Superintending Engineer, Shri Khariukhi, Officer i/c. Campus Development and other concerned officers of the Public Works Department. The object of the visit was to assess the minimum road construction work required to be taken up so that building operations may not be retarded during 1976. The P.W.D. had submitted estimates for completion of the access road at a cost of approximately Rs.8 lakhs. We found that the first portion of the road, in respect of which the estimates are for Rs.2,80,000 has already been blacktopped and can be used by trucks for carrying building materials even during the monsoon months. As for the remaining portion of the road, the first-half requires to be taken up immediately, for which the P.W.D. estimates that an amount of approximately Rs.2 lakhs is required.

2. As the P.W.D. have no funds in their budget, I have requested Secretary, North Eastern Council to consider whether it would be possible for the North Eastern Council to assist. In case that is not possible, we shall have to try to find funds by re-appropriation. Secretary Education will please discuss with me on his return from Delhi. (Although the roads runs *contiguous* to the Campus, the Vice-Chancellor has expressed inability to provide the funds as the road does not fall within the Campus).

N. K. Rustomji

Copy to:—

1. Dr. C. Devanesan, Vice-Chancellor, North Eastern Hills University, Shillong.
2. Secretary, P.W.D.,
3. Secretary, Finance.

*Protection of Memorial Stones*

U/O. No.CSM/Edn/75, dated 15th March, 1976.

*Shri Phira, Secretary, Education,*

It has come to my notice that ancient memorial stones are sometimes being defaced and even removed by villagers and P.W.D., workers during the course of road construction etc. Both for historical reasons and for reasons of sentiment, it is necessary to ensure that these ancient memorial are not disturbed. I am sending a copy of this note to all Secretaries and Heads of Departments so that, at least as far as Government officers are concerned, there should be no further complaint on this account.

The question arises, however, as to the action to be taken when members of the public deface or remove these stones. Please examine whether such cases would be covered by existing legislation, and, if not, what action may be taken to introduce amendments to meet the difficulty.

I may please be informed by May 1st how the matter stands.

N. K. Rustomji

Copy to all Secretaries and Heads of Departments. Instructions may please be issued as may be necessary to ensure against defacement or removal of memorial stones. Director of Publicity will please issue a suitable notice in the Press appealing to the public to respect the sanctity of memorial stones and refrain from defacing or disturbing them.

*Improvement of display of Exhibits in Museum*

U/O. No.CSM/Museum/75, dated Shillong, the  
26th March, 1976.

*Shrimati Pugh, Curator, State Museum,*

I was happy to visit the Museum this morning and see the progress made since my last visit. A great deal remains to be done, however, to improve the Museum. I have explained my ideas personally to yourself and to our Artist, Shri F. Marbaniang, and am noting down the main points briefly for record :

Labelling :

- (i) the labelling needs to be improved. Some of the labels are much too large for the exhibits and some so small that the wording cannot be read. One label is fixed so low down that you have to sit on your haunches to read it. The spelling is often wrong—for instance 'cimbals' for 'cymbals'. In some of the labels, Khasi and Garo words are used without any explanation as to their meaning. Some of the labels are thin pieces of paper untidily glued to the exhibits, with the glue showing through, while some of the exhibits have no labels whatsoever and I found that even Shri Marbaniang, who is expected to help visitors, had no idea what they represented.

Unless the labelling of exhibits is improved, much of the value of the Museum is lost. Every label should be *very carefully thought out* and enough information should be given to enable the average visitor to understand what the exhibit is about. The size of each label should be carefully assessed—in one case, the label was so large that it practically obscured the exhibit.

- Display : (ii) The display of the exhibits requires to be more carefully thought out. Except for the show-case with birds where there is a very charming painting in the background, the other show-cases appear very drab and unimaginative. I had especially had a post of Artist created so that our show-cases should radiate beauty. I was very disappointed to learn that the Artist has painted *only two pictures* since his appointment. This is not good enough and he must be fully utilised as a painter.
- Office Room : (iii) I found the office room very untidy and heavily cluttered with furniture that has no relevance either to the Museum or to the office. Surplus furniture should be stored away elsewhere and there should be a suitable place for the Artist to work at his painting.
- Notice-board : (iv) The notice-board outside the Museum is ugly. The posts do not even run parallel and the tin plate is already bent. The Museum is supposed to project the culture and beauty of the State and should have an attractive, artistically designed notice-board.
- Models : (v) The little figure of a Khasi girl dressed in traditional costume is so ugly that I should be inclined to remove it forthwith. If we are trying to project the beauty of Meghalaya and her people, this is clearly not the way. There are so many beautiful things in Meghalaya that could be represented in the Museum—coloured pictures, for instance, of our clouded leopard, orchids, etc.

Butterflies

- (vi) Although some beautiful specimens of butterflies are exhibited, the case is much too overcrowded and much of the beauty is lost. There should be fewer butterflies in each case, tastefully dispersed and labelled.

I shall be visiting the Museum again after two weeks, by which time I hope the improvements suggested will have been carried out. Efforts should also be made to obtain additional exhibits representative of Meghalaya's culture.

N. K. Rustomji

Copy to all Secretaries and Heads of Departments in continuation of my No.CSM/Museum/75, dated 10th November, 1975. The above points may also be carefully kept in view when setting up departmental museums.



## State Home for Women

U/O. No.CSM/Edn/75, dated 3rd May, 1976.

Secretary, Social Welfare,

1. I paid a visit this morning to the State Home for Women, Training-cum-Production Centre, Shillong, accompanied by Smti. Anita Sangma, Deputy Director of Social Welfare. I am noting briefly the points that seem to me to require immediate attention:—

- (i) *Knitting*.—There are 5 trainees in the knitting section. Most of their time is taken in learning to operate the knitting machines. These machines I am informed, cost Rs.2,000. The trainees have been selected on account of their poverty and none of them would be able to afford to have a knitting machine in their home on completion of their period of training. *Unless*, therefore, arrangements can be made to ensure that they can have access to such machines in some centre near their homes after the completion of their training, there seems little point in teaching them to operate these machines. Simple hand-knitting would be of much more practical use.
- (ii) *Embroidery*.—Here too, there are 5 students learning embroidery by machines. These machines are also fairly expensive, costing about Rs.400, which would be beyond the capacity of the students to obtain for themselves. What has been stated in respect of knitting would apply in this case also.
- (iii) *Tailoring*.—There are 6 girls in this section and from what I could understand, there is fairly good demand for their products. I doubt, however, whether the six-months' course is at all sufficient for learning tailoring. The Instructor himself had to undergo a course of 4 years at Don Bosco Technical School before he was considered competent to set up as a tailor. I think the course for tailoring should be a *minimum of one year*. The Department may also consider whether it is possible to assist the passed-out trainees in purchasing machines by payment in small instalments.

(iv) *Weaving* :—The course started with 4 trainees, of whom 2 have dropped out since they found themselves physically not strong enough to operate the looms. In making selection in future, the Department should ensure that the trainees are physically sturdy enough to handle the loom. I am doubtful, however, whether instruction in using these looms will be of much practical value. I am told that none of the trainees who had passed out from the first batch are practising weaving, mainly because they have no access to any loom near their homes. A loom, quite apart from the cost, takes up a great deal of space, and the instructors themselves feel that trainees will be unable to find any place in their homes to fit up a loom, even if a loom can be provided.

2. I would suggest to the Department that they keep track of the trainees after they have completed their course so as to check whether in fact the course has been helpful to them in earning a living. Two or three of the trainees from each of the sections may be consulted and their difficulties ascertained. It will be a waste of time and money to give training that does not, in fact, increase the earning power of the trainees.

3. *Prima-facie*, I would be inclined to increase the number of trainees in the tailoring section to 10 (ten). If weaving is to be continued, the course should be, as in the case of tailoring, for at least one year, as the trainees can learn very little that will be of use to them in only six months.

4. On completion of the course, there should be a small function for presentation of Certificates and, if possible, provision of equipment to assist the trainees to put into practice what they have learnt.

5. I should like to discuss further with Secretary, Social Welfare, after he has seen this note.

N. K. Rustomji

Copy to :—Shrimati A Sangma, Deputy Director of Social Welfare.

*Need for full-time librarian for Central Library*

N/O No.CSM/Edn/76, dated Shillong, the 5th August, 1976.

Secretary, Education,

I had noted in my U/O. No.CSM/Edn/75, dated 6th June, 1975 (with copy to D.P.I.), that Miss Pugh is far too over-loaded, as, apart from the Library, she is also in-charge of the Tribal Research Institute and Curator of the Museum. Since my note, she has also been placed in-charge of the Institute of Art and Culture. The result of this over-loading is that none of the Departments for which she is responsible can receive adequate attention, and I had pointed out that it was wholly unfair to expect her to discharge the responsibilities of so many offices on permanent basis.

2. I spoke to you about this matter again more recently, when I was informed that your Department has since made **arrangements** for appointment of a separate Curator for the **Museum**. I may kindly be informed of the particulars of the officer and the date by which he will take up his duties.

3. I am bringing this matter once more to your notice, as I have just now received a note from a Minister expressing his sense of "shock" to find that there is no catalogue of books of fiction in our Library. It is, of course, unheard of for a public library not to have a complete catalogue of books, both fiction and non-fiction. But this state of affairs will continue as long as the Department does not appoint a *full-time* Librarian. The Central Library is one of our most important State Institutions, and several lakhs of rupees have been spent on the purchase of books during recent years. It is essential, therefore, that it should be adequately staffed at all levels so that the public should derive the fullest benefit from it. Please let me know urgently how soon you will be able to place a *full-time* officer in-charge of the Library.

N. K. Rustomji

Copy to:—Director of Public Instruction.

*Shillong Polytechnic*

U/O. No.CSM/Edn/76, dated Shillong, the 18th October, 1976.

I paid a visit to the Polytechnic on the afternoon of October the 15th, accompanied by Secretary Education. The main purpose of my visit was to meet the new Principal, Shri Hazarika, and to ascertain the extent to which he had been able to put the affairs of the Polytechnic into some semblance of order. I was glad to see a great improvement since my visit last April, after which I had noted on the haphazard and unsystematic lines on which the Polytechnic was managed *vide* my U/O. No.CSM/Edn/75, dated 10th April, 1976. I am confident that, with the initiative already evidenced by the new Principal, the Polytechnic will quickly fulfil our high expectations.

2. I am glad to find that there is now a much larger proportion of trainees from Meghalaya itself. During my previous visits, I found that a large proportion of trainees was from Manipur. *I was, however, disappointed to find that the intake of Garo students is still comparatively small.* Seeing that we now have ample hostel accommodation there seems to be no reason why we should not be able to attract more Garos. I should like the Deputy Commissioners, Tura and Simsangiri, to take *special* interest in trying to find Garo students for the Polytechnic. As the qualification required is only matriculation, it should be possible to find Garo candidates. It is largely a question of giving wider publicity, apart from our School Staff taking more personal initiative in encouraging suitable candidates to apply. At present, the Institute is running only one course in Civil Engineering, and I understand that other courses (*e.g.*, Electrical and Mechanical Engineering) are not proposed to be started for another two or three years. I have suggested to the Secretary Education that, in the absence of trainees for these other courses, he may consider increasing the intake of trainees for the Civil Engineering course by another 10 or 20 at least, as there is still such a large number of vacancies in the Public Works Departments which we should like to be filled by local candidates.

3. I was happy to learn that two trainees from our Polytechnic came first and third in the final examination held for the whole North Eastern region. I have suggested that a Press Note should be issued, giving their particulars and photographs. This will be an encouragement for other students to emulate their example.

4. I hope that, apart from the technical training given attention will also be paid to extra-curricular activities, e.g. reading of books on general subjects, games, theatricals, planting of trees, shrubs and flowers, etc.

5. I shall be visiting the Polytechnic again after about a month to keep a watch on the progress made under the new Principal.

N. K. Rustomji

Copy to :—

1. Secretary, Education.
2. Director, Public Instruction.
3. Deputy Director, Technical Education.
4. Principal, Shillong Polytechnic, Mawlai.
5. Deputy Commissioners, Tura and Simsangiri.
6. Chief Engineer, Public Work Department.

*Institute of Art and Culture*

U/O. No.CSM/Edn/76, dated Shillong, the 22nd November,  
1976.

*Secretary, Education,*

Now that Shrimati Shullai has been relieved as Inspector of Schools and can give more time to her work as Director of the Institute, it should be possible to make quicker progress in building up the necessary organisation. A fair amount of equipment, furniture, pianos, gramophone records, etc., has already been purchased, but most of this has been lying unutilised. The reason, partly, has been lack of accommodation. I have, therefore, had most of the stationery stores cleared out from the basement of the Library and there is no reason why we should not now be able to run the Institute on a more systematic basis.

2. I have suggested that, as a first priority, we convert the smaller room (below the students' library) into a Concert Hall for more intimate concerts to be attended by a limited audience of, say 100 to 200 persons. A platform will have to be built, and we may also install the stereo equipment in this hall for "Gramophone sessions". It should be possible to have this Concert Hall ready before Christmas. I shall come for another inspection on December 1st to check on progress.

3. As for the preparation of cubicles for giving music lessons and practising, I suggest we await Miss Nanavati's arrival next month and take action in consultation with her. She has had considerable experience in these matters during her long service in All-India Radio and her advice will be helpful. We may also decide, in consultation with her, what other teachers are to be employed to give instruction in music of different varieties, East and West. *We must pay particular attention to encouraging the study and development of the tribal music of our own State.*

4. The Institute should aim at promoting interest in *all* forms of arts, including painting and sculpture. We should try to hold exhibitions every month. The exhibitors need not necessarily be professionals. The Institute should provide an avenue for amateurs also to display their work.

5. I had noted some time back that, while we have made good progress in improving the *front* garden of the Central Library complex, the rear and side portions have remained neglected. Now that we are putting the Institute on a systematic basis, Conservator of Forests will please appoint additional malis so that *the entire compound on all four sides is properly maintained*. I shall be inspecting the garden during my visit on December 1st, when Conservator of Forest and his staff may please be present.

6. This Institute can play a very important part in promoting the cultural heritage of the State in every field—music, painting, wood carving, weaving, etc. I shall be discussing with the Vice-Chancellor, North Eastern Hill University how best the activities of our Institute can be co-ordinated with allied activities of the University.

N. K. Rustomji

Copy to :—

1. Shrimati E. N. Shullai, Director, Institute of Art and Culture.
2. Shrimati M. Pugh, Librarian.
3. Conservator of Forests.
4. Director of Public Instruction.

*Streamlining of procedures for indenting medicines*

U/O. No.CSM/Med/75, dated 31st May, 1975

*Secretary, Health,*

I am noting below the most salient points emerging from our discussions with DHS this morning with reference to my tour notes after my visit to the Garo Hills :—

(1) It is apparent that, as contractors find it unprofitable to offer tenders for supplying diet to small hospitals in the interior where there are sometimes only one or two patients occupying beds, some alternative arrangement has to be made. Where no satisfactory tender is obtained, we might authorise the Civil Surgeon to make *ad-hoc* purchases for supplying rations as in the case of medicines. This may please be examined *urgently* and necessary order issued.

(2) I was happy to learn of the good work carried out on the 25th of April by the Specialist Team sent to Jowai. I think it will be helpful if we have more such trips to interior places such as Nongstoin, Tura, Simsangiri, etc. I would suggest that, instead of staying for only one day, the team should stay for three days. This will create a much better impact. It is very necessary that people know that the Department is serious in making medical facilities available in the interior and not concentrating its activities upon Shillong alone.

(3) I am requesting Finance Department to allow indenting offices to indent medicines upto an amount of Rs.2,000 (as against the existing limit of Rs.500) with immediate effect. It would also seem desirable to ensure that our Purchase Board sits more frequently for fixing rates at which medicines can be purchased. Prices nowadays rise within six or seven months, so that, unless the Board meets frequently, the rates fixed by the Board become quickly out of date and an indenting officer is placed in difficulty.

Net  
arrangementSpecialist  
teamsRegular supply  
medicines



I should be glad if DHS would please let me have a statement on August 15 indicating whether there are still any dispensaries short of medicines. Provided our procedures are rational and our officers are alert, there is no reason whatsoever why we should still be receiving complaints of shortage of medicines in any of our medical institutions.

Shortage of  
Doctors

(4) The DHS has expressed his opinion that, with doctors coming out in batches from Medical Colleges, we shall soon be able to fill the present vacancies. This is a matter of fact and has to be carefully checked up. I have handed to DHS the report, received to-day, of the Institute of Manpower. The DHS will please study the report and let me know what will be the shortage, if any, in 1980 and 1985, taking into account the increase in hospitals as well as the inflow of doctors from the various medical Colleges. We shall decide on the basis of the DHS's report what further action has to be taken to fill vacancies during the next 5 years.

N. K. Rustomji

Copy to :--

1. Director of Health Services, Meghalaya.
2. Development Commissioner, Meghalaya

*Scarcity of vaccine for treatment of dog bites—killing of rabid dogs*

No.CSM/Medl./75, dated Shillong, the 19th June, 1975

*Inspector General of Police,*

I had spoken to you this morning regarding the grave danger to the public on account of the prevalence of rabid dogs. The danger is the greater in that there is often scarcity of vaccine and it becomes difficult to treat cases of dog-bite.

2. I had discussed this matter with the Chief Executive Officer, the Syiem and our departmental officers during my several town inspections. It has been agreed that a reward may be given to any person killing a rabid dog or producing vagrant, collarless dogs before the Municipality Authorities. You may like to consider whether our constables can be engaged to assist in this operation, with the incentive of increasing their earnings. As our Thana/Beat Houses are located in various parts of the town, they should have little difficulty in getting information quickly about rabid dogs and taking action to kill or catch them.

3. The practice hitherto has been for the Municipality to become over-active when any particular case of dog-bite comes to notice. What is necessary, however, is that there should be *standing arrangements* to deal with this menace. I feel sure that, with the resources of the Police Department, it should be possible for us to devise a standing machinery for ensuring that rabid dogs are quickly put out of the way. I should be grateful if you would kindly consider how best to deal with this problem and confirm you are taking necessary action.

N. K. Rustomji

Cony to :—

1. Deputy Commissioner, Khasi Hills, Shillong.
2. Deputy Commissioner, Jaintia Hills, Jowai.
3. Deputy Commissioner, Garo Hills, Tura.
4. Superintendent of Police, Khasi Hills, Shillong.
5. Chief Executive Officer, Shillong Municipality, Shillong.
6. Director of Health Services, Meghalaya, Shillong.

*Elimination of smell in Cinema Houses*

D.O.No.CSM/Mun/75, dated 27th October, 1975

*My dear Kohli,*

I am receiving complaints that there is a bad smell of urine in many of our cinema houses and in the Anjalee Cinema in particular. We have a responsibility to ensure that there is no hazard to the health of the public when they visit places of entertainment. It has been our experience that some of our cinema owners are indifferent in the matter of providing even the minimum amenities for their customers and will only take action if compelled. The conditions in the Kelvin Cinema were so disgraceful some years ago that we suspended the license and disallowed any further showing of films until the minimum improvement had been completed.

I have myself often noticed a bad smell in the Anjalee Cinema and am not prepared to accept that the management are unable to set matters right if they set about the matter seriously. It is obvious that some immediate overhaul is required in the sanitation system of their lavatories. I should be glad if you would please look into the matter and see to it that necessary steps are taken by the management with the least possible delay. In case you feel that the management is not serious in putting matters right, you may consider the advisability of suspending their licence until they do so.

Yours sincerely  
N. K. Rustomji

Shri V. Kohli, I.A.S.,  
Deputy Commissioner,  
Khasi Hills, Shillong.

Copy to:—

1. Inspector General of Police, Meghalaya, Shillong.
2. Director, Health Services, Shillong.
3. Deputy Commissioner, Jaintia Hills, Jowai.
4. Deputy Commissioner, Garo Hills, Tura.
5. Special Secretary, G.A.D.
6. Chief Executive Officer, Municipality, Shillong.

*Mother Teresa's Leprosy Centre at Nongpoh*

U/O.No.CSM/Health/76, dated Shillong, the 20th September, 1976.

*Secretary, Health,*

I visited Mother Teresa's Leprosy Centre at Nongpoh last Saturday. I am enclosing an application submitted by the patients.

(1) I am informed that, although the Department sanctioned a grant of Rs.20,000 last year, this was not accepted as Mother Teresa does not want her workers to become involved in office work resulting to keeping accounts, etc. instead of attending to their main work of treating the patients. They would prefer Government to give help in kind. It was agreed that, while sanctioning the grant, we should ourselves make the purchases according to the requirements of the workers and hand over the articles in kind. Dr. Phira agreed to get this done. A transitor, sewing machine, record-player, harmonium and drums may please be purchased as soon as possible and sent to the Centre.

(2) The approach road to the Centre requires improvement. The greater portion of this road is a Forest road. I have spoken to the Conservator of Forests since my visit and he has agreed to improve the road.

N. K. Rustomji

1. Director, Health Services.
2. Dr. Phira, Deputy D.H.S.
3. Shri Das, Conservator of Forests

*Home for Mentally Ill*

U/O.No.CSM/Home/76, dated 26th October, 1976

*Chief Minister,*

I am glad to inform Chief Minister that we have at last been able to arrange fairly adequate accommodation in the Special Jail for our mentally-ill patients. As the number of detenus (excluding those on parole) is now only 12, I am seeing if the detenus can be accommodated in the building previously under occupation of our mentally-ill cases. With the removal of the detenus there will be sufficient accommodation in the Special Jail for admission of mentally-ill cases from Tura, Simsangiri, Jowai and Nongstoin. This will greatly relieve the difficulties that would otherwise be experienced in the District Jails.

2. I visited the Special Jail this morning together with Dr. Bordoloi and the jail staff. I found the patients lying half asleep in their dark rooms, although there was brilliant sun-shine outside. This was not in order. I have instructed Dr. Bordoloi to draw up a regular routine for the care of our mentally-ill patients according to modern, scientific lines.

3. It is to the credit of the Meghalaya Government that, for the first time, we are now in a position to give humane treatment to the mentally-ill of our State. I am directing Dr. Bordoloi to make his recommendations for equipment, etc., required so that the Home may as soon as possible be run according to humane and scientific principles.

N. K. Rustomji

Copy to :—

1. Special Secretary, Jail.
2. Secretary, Health.
3. Deputy Commissioner, Khasi Hills, Shillong.
4. Inspector General of Prisons.
5. Dr. Bordoloi.
6. Superintendent, Special Jail.

PUBLIC WORKS



*Avoidance of over-much utilisation of cement in public gardens, etc.*

*My dear—*

I had spoken to you some months ago about the rather heavy cement fencing that has been constructed along-side the road leading to the Deputy Commissioner's bungalow. You had written by way of explanation that you proposed to lay out a garden in this area and that, for this reason, a strong fencing was necessary.

Apart from myself, a number of persons have remarked that the fencing looks out of place, and I have noted on more than one occasion that we should guard against over-much utilization of cement in public gardens. However, since the fencing has been put up, it would be desirable to grow a hedge alongside it as quickly as possible as camouflage. Please have this attended to. I have seen no evidence yet of any garden being laid out in this area. Please let me know what you propose. This is the season for transplantation, putting down cuttings, etc. and our people should get moving *with the least possible delay*. You might like to consider packing the area with hydrangea and/or azalea bushes.

2. I spoke to you this morning about the walling that has been broken down near the public Library, with the result that, although the main gate is closed, the compound has again become a public thoroughfare. Please have the walling suitably repaired as quickly as possible and instruct the Library authorities to get their Chowkidar to stop people passing through the unauthorised outlet.

3. During my visit to the Hydari Park on Saturday and Sunday, I found the area near the playground extremely swampy. I am informed that a water pipe has become blocked up, which is the cause of the trouble. Please have this put right quickly. You should also ensure that there are proper arrangements for supervising all the new apparatus that is being put up. I noticed some big boys fooling around some of the apparatus which is still under construction. Unless there is proper supervision, you will find that the apparatus will break down before it has even been commissioned.



4. I would also like to bring it to your notice that there is a tank in Nongthymmai-Laitumkhras area (just in front of the Fire Brigade Station) which has been fenced around but whose entrance is generally left open. Small children are entering into the tank area and are in danger of falling into the tank. The entrance should, therefore, be kept locked.

Yours sincerely,

N. K. Rustomji

Deputy Commissioner, Shillong.

Memo.No.CSM/74-MUN, dated Shillong, the 21st July, 1974.

Copy to the:—

1. Inspector General of Police, Meghalaya, (Para. 2-4).
2. Conservator of Forests, Meghalaya, (Para. 3).
3. Superintendent of Police, Shillong, (Para. 2-4).
4. Chief Executive Officer, Shillong Municipality (Para. 3).
5. Secretary, Education (Para. 2).

*Heating arrangements in the Additional Secretariat building, construction and maintenance of lavatories and bath-rooms*

No.CSM/GA-SA/75/1, dated Shillong, the 5th June, 1975

*Chief Engineer, P.W.D.*

- I held a meeting this morning with Special Secretary, G. A. D., the two Deputy Secretaries, G. A. D., Executive Engineer (Buildings) and Nazir, regarding the following three matters in particular :—

- (1) Heating arrangements in the Additional Secretariat building.
- (2) Proper maintenance of lavatories and bath-rooms in both the Main Secretariat and the Additional Secretariat Buildings.
- (3) Construction of lavatories outdoors in the area near the Record Room.

2. I want the P.W.D. to take action *at once* so that our staff in the Additional Secretariat Building should not suffer from cold during the winter months commencing in early November. I am indeed surprised that earlier action should not have been taken to attend to this matter.

3. I understand that the estimates for the outdoor lavatories provide only for men. We have a very large number of women also working in our Secretariat, for whom we must make necessary arrangements. The P.W.D. must also ensure that the lavatory is so designed that it can be efficiently maintained and kept clean. The urinals constructed in the Botanical Gardens were so unsatisfactory that one of them has had to be demolished and the other has been fenced with barbed wire to prevent entry and mis-use. Before finalising the estimates, therefore, G. A. D. and P. W. D. will please consult Shri Scott, C. E. O. and Shri Karim, Town Planner, who have carried out considerable research on the subject of lavatories.

4. I should like increasing attention to be paid by G.A.D. to provide the minimum amenities for staff at all levels working in the Secretariat. I feel sorry that there has been

so much delay in starting the canteen. Now that we have moved into our permanent buildings, we must go all out to make our employees feel happy in their place of work. This can be done in various ways without incurring undue expense. A few pictures and photographs can do much to relieve the monotony of our workers. We should arrange for flowers to be placed not only in the rooms of officers, but also in the rooms of our general staff. Our staff will work efficiently and contentedly to the extent that they feel we are taking a genuine interest in their welfare.

5. I should like to hold another meeting after one month to check on progress achieved in the above matters.

N. K. Rustomji

Copy to:—

1. Special Secretary, G. A. D.
2. Deputy Secretaries, G. A. D.
3. Executive Engineer, P.W.D. (Buildings).
4. Nazir, Meghalaya Secretariat.
5. Secretary, Publicity.
6. Director of Information and Public Relations.

*Ban on haphazard digging up of surfaced road by P. & T.  
Department for laying or repairing of cables*

D.O. No.CSM/PWD/75, dated Shillong, the 24th July, 1975.

Dear Dr. Choudhury,

I have been receiving complaints that there are many cases of P and T workers haphazardly digging up already-surfaced roads for laying or repairing of cables. These roads have been given pre-mixed carpet at considerable expenditure and no steps are taken to restore them to their original condition.

This matter had been taken up with the P and T Department last year, when there was an understanding that prior notice would be given before any road was dug up by the P and T Department. It is recognised that such digging is necessary, but you will appreciate that either the damaged portion should be restored to its original condition or the cost of repair paid in advance to the Public Works Department who are best equipped to carry out the restoration satisfactorily.

I should, therefore, be grateful if you would kindly have this matter examined urgently and come to a satisfactory arrangement whereby the P.W.D., should not harbour any sense of frustration that their roads are indiscriminately dug up to the detriment of the public interest. I am requesting our Additional Chief Engineer, P.W.D., Shri N. Rynjah, to contact you in this connection and I am confident that you will be able to settle the matter in mutual consultation.

With all good wishes,

Yours sincerely,  
N. K. Rustomji

Dr. P. N. Choudhury,  
General Manager,  
North Eastern Telecommunications Circle, Shillong.

Copy to:—

1. Shri N. Rynjah, Additional C. E., P. W. D., with reference to his letter No.PW/CRD(A)61/72/45, dated 22nd July, 1975.
2. Shri A. H. Scott, C. E. O., Shillong Municipality. Similar arrangement may be reached with the P.W.D., when roads have to be dug up for laying or repairing pipe lines.

*Improvement of traffic arrangements*

D.O. No.CSM/PWD/75, dated Shillong, the 29th September, 1975.

I had detailed discussion yesterday with Shri Kharkongor, Chief Engineer, regarding the following communications received from you for the improvement of traffic arrangements :—

1. U/O. No.MG/XII-I/72/92, dated 4th September, 1975.—  
Widening of the Bivar Road and Camel Back Road.
2. Letter No.MG/XII-1/72/80, dated 28th August, 1975.—  
Construction of Road Dividing Block at Blind Curves.
3. Letter No.MG/XII-1/72/85, dated 30th August, 1975.—  
Marking of dividing line on blind corners on the G. S. Road.
4. No.MG/XXI-1/72/80, dated 9th September, 1975.—  
Improvement of Butcher Road.
5. Letter No.MG/XXIX-1/72/80, dated 9th September, 1975—Suggestion for creation of Traffic Engineering Cell in the P.W.D.

2. The Chief Engineer agrees that we should have dividing blocks/lines at blind curves, but has explained that this can only be done where the road is sufficiently wide. He is taking steps to widen the road at dangerous corners so that such dividing blocks/lines can be marked. He is also examining whether it is possible to widen the Bivar Road in the portion in front of the Chief Minister's residence without detriment to the beauty of the Ward Lake area.

3. While it is not proposed to create a separate Traffic Engineering Cell in the P.W.D., the Chief Engineer agrees that your Superintendents of Police may submit proposals for road improvements direct to the concerned Executive Engineers for necessary action. The Chief Engineer is issuing instructions to his Executive Engineers to take action on the proposals of the Superintendents of Police wherever practicable.

4. The Chief Engineer has some doubts whether the expenditure on improving Butcher Road will be justified by the extent of use to which the road is likely to be put. We propose re-examining this matter during our next town inspection, when you may perhaps like to accompany us.

N. K. Rustomji

Shri A. Rahman, I.P.S.,  
Inspector General of Police,  
Meghalaya.

Copy to :—

1. Shri Kharkongor, Chief Engineer, for necessary action with reference to our discussion this morning.
2. Deputy Commissioner, Khasi Hills, Shillong.
3. Chief Executive Officer, Municipality, Shillong.
4. Shri Karim, Town Planning Officer.

*Improvement of complex around Central Library*

U/O.No.CSM/PWD/75, dated 27th October, 1975.

*Chief Engineer, P.W.D.,*

We had decided last year to concentrate on improving the whole complex in the neighbourhood of the Central Library. During my visit this morning, I find that the worst offender seems to be the Public Works Department. The whole compound comprising Public Works Department residences and offices is very shabbily maintained. Much of the fencing is broken down and the entire area presents an appearance of neglect and untidiness.

As senior officers of the rank of Executive Engineer are residing in this compound, I should have thought that they would have taken interest in its proper maintenance. I should be grateful if you would kindly pay a visit to the area and issue necessary orders to ensure repair of the fencing and systematic upkeep of the compound.

N. K. Rustomji

*Improvement of Butcher Road*

U.O. No.CSM/PWD/75, dated 29th October, 1975.

*Chief Engineer,*

Now that the rains are over, Chief Engineer, may kindly consider cleaning up the front facade of our Secretariat, which has become very dirty in parts.

2. I took the opportunity of visiting Butcher Road a few days ago together with Shri Scott, Chief Executive Officer, with a view to examining the advisability of its improvement. According to our assessment, it should be possible to make the Road fit for single-line traffic within Rs.50,000 or Rs.60,000. We could start by having the Road open for one way traffic. We may consider next year in the light of the extent to which it is used, whether to widen it sufficiently for two-way traffic. (The I.G.P. has suggested that even without widening the Road, it may be used for two-way traffic provided we have a few cushions at intermediate points to enable the traffic to pass).

Since the cost involved in improving the Road for at least single-way traffic will not be much, I think it would be worthwhile taking up the work in the interest of relieving some of the congestion on the main Gauhati-Shillong Road. Chief Engineer may kindly consider and let me know in case of any difficulty.

N. K. Rustomji

Copy to Inspector General of Police.



*Finalisation of Town Plan for Shillong*

U/O. No.CSM/PWD/75, dated Shillong, the 4th June, 1976.

Secretary, T. & C. P.,

I have been pressing for some time that finalisation of the Shillong Town Plan should be expedited. I have pointed out in numerous notes that, unless the Plan is quickly finalised and implemented, it will be too late and that the damage will already have been done through industrial units, workshops, garages, etc., coming up in residential areas and open spaces that may more appropriately be used for public purposes.

2. Each time I make enquiries, I am informed that the T. & C. P. Department is having difficulty because of lack of staff. I sent for Town Planner this afternoon to enquire of the posts that are still lying vacant and have ascertained from him that the posts of one Assistant Town Planner, one Senior Surveyor and one Assistant Architect have remained unfilled for nearly three years (except for a short period of 5 months in the case of the post of Assistant Architect). Another post of Assistant Town Planner has also been vacant since May, 1974. It seems obvious that, unless the scales and allowances for these posts are revised, there may be still further delay in filling them, if indeed they will ever be filled at all. This will be seriously detrimental to the town planning programme.

3. I am sending a copy of this note to Secretaries, Personnel and Finance and would request Secretary, T. & C. P. to kindly let me know *urgently* what steps he proposes to fill the vacant posts. If there is any difficulty in obtaining concurrence of the Personnel and Finance Departments, I may please be informed.

N. K. Rustomji

Copy to :—

1. Secretary, Personnel.
2. Secretary, Finance.
3. Town Planner.

*Maintenance of the old Road to Barapani*

U/O. No.CSM/PWD/75, dated 14th July, 1976.

Chief Engineer,

I spoke to Chief Engineer last week regarding complaints had received that the old road to Barapani was not being maintained and that vehicles were sometimes unable to pass on account of landslides. I inspected this road on 11th July, 1976 and found that, whereas the surface was generally quite good, in some portions, particularly at corners where water from the hill slopes was over flowing onto the road, there were quite deep ruts. In two or three places, earth had slipped from the slopes onto the road, but there was sufficient space for cars to pass through.

2. As this is a beautiful area and many people go picnicking and fishing along-side the lake at the extreme end of the road it would be good if the road could be kept in better repair. There are also piles of stores from the point where this road branches off from the main Gauhati-Shillong road. I do not know whether permission has been granted for heaping coal on the road-side. At any rate, the road presents an untidy appearance in the portion near its junction with the main Gauhati-Shillong road. Chief Engineer will kindly examine what steps can be taken for keeping the road in better repair.

3. I am endorsing a copy of this note to the Conservator of Forests, who will also kindly ensure that the Forest staff cooperate in keeping the road tidy and not permit dumping of stores, coal, etc.

N. K. Rustomji

Copy to Conservator of Forests for necessary action.

*Improvement of compound in front of Peak Hotel*

U/O.No.CSM/PWD/75, dated Shillong, the 29th July, 1976.

*Chief Engineer,*

Now that we have formally resumed the area in front of a portion of Peak Hotel, we should get it tidied up with the least possible delay so that a start can at last be made in improving the frontage of our main road alongside the Secretariat and Deputy Commissioner's office. There is an old derelict, barrack-type structure that has been a blot on the landscape for over ten years. There are also the remains of the flooring of the old S. P's office which was burnt down nearly twenty years ago! It is high time that all these ugly old remnants are quickly removed.

2. I had spoken to you about this matter personally this morning and should be glad if immediate steps could be taken to clear the area and put it into proper shape.

N. K. Rustomji

Copy to :—

1. Secretary, Revenue.
2. Deputy Commissioner, Shillong.
3. Conservator of Forests. Conservator of Forests will please lay out a *simple* garden in the area as soon as it has been cleared by the P.W.D.

PLANNING, PUBLICITY AND INDUSTRIES



*Visit to Fruit Farm and Fruit Preservation Factory, Shillong  
(July 7th, 1972)*

*Secretary, Agriculture (Shri Rapthap)*

I have had discussions with the Director of Agriculture, Horticultural Adviser, Shri Khongwir, Mrs Gohain and other staff connected with Horticulture and Food Canning regarding our programme for the current year. I was surprised to be informed that the Department is contemplating not going into production (canning, etc.) this year as some stocks of last year have still not been disposed of. I had pointed out after my visit to Dinadubi last February that immediate steps must be taken to clear last year's stocks. I am informed that we still have about 18,000 rupees' value of stocks in Garo Hills and 12,000 rupees' in Shillong. I find, on the other hand, that, at the annual All-India Pine-Apple Show, we were awarded the first prize for pine-apple juice and pine-apple chunks and the second prize for pine-apple rings. If our produce is superior, there is no reason why the Department should not be able to dispose of it. It is very anomalous indeed that, whereas the general trend in the country is directed towards stepping up of production, the Department should think of closing up shop in the only two Units under its control. The whole idea of establishing these Units was to encourage cultivators to grow fruit in the confidence that there would be a ready market for their produce. The Department should, therefore, take special steps, even at this late stage, to dispose of last year's stocks and resume production so that growers should derive some benefit from this scheme. The Department may even consider the question of lowering the sale-price of their products to make them more competitive, so that there should be no risk of their deterioration through prolonged storage.

*I want to have a report by August 1st specifying action taken to streamline the Department's marketing arrangements.*

N. K. Rustomji

Copy to :--

1. Special Secretary, Planning.
2. Director of Agriculture.
3. Adviser, Horticulture.
4. Shrimati Gohain, Fruit Preservation Factory, Shillong.

*Importance of ensuring speedy implementation of programme  
for development of border areas*

D.O. No.CS(M)/72-Misc., Shillong, the 30th March 1973.

I am writing to stress upon the importance of ensuring that our programme for border area development should receive your *personal* attention. It has been decided at the highest level that test-relief projects should be implemented in these areas, transport provided to enable villagers to bring their produce to markets where they can be sold at competitive prices, and subsidies made available for people in border areas to purchase their essential requirements at reasonable rates. It has been found, however, that there have often been serious delays in the implementation of these schemes and various malpractices have also come to notice on account of lack of adequate supervision.

It is very important to ensure that the persons for whom these schemes are being processed are made full-aware of the details relating to their implementation. There have been instances where people in the Blocks have complained that they had no idea that the schemes had been sanctioned or of the amount of sanction. This gives rise to apprehension and suspicion that the funds may not have been applied to the purposes for which they were sanctioned. There are also complaints that payments are often held up until the *entire* scheme has been completed, with the result that money is not made available to the people at the time when they need it most. There have been instances, again, where the District authorities have taken inordinate time in submitting schemes to the concerned Departments for sanction.

It is very necessary, in the light of the above, to improve the machinery for preparing and implementing border area schemes both at the District and Secretariat level. Action in this direction is being taken and a further communication will be issued shortly in this behalf. I am to request you in the meanwhile, to give your personal attention to ensuring that all possible steps are taken so that the schemes are prepared in due time and effectively implemented.

N. K. Rustomji

Copy to the :—

1. Special Secretary, Meghalaya.
2. Secretary, Personnel, Meghalaya.
3. Secretary, Supply & Transport, Meghalaya.
4. Secretary, Revenue, Meghalaya.

*Confidential*

*expediting of test relief operations to meet emergency arising out of scarcity conditions*

No.CSM/74-Misc., dated 20th May, 1974.

1. Shri V. S. Jafa, I.A.S.,  
Deputy Commissioner, Shillong.
2. Shri T. Aonok, I.A.S.,  
Deputy Commissioner, Tura.
3. Shri R. P. Sinha, I.A.S.,  
Deputy Commissioner, Jowai.

It is apprehended that the next two or three months may be a time of difficulty to the people on account of scarcity conditions. It is necessary, therefore, that special emphasis should be laid on the implementation of our various development projects so that some relief may be afforded during this period. There will also be need to carry out test relief work so that people may be enabled to earn wages wherewith to purchase their essential requirements.

I should be glad if you would please give this matter your personal attention. You will please hold discussions with your Departmental Heads and let me know within 10 days of the receipt of this letter the action being taken by you to meet the situation.

Yours faithfully,  
N. K. Rustomji

Memo No.CSM/74-Misc., dated Shillong, the 20th May, 1974.

Copy to All Secretaries. Secretaries will please indicate the action proposed by them to meet the situation, during the meeting to be held in the Chief Secretary's room on May, the 24th afternoon.



*Implementation of schemes under the Fifth Five Year Plan*

D.O. No.CSM/Misc/75, dated Shillong, the 9th April, 197

I am writing to you, as we enter the first year of the Fifth Five Year Plan, to stress the importance of ensuring that schemes under the Plan are effectively implemented and the prescribed targets fully achieved. I know there have been difficulties in the past few years, as so much of time and energy has had to be devoted to the mechanics of setting our new State on its feet. It is a matter of satisfaction that the main foundations have, by now, been firmly laid. The Secretariat, the Assembly and the High Court Bench have been established in their permanent locations, and we have been able to provide accommodation and facilities for the establishment of the North Eastern Hill University and the North Eastern Council. Some headway has also been made in gearing up the Municipal administration of the Capital and rendering it more attractive both for its permanent residents and for tourists from outside the State. All this has involved very much more of toil and co-ordinated effort than may appear on the surface, and the reason I am drawing attention to it is to stress that the Governmental apparatus is now free to attend to its prime task, i.e., the pushing forward of schemes and projects for the welfare of the people as a whole.

2. For the first time since the establishing of our State it has been possible to get the Budget passed in due time this year instead of resorting to vote on account. One of the most distressing features these last few years has been the inordinate delay in issue of sanctions by the Departments, resulting in hasty, sometimes ill-advised, expenditure during the last month of the financial year to avoid lapse of funds. I would like to emphasise that, this year, we have a clear three months' start, and there should be no excuse whatsoever for continued delay in the issue of sanctions and hurried last month expenditure. I have issued strict instructions to the Finance Department that they must ensure absolute adherence to the targets prescribed for submission of schemes for sanction. The Finance Department has already issued a detailed directive in this behalf to all the Departments. A meeting will be held on Wednesday, May 14, in my office at 2.30 p. m. during which I shall require confirmation from each

Secretary and Head of the Department regarding the action taken in issuing sanctions. If, during the intervening period any difficulty is experienced by Secretaries or Heads of Departments, they should take up the matter personally with the Secretary Finance so that such difficulties may be resolved by discussion.

3. You will be receiving orders to-day reallocating certain departments as between Secretaries and Heads of Departments. One of the main objects sought to be achieved is to ensure that responsibility is more specifically fixed upon officers for the efficient administration of their Departments. It has also been sought to ensure that Heads of Departments are not unduly tied up with Secretariat functions, but are free to carry out tours for personal supervision of the various schemes under implementation. I have observed that, although Government have provided transport to most senior officers, such transport is often utilised for casual purposes in Shillong rather than for touring in the interior which is the main purpose for which such transport was intended. I shall be carrying out a review, therefore, to examine the utilisation of transport and, if necessary, to withdraw transport where it is found that it is not being used in the public interest. I should like to emphasise again, in this connection, the imperative necessity of Secretaries and Heads of Departments carrying out more frequent tours in the Garo Hills and Jaintia Hills.

4. I would conclude by stressing that the test of a good Officer is his ability to get things done in spite of difficulties. Officers must resist the tendency to plead excuses that "rules or the existing procedure do not permit". While rules and procedures have in general to be followed, they are not sacrosanct and it is up to us to get them changed or modified should that be necessary in the public interest. Officers are only too ready to find reasons for not getting things done, but most things can be done if there is sufficient determination and enthusiasm. I should particularly draw attention, in this connection, to Rule 34 (2) of the Rules of Executive Business which lays down that "all important matters relating to all Departments shall be put up by the Secretary to the Chief Secretary". Cases have come to my notice where Secretaries have pleaded failure in getting things done though they have never sought the assistance of the Chief Secretary.

Ours is a small, compact organisation, which offers opportunities for personal consultation at every stage. If, therefore, a Secretary experiences difficulty in resolving any problem at his own level, he should not hesitate to bring the matter to the attention of the Chief Secretary and seek his assistance. I propose to call meetings of Secretaries and Heads of Departments every two months. These meetings will provide a forum for ensuring co-ordinated action and removing technical bottle-necks. But quite apart from these Secretaries' meetings, it is open to any Secretary to approach the Chief Secretary at any time he feels matters cannot move further at his own level.

I should be glad if you would please acknowledge receipt of this directive and confirm that its contents have been noted.

Yours sincerely,  
(N. K. Rustomji)

Copy to:—

Secretaries and Heads of Departments.

*Need for closer co-ordination with the Regional Research Laboratory, Jorhat*

*Shri Ramesh Chandra, Development Commissioner,*

During discussion held in the Chief Minister's room this morning with Dr. Nayudamma, Dr. Thyagarajan, Dr. Baldev Singh and Shri Bardoloi, it was agreed that we should set up a machinery for closer co-ordination of our activities with the Regional Research Laboratory, Jorhat. It was further agreed that, pending processing of other projects, Dr. Nayudamma would take steps to depute officers with immediate effect to assist us in the following sectors:—

- (i) effecting economy in the construction of road and buildings.
- (ii) improvement of water-supply, with particular emphasis on the purity of the water to be supplied. (Dr. Nayudamma pointed out that, in a recent survey, it was ascertained that 70 per cent of illness can be attributed, directly or indirectly, to the consumption of impure water).
- (iii) setting up of bamboo-based industries, including utilisation of bamboo shoots for preparation of pickles, etc.

I should be grateful if the Development Commissioner would kindly progress the above proposals and let me have a note on August 1st indicating the progress achieved in their implementation.

I am sending a copy of this note to our Chief Engineer, P.W.D. (R & B), Chief Public Health Engineer, Secretary, Health, Secretary, Industries, Director of Health Services and Director of Industries, who are the main officers concerned.

N. K. Rustomji  
2. 5. 75

Copy forwarded to:

1. Chief Engineer, P.W.D. (R & B).
2. Chief Public Health Engineer.
3. Secretary, Health.
4. Director, Health Services.
5. Secretary, Industries.
6. Director of Industries.

*Priorities under the 20-Point Economic Programme*

No.CSM/Econ/Prog/75, dated the 23rd July, 1975.

*Chief Minister,*

I discussed with C.M. this morning the need for physical implementation with the least possible delay of some of the proposals under the 20-Point Economic Programme. I had ascertained from the Development Commissioner this morning that it is proposed to discuss this whole matter again in a meeting of the Planning Board on July 29th. It is essential however, that those items which are of comparatively small financial implication and for which we can ourselves provide funds by re-appropriation should be proceeded with immediately. Even, if the entire amount indicated at Annexure III can not be made available, some portion may be sanctioned pending such time as the balance is made available through financial institutions or extra grants from the Government of India. Judging particularly from the priorities, etc., indicated in the Press, I feel that the Planning Department may consider issuing orders to proceed straightaway with the undermentioned schemes to the extent I have indicated :

(1) Implementation of the State Apprenticeship Training Scheme.	Rs. 20,000
(2) Supply of yarn to weavers at $\frac{1}{4}$ of cost price.	Rs. 15,000
(3) Supply of cost free yarn to passed trainees of weaving training classes.	Rs. 15,000
(4) Consumers Co-operatives ... ..	Rs.1,50,000
(5) Irrigation facilities for Intensive Rabi Programme.	Rs.2,00,000
(6) Subsidy on cost of fertilizers ... ..	Rs.3,00,000
(7) Establishment of students' Text Book Section in 3 Libraries.	Rs.1,50,000
(8) Book Banks in Colleges and Schools ...	Rs.1,50,000

I do not think there will be undue difficulty in finding the extra amounts required for the above items through re-appropriation. Even though the schemes may not be large, there will be a certain psychological impact if something is shown to have been decided and acted upon at once pending consideration of the larger issues.

N. K. Rustomi

*Cultivation of Olives*

U/O.No.CSM/Agri/76, dated Shilong, the 14th October, 1976.

Director of Agriculture,

I had dicussed with you this morning the possibility of introducing cultivation of the olive in Meghalaya. You may kindly see in this connection pages 23—25 of the journal (Solidarity) below. A great deal of progress seems to have been made in this matter by the Himachal Pradesh Government. I have seen wild olive trees growing in Meghalaya, and it is possible that, by grafting, we may be able to introduce a very lucrative industry. The olive can be grown very easily, and, apart from its fruit, has many uses.

I do not know whether either the Agriculture or Forest Department have ever examined the possibility of olive cultivation in Meghalaya. If successful, it would contribute enormously to the development of our economy. You may like to discuss with Conservator of Forests and let me know your views in the matter as early as possible. It may even be worth your while visiting Himachal Pradesh to investigate the possibilities.

N. K. Rustomji

Copy to :—

1. Secretary, Agriculture.
2. Secretary, Forests.
3. Conservator of Forests.

*Care and maintenance of Government equipment such as cameras, projectors, radios, etc.*

*Secretary, Education,*

Please see the report of the District Social Education Officer below. This is the second report where I find that expensive cinema equipment, cameras, etc., are not kept in proper repair, with the result that Government funds are wasted. I have found, during the course of my tours, that sophisticated equipment is nearly always out of order, either because people in charge have no proper training in handling it or because there are inadequate arrangements for regular servicing. To avoid waste, it is much better to issue simple equipment capable of being handled by amateurs.

Please ensure that all Government equipment is kept under proper repair and that there are regular arrangements for servicing and inspection.

N. K. Rustomji  
6-6-72.

Copy to all Secretaries and Heads of Departments for action in respect of Government equipment under their charge.

*Re-organisation of public-address system*

*Director of Information and Public Relations,*

I am glad we have been able at last to put our public address system in Shillong into operation. The remaining ten loud-speakers should be fixed up as early as possible.

2. I found during my inspection yesterday that it was difficult to hear the loud-speakers in the more crowded centres. There was too much noise from trucks and cars and many of the people whom I questioned told me they had difficulty in understanding what was being said. You might like to have second thoughts regarding the positioning of the loud-speakers.

3. As discussed yesterday, we might start with a daily programme of about 15 minutes, consisting of (i) 3 minutes music as introduction, (ii) a publicity announcement (e. g., dangers of reckless driving) (4 minutes), (iii) a news item of special interest to the public (e. g., result of football match) (4 minutes), (iv) publicity (repeat of item ii) (4 minutes).

We may try out this arrangement for a week and watch the public response.

4. We might consider introducing something like a "thought for the week" in our publicity announcement. One week may be devoted to announcements about the importance of preserving our trees, another week on keeping our town clean. The Department must keep on thinking of new items regarding which public consciousness has to be awakened—e. g. (i) precautions against fire in the dry weather, (ii) careful driving to avoid unnecessary accidents, (iii) restricted use of loud-speakers so as not to cause disturbance to hospitals, educational institutions, (iv) minimum hooting by trucks and cars, (v) respect for public property.

I rather think it will be more effective if a single item is taken up every week instead of mixing up a number of assorted items. This would have greater impact.

5. I am suggesting that the total programme should be restricted to a maximum of 15 minutes, as we should not like the public to feel unduly disturbed. We may shorten or increase the length of the programme in the light of experience gained during the next two or three weeks.



6. The publicity items must be drafted and announced *in a very lively manner* so as to attract attention. There should be a dash of humour and avoidance of sermonising or giving an impression to "speaking down" to the people. If the announcements are well drafted, the public will look forward to the programme.

In case the Department finds it difficult to put on an effective and novel programme every day, we may start with having programmes every other day.

7. The above are only suggestions and it will be for the Department to give further thought and make the best possible use of the public-address system now that it has been put into operation. If intelligently used, the public-address system can be very effective in enlisting public co-operation and educating our people in civic sense. *It is the lack of civic sense that has resulted in the deterioration of so many of our cities in India. Let us try to set a good example in Shillong and aim at becoming a model for the rest of the country. We can do it if we are really earnest about our business.*

U/o No.CSM/74-Notes  
dated 1st March, 1974.

N. K. Rustomji

Memo No.CSM/74-Notes, dated Shillong, the 1st March, 1974.

Copy to :—

- (1) All Secretaries and Heads of Departments. They should contact D.I.P.R., whenever there are important matters regarding their Departments that require publicity through public-address system.
- (2) Deputy Commissioner, Shillong.

*Improvement of 'Meghalaya Chronicle'*

No.CSM/Pub/75, dated 11th July, 1975.

*Special Secretary, Publicity,*

I am placing below the January issue of 'Mizoram today'. As you will see, the entire format is far superior to that of 'Meghalaya Chronicle'. 'Meghalaya Chronicle' also seems to appear at very irregular intervals.

2. In most matters, our performance is of a higher standard than that of our neighbouring States. It is unfortunate that our machinery for projecting our performance to the public still remains so inadequate. Please see to it that the standard of 'Meghalaya Chronicle' is improved and that it is issued at more regular intervals. Has the Department laid down whether it should be a monthly or quarterly?

3. I expect that the Department is taking steps to prepare the Calender for 1976. Please do not leave things to the last moment. Administration is anticipation. The Department should see to it that the calender is duly despatched and received by the recipients *well before January 1, 1976.*

N. K. Rustomji

Copy to the Director of Information and Public Relations.

**Establishing of Industrial Training Institute at Shillong**

U/O. No.CSM/Ind/75, dated 14th April, 1975.

**Shri Ramesh Chandra, Chairman, M.S.E.B.,**

There has been inordinate delay in establishing our own Industrial Training Institute in Shillong, mainly on account of the Department's inability to arrange suitable accommodation. Now that we have our own State Electricity Board and have taken over the Meter Factory, can we not house the Industrial Training Institute in the Meter Factory at least as a temporary measure until permanent buildings are constructed? As far as I am aware the Meter Factory has not been functioning as such for over five years and is a complete drain on our resources. Unless the Industries Department put the buildings to some more useful purpose within the foreseeable future I feel the best course might be to utilise it for our Industrial Training Institute. I should be grateful if you would kindly discuss the above proposal with me as early as possible.

N. K. Rustomji

Copy to :—

- (1) Shri J. C. Nampui, Secretary Health, who will please speak to me about the above matter on the telephone.
- (2) Secretary, Power.

*delay in submission of bills by Shillong Hydro-Electric Company*

U/O. No.CSM/Ga-Sa/75, dated 24th November, 1975.

*Secretary Power, Shri Natarajan,*

You will notice that in my directive No.CSM/Ga-Sa/75, dated 22nd November, 1975, to Secretaries, etc., I have drawn your attention to the inefficiency of the Shillong Hydro-electric office in preparation of bills. I have had numerous complaints regarding this matter and feel it is high time the Power Department took some constructive action to improve the existing machinery.

Please let me know what action you are taking to set matters right.

N. K. Rustomji

*Meter Factory*

*Secretary, Industries,*

I had spoken to you some time back about the dismal progress of the Meter Factory case. I remember examining this matter when I was Chairman of the Assam State Electricity Board over five years ago. Even at that date, several "Expert" bodies had been commissioned to advise the Board on this matter. The general conclusion then was that it would be wisest to cut on losses by closing down the Meter Factory. The expert had made some suggestions for "diversification", but were themselves not optimistic about the prospects. I understand that some other parties have also been commissioned to give advice on this Factory during the last five years, but with no practical result.

As far as I can see, nobody is prepared to take a firm decision on this matter, and the authorities keep putting the matter off from year to year as though the problem will solve itself by the more efflux of time. I feel that there has already been so much "advice" tendered by so many parties that there will be little to be gained by inducting yet another Consultant at this stage. We may, however, discuss at the next meeting of the M.I.D.C.

N. K. Rustomji

14-7-75

TRANSPORT



*Restriction on use of allotted vehicles*

Secretary, General Administration Department,

I had spoken to Secretary some time ago regarding the use of Government transport. A list of officers to whom cars have been allotted may please be put up as early as possible.

2. There have been a number of instances during the last few months where cars were needed for strictly Government purposes, but there was difficulty in making them available. My impression is that, apart from cars in the pool, the number of cars allotted to officers is fairly considerable. It is not likely that *all* these cars are being utilised *all* the time for Government duties, and there should not be so much difficulty, therefore, in making a car available out of our total resources to meet an emergent situation. It should be understood that, when a vehicle is allotted, the *main* reason for the allotment is that it is to be used in connection with Government duties. If, however, it is occasionally used for non-Government duties, that is permissible under the Rules. The allotment of a Government vehicle does not mean that an officer who would normally, by virtue of his status, have his own car, would use only a Government car for all his private purposes. The allotment of a Government vehicle is mainly aimed at affording an officer a convenience in respect of his *official duties*.

3. In the light of the above, where a vehicle is needed for Government duties and no vehicle is readily available in the pool, an allotted car that is not at the time being utilised for important Government duties should be temporarily diverted for emergency use. There may be some occasional inconvenience, but this has to be accepted in the general public interest. No officer should have the slightest hesitation in making his allotted vehicle temporarily available in an emergent situation for official purposes, and all officers should give their full co-operation in this matter so that Government work is not hampered. I have had occasion to see for myself that, even in an emergent situation, it has been reported that no vehicle can be made available, while allotted vehicles are seen to be lying unutilised. This is obviously entirely anomalous.



In future, if a pool car cannot be made available for official duties, there should be a machinery whereby an allotted car can be quickly made available. *Prima-facie*, I think the Transport Department may be authorised to make such requisitions, but I have an open mind and the details may be worked out after discussions.

N. K. Rustomji

Memo No.CS(M)/72(Misc), Shillong, the 17th May, 1972.

Copy to the Special Secretary and all Secretaries and all Heads of Departments.

*Strict observance of traffic rules relating to operation of public and private vehicles*

D.O. No.CS(M)/72-Misc., dated Shillong, the 6th July, 1972.

It has been decided that the strictest measures should be taken to ensure that there is no further contravention of the Rules relating to the operation of public and private vehicles. It has come to the notice of the Government that there are numerous cases of people plying private vehicles for carriage of goods for hire without taking out necessary permits. Private vehicles are similarly being used also as taxis. Buses and trucks are openly plying in the streets over-loaded with passengers and with goods in excess of the quantity authorised. Some times as many as six or seven people are seen hanging out from over-loaded buses. Apart from the fact that such violation of Rules cannot obviously be permitted in the Capital itself within sight of the highest authorities, there is danger to the public and also loss of revenue to the State if the Rules are not observed.

I have spoken personally about this matter to the Deputy Commissioner and Superintendent of Police, Shillong, Secretary, Transport and Director of Transport, and impressed upon them the need for strict action to enforce the Rules. The Deputy Commissioner has also arranged a Mobile Court to assist the police in promptly dealing with all cases of violation.

I am bringing this matter to your personal notice so that you may kindly take the steps necessary to ensure that all cases of contravention of traffic rules are promptly and strictly dealt with.

N. K. Rustomji

Shri R. C. Dutt, I.P.S.  
Inspector General of Police,  
Meghalaya, Shillong.

Copy to :—

1. Deputy Commissioners.
2. Superintendents of Police.
3. Secretary, Transport, Meghalaya.
4. Director of Transport, Meghalaya.
5. Secretary-cum-Director of Publicity, (Shri Duncan).

*Mis-use of Government vehicles*

No.CSM/Sug/75, dated Shillong, the 11th July, 1975

*My dear—*

I have received some complaints of late regarding mis-use of Government vehicles. Most vehicles have been specifically allotted to officers, who themselves pay for the petrol and oil charges. It seems, however, that there are still some vehicles (apart from vehicles in the regular transport pool) which have not been specifically allotted to individual officers and which are being run on P.O.L. paid for by the Departments. I should be glad if you would please report whether there are any such vehicles, Ambassador, Jeep, in your Departments which have not been specifically allotted to officers and which are being operated at Government expense. The particulars of the vehicles may please be furnished, together with the orders under which such vehicles have been allowed to operate at the expense of the Department. You will also please ensure that no vehicle is in future allowed to operate as a pool vehicle in the Department without the *specific* orders of the Chief Secretary.

2. There is also some public feeling that Government vehicles are too often seen, and in too large numbers, outside places of entertainment, etc. They are sometimes used for purposes such as carrying of fire wood. Even where Government vehicles have been allotted and the P.O.L. is being paid by Government Officer himself, they should be used with utmost discretion so that there should be no impression in the minds of the public that Government property is being mis-used. It should be ensured that the vehicles are garaged at night in an authorised place.

3. As most of the vehicles are allotted, you should not find any difficulty in furnishing the statement in respect of unallotted vehicles, which will presumably be very few. I should be glad, therefore, if the statement could be made available to me by August 1st positively.

Yours sincerely,  
N. K. Rustomji

Copy to all Heads of Departments.

*Reduction in number of allotted and pool vehicles*

D.O. No.CSM/Vehicles/75, dated Shillong; the 4th August, 1975

*My dear—*

I am writing to you in continuation of my D.O.No.CSM/Sug/75, dated 11th July, 1975 regarding use of Government vehicles and in confirmation of my personal instructions to all Secretaries and Heads of Departments during the meeting in the Conference Room on August 1st. Action on the following lines should be taken with the least possible delay—

- (1) Secretaries and Heads of Departments will personally satisfy themselves regarding the necessity for continued retention of both allotted and pool vehicles. Some of these vehicles had been authorised several years ago under the orders of the Assam Government and all may not now be needed. Secretaries and Heads of Departments will personally review the position and report the number of vehicles that can be reduced.
- (2) In cases where the orders of the Finance Department have not been obtained for using a vehicle as a pool vehicle, a reference should be made forthwith to the Finance Department for their concurrence. The Finance Department will refer each case to the Chief Secretary for final orders.
- (3) Secretaries and Heads of Departments will fix a ceiling on the consumption of P.O.L. per quarter for every pool vehicle. The ceiling should be fixed taking into account the average mileage likely to be covered for *strictly official purposes* during the period. If, during any quarter, the amount of P.O.L. consumed exceeds the ceiling, the case will be referred to the Secretary for necessary explanation.
- (4) Secretaries and Heads of Departments will periodically make a personal check of the log books of all pool vehicles. Secretaries will submit a statement to the Chief Secretary every six months confirming that the log books have been duly

checked by the Secretary and/or Head of Department and that they are satisfied that the vehicles have been used only for official purposes.

I shall be issuing instructions separately regarding use of allotted vehicles. Officers will meanwhile bear in mind the general direction in para 2 of my letter No.CSM/Sug/75, dated 11th July, 1975 "that all vehicles should be used with utmost discretion so that there should be no impression in minds of the public that Government property is being mis-used". I should also like to have confirmation that *no officer has been allotted more than one vehicle* by virtue of the fact that he is holding more than one office for which there is provision for an allotted vehicle.

A report may please be submitted on September 1st confirming that action has been taken on the lines indicated in paras 1—4 above.

Yours sincerely,  
N. K. Rustomji

Addressed to All Secretaries.

Copy forwarded to all Heads of Departments.

*Personal orders of Chief Secretary to be taken before  
replacing any Ambassador Car*

No.CSM/Vehicles/75, dated Shillong. the 26th August, 1975

*All Secretaries,*

In continuation of my D.O. letter No. CSM/Vehicles/75, dated 4th August, 1975, please note that, until further notice, the *personal* orders of the Chief Secretary must be taken before replacing any Ambassador car. No officer may be allotted more than one car, whether the car be a Government car or a car of any Government Company or Corporation. If there is any officer who has already been allotted more than one car, his case should be brought to the personal notice of the Chief Secretary, with a specific proposal for re-allocating the extra car or cars.

N. K. Rustomji

Copy to All Heads of Departments.

**Marking of 'parking' and 'non-parking' lines and action to counter excessive smoke from exhaust pipes of vehicles**

D.O.No.CSM/Home/75, dated 29th October, 1975

*My dear Ataur,*

I was happy to see that some action has at last been taken to mark parking lines on the G.S. Road. This is a great improvement and I hope the good work will be continued on other roads also so that the public may have a clear idea as to where they may or may not park their vehicles. There should also be posts indicating "Parking" or "Non-Parking" as in other towns.

2. As I mentioned to you the other day, I am afraid very little progress has been made in dealing with the contravention of the rules regarding excessive smoke from exhaust pipes. There is not a single day that I have not come across at least two cases of excessive exhaust during my brief walk between my residence and the Secretariat. This matter has been brought to the personal notice of the Deputy Commissioner, Superintendent of Police and the Transport Department on numerous occasions. Our Chief Automobile Engineer has recently confirmed that the bus and truck operators are only making excuses about the difficulties of repairing their engines. The repairs can be carried out without undue difficulty and expense if the operators are serious about the matter.

3. As you know, one of the main reasons for which people come to a hill station is to be able to breathe clear, pure air. Under present conditions, it is practically impossible to go for a walk in the streets of Shillong without being assailed every few minutes by filthy dense smoke from trucks and buses. It is very necessary, therefore, that a concerted effort should be made by all concerned to put an end to this nuisance. The Regional Transport Authority is competent to suspend permits if there is contravention of the rules and it is essential that it should exercise its powers in the general public interest.

I am bringing this matter to your personal notice for necessary and urgent action.

Yours sincerely,  
N. K. Rustomji

Shri A. Rahman, I.P.S.,  
Inspector General of Police  
Meghalaya, Shillong.

Copy to:—

1. Chief Engineer, PWD (R & B), Meghalaya, Shillong.
2. The Deputy Commissioner, Khasi Hills District, Shillong.
3. Superintendent of Police, Khasi Hills District, Shillong.
4. Deputy Commissioners/Superintendents of Police, Garo Hills/Jaintia Hills, Jowai.
5. Director of Transport, Shillong.
6. Secretary, Transport, Shillong.
7. Director of Publicity, Meghalaya, Shillong.



*Vertical exhaust pipes for trucks and buses*

U.O. No.CSM/S &amp; T/75, dated 6th April, 1976

*Director of Transport,*

I find that some of our buses have vertical exhaust pipes so that fumes are sent upwards instead of side-ways. Has the Department made this obligatory? If so, how is it that so many buses, trucks, etc., are still running with the old horizontal exhaust pipe? Please speak on the telephone.

N. K. Rustomji

Copy to:—

1. Inspector General of Police.
2. Secretary, Transport.

*Careless driving*

(Discussions with I.G.P. and D.I.G.P. and Director of Transport in Chief Secretary's Office, May 5th 1976)

No.CSM/Home/75, dated 5th May, 1976

*Inspector General of Police/Director, Transport,*

1. The following action may please be initiated immediately by I.G.P., Director of Transport and Secretary, Law—

(i) In future, wherever drivers are convicted for offences involving drunkenness, the Magistrate may be moved, while passing sentence, to suspend the driving licence for a specified period depending upon the seriousness of the offence.

(ii) Driving tests are at present conducted by the Motor Vehicles Inspector alone and are generally perfunctory. A Gazetted Police Officer should, in future, be associated with the conduct of such tests. Drivers should also be tested for eyesight before licences are issued.

(iii) As previous tests have been generally perfunctory, all professional drivers (*i. e.*, drivers of trucks, buses, taxis, etc.), should be retested at the time of renewal of licences.

(iv) It should, in future, be made mandatory to take out a Learner's licence before applying for regular licence.

(v) Director of Transport must confirm that the six-monthly inspections of trucks, etc., are carried out by the Motor Vehicles Inspector *after personal inspection* of the vehicles. The fitness certificates should be renewed only after personal check and not as a mere routine exercise.

(vi) Efforts should be made to increase the number of bazar buses so that there may not be the need for so many jeep-trailers. Until such time as extra bazar buses are arranged, jeep-trailers may be given permits after ensuring minimum safety provisions and specifying the maximum amount of load, including passengers, to be carried.

2. We shall meet again on June the 16th to check on action taken and discuss further action for improvement.

N. K. Rustomji

No.CSM/Home/75, dated 5th May, 1976.

Copy to:—

1. Deputy Commissioner, Khasi Hills, Shillong—for information and necessary action.
2. Deputy Commissioner, Jaintia Hills, Jowai—for information and necessary action.
3. Deputy Commissioner, Garo Hills, Tura—for information and necessary action.
4. Secretary, Transport.
5. Director of Transport.
6. Secretary, Law—for necessary action where concerned.

*Smoking inside buses and queue system*

U/O. No.CSM/S & T/75, dated 14th May, 1976

*Director, Transport, Shri Syiem,*

Please see the complaint, dated 1st May, 1976, below. It is very necessary that the pressure for keeping our bus services efficient is consistently maintained. Severe action must be taken against passengers or conductors contravening the Rules prohibiting smoking in buses. I should be glad if you would please carry out a surprise check yourself and let me know the result,

N. K. Rustomji

Copy to :—

Inspector General of Police.  
Deputy Commissioner, Shillong.  
Superintendent of Police, Shillong.

*Overcrowding of buses, etc.*

U/O.No.CSM/Trans/75, dated Shillong, the 22nd June, 1976

*Secretary, Transport,*

I have been receiving several complaints regarding the difficulties experienced by the public while travelling in City Buses. I, therefore, took a bus to Laitumkhrah Bus Point yesterday evening to see things for myself. I also returned by another bus.

2. One of the complaints is that passengers are smoking in buses, which is against the rules. I found one case of smoking on the outward journey and none on the return journey. The Conductor requested the passenger not to smoke, but the passengers took no notice and continued to do so. It was only on the intervention of the plain-clothes constable whom I took with me that the passenger apologised and discontinued smoking.

3. I found that tickets were not being issued to any passenger. After I paid my fare, however, I asked for a ticket and the Conductor complied. This was the position regarding issue of tickets on both the outward and return journey.

4. The Conductor of the bus (MLS 157) on the return journey was not wearing any uniform and carried no badge to signify his office. I found both the Conductors to be polite, but neither of them wore any badge of office by which they could be recognised as Conductors.

5. The main inconvenience was, of course overcrowding. I had to stand most of the way, both on the outward and return journey.

6. As a result of my inspection, two main points emerge on which the Transport Department must take action *without further delay*:

- (1) It is essential that Conductors wear a *prescribed* uniform, with a prominent badge to indicate their office. In most other places, Conductors are required to wear a peak-cap as part of their uniform. They must *look* as though they carry

authority, or else passengers will take no notice of them, as happened in the case of the person who continued smoking inspite of being requested to discontinue. I do not know whether the Transport Department insist on Conductors being put through any course of training. A brief course is essential, which they should be required to attend *in uniform* and at which they may be instructed on the proper discharge of their duties. The Transport Department should have no difficulty in organising such a course and it should be made a condition of permit that every Conductor must pass through the course within a prescribed period of his appointment.

- (2) The more important problem is that of overcrowding. We have already staggered office hours so that there should not be unduly heavy rush on transport at any one particular time. The Transport Department should examine what further action is needed to relieve the present congestion. It may be necessary to arrange additional buses on certain routes during the peak period, and we may even consider further staggering of office hours if this will materially help the situation.

7. I do not know whether senior officers of the Transport and Police Departments ever travel by bus to have a first-hand impression of what the public have to suffer. Senior officers of the concerned departments should make it a point of carrying out periodical checks *in person*, as this is the only way of ascertaining what is really going on and finding a constructive remedy. I shall myself be carrying out a further inspection after one month, by when I expect to see an improvement upon my experience of yesterday. I should like to have confirmation meanwhile regarding the action taken on my general observations above.

N. K. Rustomji

Copy to:—

Inspector General of Police.

All Deputy Commissioners.

All Superintendents of Police.

Director of Transport.

Secretary, Shillong City Bus Syndicate, Shillong.

*In-service training for drivers*

U/O. No.CSM/S & T/75, dated Shillong, the 8th July, 1976

*Secretary, Transport,*

I have issued a directive separately to the I.G.P., regarding the taking of more effective measures to control speeding and rash driving, which is such a danger to public safety. I had also issued instructions to the Director, State Transport some time back that, in future, all prospective drivers should be required to take out a learner's licence and fix a large red 'L' on their vehicles before being permitted to drive on the public highways and take a test for a regular licence. Apart from all this, we may also consider putting all our Government drivers through a short training course, the main aim of which would be to develop a higher degree of civic sense. There are certain recognised courtesies of the road which most of our drivers do not observe, sometimes through ignorance rather than deliberate intention. For instance, a truck driver should give way to a car wanting to overtake and make room by moving to the left. Some drivers go on hooting for no ostensible reason, while others swear at pedestrians, who innocently come in their way. I have discussed this matter with Minister, Finance, who has also held discussions with Minister, Transport, and we feel that the Transport and Police Departments should quickly set up a training-school to which all our existing drivers may be deputed in rotation. The Transport Department should also consider whether the minimum qualification of drivers requires to be revised with a view to ensuring a higher calibre of personnel.

2. Secretary, Transport, may kindly discuss with I.G.P. as early as possible the steps to be taken for starting in-service courses on the lines indicated above. To begin with we need have only very brief courses of a few days' duration, making use of whatever staff we already have for instructional purposes. Regular training staff may be appointed in due course, *but the essential thing is to get moving quickly* and avoid the delay involved in recruiting instructors, etc. I should like the first course to be started by August 20th

at the latest. In case of any difficulty, I may please be informed. A report on progress in implementation of the scheme may be submitted to me before July 20th.

N. K. Rustomji

Copy to:—

1. Inspector General of Police—for information and necessary action.
2. Director, State Transport—for information and necessary action
3. All Secretaries and Heads of Departments. Secretaries and Heads of Departments will be held responsible for ensuring a higher standard of discipline amongst drivers in their Departments. Further instructions will follow regarding minimum qualifications to be prescribed for future recruitment of drivers.

N. K. Rustomji



*Careless driving*

J/O.No.CSM/Home/75, dated 9th July, 1976

*Inspector General of Police/Director, Transport,*

I have had further discussions with Director Transport regarding follow up action taken on my note No.CSM/Home/75, dated 5th May, 1976. The following further action has to be taken :

- (i) Secretary, Law may put up a statement to me indicating the number of cases in which Magistrates have suspended driving licences after conviction for careless driving. I have spoken about the need for this personally both to Secretary, Law and to Shri Cajee, the new Deputy Commissioner, and they have undertaken to pay personal attention in the matter ;
- (ii) If, as it appears, some change is to be made in the Motor Vehicles Rules, for associating a Gazetted Police Officer with the conduct of driving tests, Secretary, Transport may please make the necessary change as early as possible in consultation with Secretary, Law ;
- (iii) I have instructed Director, Transport to give wide publicity through the Press, Public Address System and All-India Radio drawing attention to the legal provisions under which no learner may drive a vehicle on the public highway without first taking out a learner's licence and affixing a red 'L' notice prominently on the vehicle. If, in spite of such warning, the Police find that learners are still driving without taking out learners' licences and affixing the 'L' notice, they should prosecute the offender ;
- (iv) although the speed limit has been reduced in respect of road skirting Raj Bhavan, I noticed that an accident had taken place only yesterday at the Camel's Back tri-junction. It is no use whatsoever prescribing a lower speed limit if the Police are unable to ensure enforcement

I had suggested, some weeks ago, that special steps should be taken to ensure enforcement at least along the main road passing in front of the offices of the Deputy Commissioner and Superintendent of Police. It creates a very bad impression in the minds of the public if they find that the Police cannot ensure enforcement of the law even in such focal areas as the State Secretariat and Raj Bhavan. I am not convinced that, if sufficient efforts are made at a personal level, there is any insuperable difficulty in getting drivers to follow the rules.

2. I shall be calling a further meeting of Secretary, Transport, Secretary, Law, Inspector General of Police and Director Transport after one month, when I shall expect the officers concerned to confirm action taken on all the above noted points.

N. K. Rustomji

Memo.No.CSM/Home/75, dated 9th July 1976.

Copy to:—

1. Deputy Commissioner, Khasi Hills, Shillong—for information and necessary action.
2. Deputy Commissioner, Jaintia Hills, Jowai—for information and necessary action.
3. Deputy Commissioner, Garo Hills, Tura—for information and necessary action.
4. Secretary, Transport,
5. Director of Transport,
6. Secretary Law for necessary action where concerned.

*Improvement of Public Transport Services—buses and taxis*

U/O.No.CSM/Tpt/76, dated, 14th July, 1976

*Director, Transport,*

I am enclosing an extract from the Shillong Times of 10th July from which it would appear that there is gross mal-administration in the running of taxis. I had some time ago issued orders that a notice showing fares should be prominently displayed in each taxi so that passengers should know at the outset how much they will be required to pay. It would appear from the article, however, that the rates have not been correctly worked out and that, in some cases, a different fare is prescribed for the same journey.

2. Now that it is becoming increasingly difficult for people to maintain their own private cars, much more should be done for the improvement of our public services, such as buses and taxis. I had issued instructions regarding improvement of bus services after travelling by bus myself a short time back, and would like to know what steps have been taken by the Transport Department by way of implementation. It is equally important that our taxi services should be quickly put into shape so that the public are not needlessly harassed.

3. A report may please be put up to me before 16th August indicating the concrete steps taken to improve both our bus and taxi services.

N. K. Rustomji

Memo.No.CSM/Tpt/76, dated 14th July, 1976.

Copy to:—

1. Secretary, Transport, Meghalaya ;
2. Inspector General of Police, Meghalaya ;
3. Deputy Commissioner, Shillong ;
4. Superintendent of Police, Shillong.

*Bus service between Shillong and Jowai*

U/O.No.CSM/Com/75, dated Shillong, the 3rd August, 1976

Director, Transport,

Please see the Inspector General of Police letter No.C.23/73/472, dated 28th July, 1976, on the complaint submitted by Dr. B. S. Challam, Editor U Naphang and two others of Jowai. It is evident that there is need for more systematic organisation of buses between Shillong and Jowai. It appears from the Inspector General of Police report that bus No. MLX.42 was in fact overloaded and that one of the passengers actually fainted as a result of overcrowding.

2. I had noted previously that I had observed many cases of overcrowding in our Shillong City Buses and that there was need for increasing the number of buses in the interests of the travelling public. I was then informed that the Regional Transport Authority's orders for the issue of additional permits had been appealed against. I trust action is being taken to represent the Transport Department's case adequately before the State Transport Tribunal. It is obvious to anybody who keeps his eyes open that there is need for some additional buses, even if not to the extent recommended by the Regional Transport Authority.

3. Please report whether any study has been carried out to examine the need for extra buses on our main routes to district headquarters. It should be borne in mind that there are very few people nowadays who can afford to move in taxis and private cars, and it has become all the more necessary for the Transport Department to ensure that our public services are improved to the extent that *all categories* of people can avail of them without any feeling of discomfort or humiliation.

N. K. Rustomji

Copy to :—

1. Commissioner of Division.
2. Inspector General of Police.
3. Secretary, Transport.
4. All Deputy Commissioners.



**TOURISM**



*Improvement of Pinewood Hotel*

D.O. No.CS(M)/72-Pinewood, dated Shillong, the 14th  
February, 1972.

*My dear Sharma,*

I am writing to you with reference to our meeting this morning regarding the management of the Pinewood Hotel. The following matters require urgent attention :—

- (i) We must ensure that water is made available, by any means whatsoever, *at all times*. As an immediate measure, you have informed us that you are arranging supply of water during the dry months through water-wagons, etc. If these arrangements are at any time found to be failing, the Managing Body should *at once* be informed so that an emergent meeting may be called to find ways and means to get over the difficulty.

As a permanent measure, it has been decided to see if a well can be drilled on the premises, and the Chief Engineer has undertaken to carry out a trial within the course of the next three or four weeks.

- (ii) It is essential that, until heaters can be provided, fires are lighted in the rooms whenever required by the occupants. This is an absolute *must*, particularly during the cold weather months. As the existing system is apparently not capable of supporting many more electric heaters, estimates should at once be obtained for the installing of a power-line.
- (iii) Some of the furniture, carpets, blankets, etc., require to be replaced. Pending steps for replacement, the carpets and blankets should at least be kept clean and the old furniture properly dusted and polished. Proposals for essential replacements, with financial implications, should be put up at the next meeting of the Managing Body.



- (iv) Special steps should be taken to ensure that the table linen is kept spotlessly clean and the cutlery properly polished.
- (v) There should be attractive flower arrangements, pots, etc., in the main hall, lounge and dining hall. It should also be possible to arrange flowers in the rooms under occupation. As the hotel has three malis, there should be no difficulty in keeping the gardens in good shape and providing flowers to brighten up the premises.
- (vi) The bearers should always be in clean uniforms. They should be regularly inspected and disciplinary action taken against them if they are not properly turned out.

2. I propose to hold a meeting *every month* until we are satisfied that the hotel has been placed on a proper footing. I shall be expecting concrete suggestions from you at our next meeting about improving the furnishing of the rooms, etc. I am meanwhile requesting some ladies kindly to offer their suggestions regarding the decor, etc., of the premises.

Yours sincerely,  
N. K. Rustomji

Shri S. K. Sharma,  
General Manager, Pinewood Hotel,  
Shillong.

Memo No.CS/M/72/Pinewood, dated Shillong, the 14th  
February, 1972.

Copy to:—

1. The Secretary, Tourism, Government of Meghalaya, Shillong.
2. Chief Engineer, P.W.D., Meghalaya, Shillong.

*Development of Cherrapunji as a Tourist Centre*

*Deputy Commissioner, Khasi Hills, Shillong : (Shri Jafa)*

I am noting a few points for action after my recent visit to Cherrapunji/Sheila/Komorah :

1. Cherrapunji has a world reputation (on account of its heavy rain-fall), and most tourists coming to Shillong wish to pay it a visit. The existing arrangements, however, for the convenience of tourists are highly inadequate. There seems to be no place in Cherrapunji where they can even get a decent cup of tea. The tea supplied to me in the Circuit House was of such poor quality that I arranged a special package of tea and made my own. The arrangements for food are also unsatisfactory. When, on leaving, I asked for the bill, I was told this was not necessary (!), and, only as a result of my insistence, I was asked to pay Rs.30. No account was presented and no receipt given. I think it was only because I was an officer and had given previous intimation of my visit that food could be arranged at all. I was told that the cook was absent on leave.

2. On my return from Komorah, I found the bungalow in total darkness, as electricity had failed since the afternoon. There was *only one* oil lantern available for the entire bungalow.

3. The fire-place of the room where I was staying was a pool of water. It was, of course, impossible to light a fire, and there was a cyclonic gust of wind rushing in through the chimney throughout the night.

4. I am told that tourists have no decent place in the bazar to have light refreshments. There is no arrangement to take them to the Circuit-bungalow, and, even if there were, they would get practically no facility there, as already pointed out above.

5. There are no guides to assist tourists and show them the beauty spots, such as, the Mawsmai falls, the caves, the Kynrem falls, etc.

In most tourist resorts, there is heavy competition amongst the local people to take advantage of tourist traffic by providing services such as food, transport, guides, etc. I could see no indication that anything had been done to provide even the barest amenities for tourists.

Although most of what I noted above is the responsibility of the Tourist Department, the Deputy Commissioner, as the District Head, has also to ensure that the concerned departments are alive to their responsibilities. A copy of this note is being sent to the Director of Tourism, with instructions to contact you and work out an effective machinery for arranging tourist trips to Cherrapunji and beyond. I should like to have a report by May 1, on the action taken and proposed to be taken to set matters aright.

(Incidentally, I was informed that tourists are charged only 50 paise for staying a night in the Circuit House. This is quite absurd. There should, in any case, be a written notice in each bungalow prescribing the charges for occupation, food, etc. This is the generally accepted practice, but I find it is often not observed in our bungalows in Meghalaya.)

. K. Rustomji

19-4-1973.

Copy to :—

1. Secretary, Tourism, Meghalaya, for action.
2. Director, Tourism, Meghalaya, who will discuss with me urgently.
3. Chief Engineer, P.W.D., Meghalaya.
4. All Deputy Commissioners, Meghalaya, for similar action in respect of tourist facilities in other important places such as Tura and Jowai.

*Improvement of the economy of Shillong*  
*(Introduction of Spring and Autumn Festivals)*

No.CSM/74-Note, dated Shillong, the 11th April, 1974.

From :—

Private Secretary to the Chief Secretary,  
to the Govt. of Meghalaya,  
Shillong.

*All Secretaries to the Govt. of Meghalaya.*  
*All Heads of the Departments, Meghalaya.*

Sir,

I am directed by the Chief Secretary to forward here-  
with his note No.CS(M)-Misc.(Note), dated 8th April, 1974  
addressed to the Chief Minister, on the subject noted above.

Yours faithfully,

Private Secy. to the Chief Secretary.

*Introduction of Spring and Autumn Festival*

No.CS(M)/74-Misc. Note, dated Shillong, the 8th April, 1974.

*Chief Minister,*

I had noted sometime back that, with the shifting of Assam's office to Dispur, we should take more vigorous steps to develop Shillong as a centre for tourists so that there may be no stagnation in the economy of the capital. It is for this reason that we have been paying special attention to the improvement of our civic amenities, such as repair of roads, rationalisation of water-supply, maintenance and development of public parks, control of traffic, restricted use of loud-speakers, sanitation, drainage, etc., etc. We had instituted a crash programme for this purpose two years ago, which is showing results.

2. Now that the capital has been reasonably cleaned up (although much more requires to be done and we shall have to continue our efforts unremittingly), we may start projecting the image of Shillong in the rest of the country so that tourists may be tempted to come here in large numbers. We may also consider initiating a programme for holding two annual festivals in Shillong, say a Spring Festival some-time in April or May and an Autumn Festival some-time in October or November. It has been the practice in the past to hold a golf tournament during the Pujas, which is attended by visitors from Calcutta and planters from the Assam Valley and Cachar. We may consider including, as a part of these Festivals, activities of a varied kind—Youth activities, including beat and pop groups, archery, sailing on the Barapani lake, boat races, tribal dances and folk music, exhibition of arts and crafts of Meghalaya, flower shows, etc., etc. If these festivals are well organised, we shall attract people from all parts of the country and our own people will be greatly helped in providing services such as transport, catering, souvenirs, etc.

3. I have given my ideas on this matter already to the Director of Tourism and suggested that he may draw up a suitable programme. There are many tourists who are discouraged from coming here, as they are not in a position to pay high hotel charges. The Tourist Department may ascertain whether local people would like to provide board and lodging for tourists at a reasonable rate, allowing, at the same time, a fair profit for themselves. Persons offering

accommodation would be registered with the Tourists Department after inspection of the accommodation offered and fixation of rates. There may also be local people who would be glad to offer their services as guides on a per-day basis. Their names should also be registered and a machinery devised whereby they can be contacted quickly in case any tourists require their services.

4. When the arrangements broadly indicated above have been finalised, the Department should prepare a good advertisement, specifying the various attractions of spending a holiday in Shillong. We may consider putting up hoardings near Dum Dum and at some important railway stations to attract people further.

5. The above are only tentative suggestions and a basis on which a suitable programme may be planned. I had deliberately not initiated this proposal earlier, as I felt that tourists would have been discouraged from paying a return visit if they had come to our capital before we had been able to clean it up to some extent and put our house in order. Now that the first steps have been taken and Shillong is gradually coming back to its former state of a beautiful, well administered Hill Station, we may safely set into motion the processes for attracting visitors. I am suggesting that the first full-scale festival be inaugurated in October or the first week of November. This gives us six months for completing our town improvement programme and making the necessary preparations.

6. I am sending a copy of this note to the Tourism and Publicity Departments for initiating a formal proposal. If we can make a real success of the Autumn Festival, this will in itself be an advertisement for subsequent festivals. It will be worth our while, therefore, to take special pains to make the first festival a real success.

N. K. Rustomji

Copy to the :—

Secretary, Publicity/Tourism.

Director, Publicity/Tourism.

### Shillong Festival, 1974

U/O. No.CSM/Fest/74, dated 6th November, 1974.

Minister, Tourism,

I have been moving about a fair amount during the Shillong Festival and talking to tourists to ascertain their reactions. I feel that, on the whole, we have done quite well. Tourists have been generally satisfied with the services rendered by the Tourist and other Departments, and quite impressed by the cleanliness of the Capital and the steps taken to improve our public gardens.

2. I think it will be well to plan ahead *from now* for our next Festival. Minister will remember that I had originally proposed that we should hold two Festivals every year, a Spring (or Summer) Festival and an Autumn Festival. One of our drawbacks is that there are very few things manufactured locally in Meghalaya for tourists to take back with them as souvenirs. Our people, on the other hand, are skilled in making bamboo cups, etc., and I have seen some quite attractive specimens that our Scouts and Guides have taken with them for the Jamboree at Faridabad. Such articles are inexpensive and light to carry. They can be tastefully inscribed 'Welcome to Meghalaya' and people can place them on their mantel piece, etc., when they return home as a souvenir of their visit. Minister may kindly consider whether the Industries Department can set up a machinery for marketing souvenirs before our next Festival (I should be happy to give guidance if required).

3. I would suggest that, for the next Festival, the Tourist Department may organise regular excursions to (i) Cherrapunji, (ii) Thadlaskein Lake, (iii) Jakrem Hot Springs, (iv) Nartiang. Some tourists had mentioned to me their difficulty in the matter of food during excursions in the interior. The Tourist Department might come to an arrangement either with the Pinewood Hotel or some reliable caterers for supply of light pack-lunches at a modest cost. In time to come, we should have regular cafes at our more important tourist centres, such as Cherrapunji, Jakrem, Nartiang, Thadlaskein, etc. Until such cafes are established, we should make arrangements for tourists to take some light refreshments with them during their excursions into the interior.

4. The Department should also take more active measures to put the Garo Hills on the Tourist map. It is high time that the Tura Peak area is developed and facilities are made available for tourists to trek or ride to the peak and picnic in the proposed Rest House.

5. I am hoping that, before the next Festival, we shall have proceeded much further in our plans for having the animals and birds peculiar to Meghalaya on display in our public gardens. We expect to open the enclosure for our Clouded Leopard on the Children's Day (November the 14th), and next set to work in putting up an enclosure for our Golden Cat. These are very rare animals and it is very anomalous indeed that people from India should have to go to London to see the animals of Meghalaya. We have also planned an aviary for the birds of Meghalaya, which I hope will be ready before the next Festival.

6. I feel we should also have some tasteful illuminations during our next Festival in the Ward Lake, Hydari Park and Fisheries Centre.

7. Although there was a fair amount of publicity for the Festival, I rather think that it was set into motion too late. Once the date for the next Festival is finalised, the necessary publicity should be set into motion *at least four months in advance*. People have to plan their holidays well ahead, and unless we tell them sufficiently early what we have to offer, they will make arrangements to go to the older-established tourist centres, such as Darjeeling, Srinagar, etc.

N. K. Rustomji



*Introduction of Street lighting in Jowai*

U/O. No. CSM/Btn/75, dated the 13th May, 1975

*Secretary, Municipal Admn. Department, Shri Nampui,*

I enquired of DC Jowai this morning whether street lighting had as yet been arranged for Jowai Town. He informs me that, although sanction for putting up street lights has been issued, the matter has been held up over the question of payment of maintenance charges. The Town Committee has not yet been formed and may not be in a position for another three or four months. Please see if a way can be found to provide for maintenance charges during the intervening period.

I have since spoken to you about this matter on the telephone this morning and I am requesting Shri Jala to discuss the matter with you personally for finding a solution.

N. K. Rustomji,

Copy to Shri J. M. Jala, I.A.S., Deputy Commissioner, Jowai (Camp-Shillong).

*Spring Festival, 1975*

U/O. No.CSM/Fest/75, dated 26th May, 1975

*Secretary, Tourism,*

I am noting below a few points regarding the current Spring Festival. You may please bear these in mind when organising the next Festival:—

*1. Archery at Smit*

I was disappointed to find that very few tourists attended the Archery Competition. I do not know whether adequate arrangements were made for publicising the Competition and for making transport available to Smit. The Department had incurred a fair amount of expenditure in allotting prize-money. I am not at all sure whether there was a commensurate return in the shape of attendance of tourists. The general arrangements were in sharp contrast to the arrangements made for the Shad Suk Mynsiem Festival which I had attended at Mawlum on the following day.

2. I was also disappointed to find that practically all the participants were villagers. I had hoped that many of our young people from schools and colleges would also be taking interest in this traditional sport of Meghalaya. I should be glad if the Director of Education would discuss with me the steps being taken to encourage archery in our educational institutions. Do we, for instance, have archery contests amongst the events in our Annual Sports and award prizes? Are there challenge cups for colleges and/or schools that have entered the most successful teams?

*3. Shad Suk Mynsiem at Mawphlang and Mawlum*

I had been informed that the dances would be held at both the above places from 2 p.m. I reached Mawphlang before mid-day, and it was with some difficulty that I could ascertain that the dances would not commence until 3-30 p.m. I met two foreigners, one American and one Australian, who had come to Mawphlang especially for the dances and had no idea as to when and where they would be held. The Tourist Department should make proper arrangements for publicising the precise time when such shows begin.

4. I had been informed that Mawlum was 8 KM from Mawphlang. I proceeded along the road accordingly, but found no sign of Mawlum village although I had passed 10 KM. I naturally thought that I must have taken the wrong road and turned back. I however met some people during my return journey and who informed me that the road was the correct road, but that the distance from Mawphlang was not 8 KM. but 14 KM. The Tourist Department should be more careful in specifying distance so that visitors are not misled and inconvenienced.

5. I found the arrangements at Mawlum far more efficient than the arrangements for the Archery Contest at Smit. Quite a few tourists had been brought by the tourist bus and they seemed generally happy at the arrangements. The only complaint I received was that the roof of the tourist bus is rather low and that tall people find difficulty in getting in and out. We may, therefore, consider raising the roof by about six inches when designing our future buses.

6. Judging from the reactions of the tourists, I think we should be able to attract far more people to these dances. I do not know whether it was on account of limitation of transport that only one tourist bus was sent to Mawlum. I should have thought that there would have been demand for at least three or four buses, as this is a very colourful spectacle and would constitute the high-light of a tourist's visit to Shillong.

#### 7. *Lighting at Ward Lake*

I have already congratulated the Secretary and Director, Tourism, on the lighting arrangements at Ward Lake. I have suggested that, if it is not too expensive, we may retain some of the lighting arrangements and have the Lake lighted up every Saturday and Sunday evening. A few coloured lights at our Fishery Centre would also help in bringing a little gaiety to our Capital.

#### 8. *Beat Contest*

While the Beat contest was one of the most popular items; I wonder whether it is the most suitable occasion for inaugurating the Festival, whose prime aim is to let outsiders have some idea of the specific culture of our State. Beat music is the music of the cities. and I feel that visitors from

Calcutta, Bombay or abroad would be more interested in hearing the music of our own State during the inaugural function.

I am glad a small start has been made in producing souvenirs for visitors to take away with them. The Industries Department should, however, be a little more business-like in making these arrangements. I had wanted to buy some butterfly bowls for about Rs.50, but was unable to do so as the party concerned could not change my hundred-rupee note. One of the purposes of organising this Festival is to bring money to our people through providing services, etc., to visitors. Many of the articles in the Industries stall were on exhibition, but, not for sale. There were no arrangements for placing orders for articles in case the present stock had been sold out. The arrangements appeared to me very amateurish and unbusiness-like.

#### 10. *Museum*

We must be sure that, after the Festival, some select items are retained to form the nucleus of our permanent Museum.

#### 11. *General*

I was glad to hear from one of the tourists that our officers at the Tourist Reception Centre near Police Bazar were found to be most helpful and courteous. I would like to know who these officers are and to congratulate them personally. They may please be directed to see me.

N. K. Rustomji

Copy to:—

1. Secretary, Education,
2. Director of Public Instruction.
3. Secretary, Transport,
4. Director of Transport,
5. Secretary, Publicity,
6. Director of Publicity,
7. Secretary, Industries,
8. Director of Industries,
9. Secretary, Fisheries,
10. Director of Fisheries,
11. Director of Tourism,
12. Deputy Commissioner,
13. Curator Museum.

*Starting of Tourist Lodge at Barapani*

U/O. No.CSM/Tourism/75, dated 30th September, 1975.

*Secretary, Tourism,*

I have inspected, together with the General Manager, Pinewood Hotel, the building proposed to be taken over from the State Electricity Board for starting a tourist complex in Barapani. The building is well sited, having a commanding view of the Lake. There is also suitable land around the building for future development. Immediate steps should, therefore, be taken for carrying out the essential modifications/repairs and putting it into commission.

2. I understand that there are many vacant buildings into which the staff at present occupying the proposed building can be shifted. Please contact the Chief Engineer, Meghalaya State Electricity Board personally. He has himself inspected the building and had indicated that there would be no difficulty in getting it quickly vacated.

3. A report may please be submitted to me after one month i.e., on November the 1st indicating the progress made in putting the building into proper shape.

N. K. Rustomji

Copy to:—

1. The Chairman,  
Meghalaya State Electricity Board,
2. The Chief Engineer,  
Meghalaya State Electricity Board,
3. Shri Sharma, General Manager,  
Pinewood Hotel.

*Improvement of approach to Elephant Falls—Use of natural stones in preference to cement*

No.CSM/Tourism/75, dated 6th October, 1975

*Secretary, Tourism, Shri Duncan,*

I paid a visit yesterday morning to the Elephant's Falls, as I had been informed that the Tourist Department had taken up some work for its improvement. I was shocked to find that the beauty of the Falls is being ruined by the construction of the most ugly concrete steps and walls. I had issued a clear directive a year ago that "wherever paths, steps, etc., are to be constructed in parks and beauty spots, they should be constructed of natural stone so as to blend with the surroundings. The use of cement should be restricted to the very minimum". A copy of paragraph 6 of my U/O.No.CSM/Park/74, dated 19th October, 1974 after visiting the Jakrem Hot Springs is enclosed.

I take a very serious view of this flagrant disregard of orders. An explanation may please be put up within ten days, fixing responsibility on the officer at fault. You will also please personally check on the work that is being commenced at the lower portion of the Falls before the natural beauty of the entire area is utterly destroyed.

N. K. Rustomji

Copy with copy of enclosure to:—

1. All Secretaries of the Government.
2. All Heads of Departments.
3. All Deputy Commissioners.

Copy of U/O.No.CSM/Park/74, dated 19th October, 1974.

Paragraph 6—It is unfortunate that the steps leading down to the stream should have been constructed in cement. I had issued clear instructions over a year ago that, wherever paths, steps, etc., are to be constructed in parks and beauty spots, they should be constructed of natural stone so as to blend with the surroundings. The use of cement should be restricted to the very minimum. The enclosures for the springs would also have looked far more beautiful if they had been made of natural stone instead of cement. Short of re-construction, the best course would be to grow creepers and shrubs round the enclosures so as to hide the ugly cement walls.

*Improvement of Thadlaskein tourist complex*

*Shri Duncan, Secretary Tourism,*

I visited Thadlaskein Lake on 7th of October to check on progress made in developing the area as a tourist complex.

1. *Boat House*

The constructional work of the new boat-house is almost complete. I suggest the following colour scheme :

- (1) dark-green for the concrete pillars and outside of roof ;
- (2) wood oil for the wooden beams, showing up the natural colour of the wood ;
- (3) off-white for the inside of the roof, intersected by slats painted dark-green ;
- (4) chocolate-brown for the iron railings ;
- (5) the pillars of the lower enclosure (where the boats are kept) might best be kept off-white (instead of dark-green), as this enclosure is a little dark and off-white will give it a brighter appearance ;

Secretary, Tourism, may like to consult Town Planner and take a decision. Shri De, Subdivisional Officer, P.W.D. has noted my suggestions. The S. O. Shri Gogoi, and B.D.O. Shri Chakravarty, were also present.

2. *Cleaning out of tank*

I noticed that a lot of grass has been allowed to grow in the tank during the time it had been drained out. As the tank is still quite shallow, it is still possible to pull out the grass without much difficulty. There will be much greater difficulty in removing the grass when the tank becomes full. Steps for removing the grass should, therefore, be taken as early as possible.

3. *Boats*

I understand that the Tourist Department has supplied only two boats, whereas the enclosure has provided compartments for six. I presume the Tourist Department is taking action for preparing the additional boats, appointing a boat-keeper, fixing rates, etc.

#### 4. *Removal of old boat-house*

The old boat-house has been removed to a corner of the lake. As the new boat-house is almost ready, steps may now be taken to remove the old boat-house, which is presenting a very shabby appearance.

#### 5. *Circular road*

The Department should restore the old circular road running round the lake so that cars may come in from one direction only and leave by completing the circle. Unless we have one-way traffic, there will be confusion when cars meet on the existing narrow road from opposite directions. We might start by having a simple gravel road.

#### 6. *Chowkidar*

I have noted last year that there should be a supervisor/chowkidar competent to communicate with tourists who may want to hire out boats, etc.

#### 7. *Clearing of jungle and laying out of garden—Repair of Lavatory.*

Since the boat house should be ready quite soon, the Department should make arrangements for clearing the jungle and making the entire compound neat and beautiful. There is an old disused lavatory and fountain. These should be repaired quickly, or, if this cannot be done, removed.

#### 8. *Supervision and co-ordination*

The Tourist Department might consider whether the local Block Development Officer should be placed in general charge of this complex. There are at present two or three agencies at work (Tourist, PWD, Forest) and none seem to know what is being done by the other. There is need for proper co-ordination.



9. I plan to pay a further visit to Thadlaskein on the 1st of December, by when I hope that all the matters referred to above will have been attended to.

N. K. Rustomji

**Memo No. GSM/Tourism/75, dated 8th October, 1975,**

Copy to:—

1. Director of Tourism, Meghalaya, Shillong.
2. Chief Engineer, P.W.D., Shillong.
3. Town Planner, Meghalaya, Shillong.
4. Conservator of Forests, Meghalaya, Shillong.
5. Deputy Commissioner, Jaintia Hills, Jowai.

*Elephant Falls and Peak Lodge*

U/O. No.CSM/Tourism/75, dated 15th April, 1976.

*Shri Duncan, Secretary, Tourism,*

Refuse dump  
at Elephant  
Falls.

I had received a report last week that the I.A.F. are operating a refuse dump which is polluting the whole area near Elephant Falls which we are developing as a tourist complex. I inspected the area yesterday morning and found that there was an unpleasant smell in the region of the Falls. I also saw a vehicle dumping refuse just near the Falls. I had directed Director of Tourism to contact the I.A.F. authorities last week, but he informs me that he had been unable to do so. I met Air Marshall Barker yesterday evening and he kindly agreed to remove the dump. Director, Tourism will please follow up personally with the I.A.F. authorities to ensure that there is no further delay in getting the dump removed.

Peak Lodge.

2. I also inspected the newly opened Peak Lodge. The register for guests is not being maintained in proper form. Shri Sharma the General Manager must surely have seen registers maintained in Circuit Houses, with regular columns to indicate particulars of guests and amount paid for sundry services. A regular register must be introduced.

3. I rather think that the charges, for night halt at the Peak Lodge are excessive, e.g., Rs.35 for a single bedded room. If we intend tourists to make use of the Lodge, I think we shall have to reduce the rates to some extent.

4. I found that the telephone was out of order, and the Caretaker tells me that this is not unusual. The telephone must obviously be kept in order, as it will otherwise be impossible to send advance information to the Caretaker for preparation of meals, etc.

5. A decision should be taken regarding the use of the outhouses near the entrance gate. With a little repair, they could be used as additional rooms for tourists, who cannot afford to pay such high rates for lodging as the rate charged in the main Lodge.

6. There should be some indication on the notice-board near the gate that this is a bungalow to which "Tourists are Welcome" (and not an official bungalow only for Government Officers).

N. K. Rustomji

Copy to:—

1. Shri P. K. Dutta, I.A.S., Director of Tourism.
2. Shri S. K. Sharma, General Manager Pinewood.

*Acquisition of properties along Tripura Castle road  
(Birla house and Ravenscar)*

U/O. No.CSM/GA-SA/75, dated Shillong, the 11th May, 1976.

*Chief Minister,*

I had mentioned to Chief Minister informally during the lunch-break of the Cabinet meeting last Sunday that Government may consider acquiring the two extensive properties on the Tripura Castle road known as Ravenscar and Holder's Estate. These properties had been purchased by Birlas many years ago, but have scarcely ever been utilised. Until two or three years ago, Mr. Birla used to come up to Shillong for a week or ten days in a year, but I understand that even these occasional visits have since been discontinued.

2. In view of the All-India policy regarding ceiling on urban land, it is a matter for consideration whether it would not be in the fitness of things for these properties to be acquired by Government for public purposes. As Chief Minister is aware, there is acute shortage of accommodation in Shillong, particularly since the establishing of the University and the various offices of the North Eastern Council. Our Circuit House and Tourist Bungalow are generally over-full and the General Administration Department has under consideration a proposal for building a new Circuit House to meet our growing requirements. The Holder bungalow, if acquired, could be utilised as a tourist bungalow and Botanical Garden. Mrs. Holder was a very keen gardener and there are several rare species of trees and shrubs in the garden which, under her supervision, was reputed to be one of the finest gardens in North-Eastern India. The upper bungalow could be utilised as a Circuit House or for any of the numerous other purposes for which we are in need of accommodation.

3. If the proposal is accepted in principle, we should move fast before the party negotiates for the disposal of the property elsewhere.

N. K. Rustomji

*Wild-life Calendar*

Secretary, Tourism,

We have not yet had any calendar portraying our Wild-life. There is growing interest and concern in the conserving of Wild-life throughout the world, and tourists would be attracted by the prospect of seeing some of the very unusual animals and birds to be found in Meghalaya. By January, 1977, we shall have completed our Mini-Zoo Project in Shillong, and Shri Wankhar will also have constructed his museum for butterflies. Tourists would, therefore, have an opportunity of seeing rare animals, birds and butterflies not found in many of the renowned Zoos in the world.

2. The title of the calendar may be

"MEGHALAYA  
Wild Life Paradise  
and  
Tourists' Delight".

The following may be considered as subjects for the six main pictures: (i) clouded Leopard, (ii) Golden Cat, (iii) Golden Langur, (iv) Hornbill, (v) Kaiser-Hind Butterfly and (vi) Sacred Grove. We could have a poetic caption for each of the pictures, with an artistic background.

The above is the idea that comes first to my mind. I shall be giving the matter further thought and shall let you know if anything brighter emerges.

N. K. Rastofaji  
12th May, 1976.

*Mawsmai Falls, Cherrapunjee inspection bungalow and David Scott's Monument*

No.CSM/Tourism/75, dated 17th May, 1976.

*Inspection note on visit to Cherrapunjee (Tourist complex) on 16th May, 1976.*

1. *Shelter for viewing Mawsmai Falls*

I inspected the new shelter, approach-road and parking place on the morning of May the 16th. The whole area has been greatly improved since my last inspection, but there are still some matters that require urgent attention:—

- (i) there is no dust-bin or basket for litter. The result is that people coming for picnics throw paper both inside and outside the shelter, giving the place an untidy appearance;
- (ii) it is desirable to arrange a tap for water at a suitable point;
- (iii) a stone slab (or long bench) should be constructed alongside a small portion of the parapet in the 'car park' area. This will enable people to sit down facing the Falls. They could place their picnic plates, glasses, etc., on the parapet and comfortably view the Falls out in the open while eating their snacks, etc....
- (iv) a low curb may be constructed to prevent cars approaching within about ten feet of the main entrance. This will enable people to enjoy a clear view of the Falls. If Director of Tourism will kindly come up, I will explain what I have in mind by drawing a plan.
- (v) a sweeper must be engaged for keeping the shelter clean. The shelter was littered with egg shells which appeared to have been lying there for at least four or five days. The seats were also covered with mud;

- (vi) a small shelf may be constructed around the central pillar of the shelter for people to put their plates and glasses on while picnicking inside the shelter. I will explain what I have in view when Director Tourism comes to me with reference to (iv) above.

## II. Mawsmat Caves.

The approach to the Mawsmat caves requires to be dressed. I took my personal (private) car at some considerable risk, but would not advise others to do so until the road has been put into proper repair. A rough barricade had been placed on the track leading to the caves and I therefore took the tracks alongside, presuming it to be a diversion. I returned after proceeding about half a mile, realising that the track I had taken was not leading to the caves at all. The Department should put up a neat notice indicating the direction to the caves, as tourists will otherwise have no idea where to proceed. It would also be desirable to arrange some person to show tourists the inside of the cave with the help of a flare. The beauty of the stalagmites and stalactites is otherwise lost.

## III. Circuit House

The general appearance of the Circuit House has been vastly improved since my last visit. I am glad a little garden has been laid out. There are three matters, however, that I have to bring to notice:

- (i) the kitchen is in an extremely dirty condition, in contrast to the bed rooms and sitting rooms which were spotlessly clean. The kitchen is not normally seen by visitors, but it would nevertheless be kept clean in the interests of ordinary sanitation:
- (ii) some of the new curtains that have been put up in the doorways are much too long and about 6 inches at the bottom are lying on the ground. The bottom portion will very quickly get frayed and dirty. I had pointed out during my visit to the Jowai Circuit House last year that special care must be taken in taking measurements of windows and doorways when preparing curtains.

The Chief Engineer and Deputy Commissioner will please make a note of this, as I am still finding that, in many places, curtains look most untidy because they are either too short, too long,—too broad or too narrow ;

- (iii) I saw a whole heap of egg-shells in the front compound of the Circuit House. A litter basket may be arranged, as people are presumably picnicking in the compound, and the sweeper should also be instructed to ensure that rubbish is quickly cleared away.

#### *IV. David Scott's Monument*

I am glad that steps have at last been taken to clean up this memorial and repair the lettering of the inscription. I would suggest that a few flowering trees and shrubs may be planted around the monument. I believe David Scott was largely responsible for the introduction of the Sohphoh-nongkhlaw (Khasi Pear). I do not know if this will grow well in the soil and climate of Cherrapunji. If so, it may be planted around the monument as a suitable memorial to the person responsible for its introduction.

N. K. Rustomji

Copy to :—

- (1) Commissioner of Division,
- (2) Secretary, Tourism.
- (3) Director of Tourism,
- (4) Deputy Commissioner, Shillong,
- (5) Chief Engineer,
- (6) Conservator of Forests,
- (7) Deputy Commissioner, Tura,
- (8) Deputy Commissioner, Jowai,

[For (2), (3) and (4) only]: Report may also please be submitted on action taken on my inspection on Cherrapunji (Tourism) sent to you with my note, dated 19th April, 1973.



*Transport for Tourists between Borjhar and Shillong*

U/O. No.CSM/S & T./75, dated 18th May, 1976

*Secretary, Tourism,*

It is quite preposterous that, while the Tourist Department is trying to promote tourism in Meghalaya, visitors from outside, landing at Borjhar Airport are still unable to get a seat in a taxi or bus to come upto Shillong. They are usually required to proceed first to Gauhati and waste a lot of time arranging transport from there. I had raised this matter a long time ago and am very surprised to learn that the Tourist and Transport Departments between them have not yet been able to find a solution.

2. Secretaries, Transport and Tourism will please come up to my room on June the 1st at 10 a.m. to confirm that the necessary arrangements have been made. I do not want to be told any longer about the difficulties. *I want to know that they have found the solution.*

N. K. Rustomji

Copy to :—

- (1) Secretary, Transport.
- (2) Director of Tourism.
- (3) Director of Transport.

*Shillong Tourist Information Centre*

U/O. No.CSM/Tourism/75, dated Shillong, the 17th June, 1976

*Secretary, Tourism,*

I spoke to you yesterday about the very drab and unimaginative manner in which the Tourist Information Centre at Police Bazar is maintained. I had visited this centre some-time back and found the walls plastered with six old maps, mostly repetitive. I had then suggested that there was no need for more than two maps at the most, and that the rest of the wall-space should be decorated with some well-framed, choice pictures of Meghalaya. I find, however, that nothing has been done. On the contrary, the Department has put up a large picture advertising the beauties of DARJEELING!

2. I do wish senior officers would take a little more personal interest in trying to project the image of Meghalaya. I have myself had a large number of pictures framed illustrating various facets of Meghalaya—her culture, flowers, dance, scenic beauty, etc. This is the sort of work that should be carried out mainly by our Information and Tourist Departments. The Tourist Information Centre and Hotel are the sort of places that visitors should have an opportunity of getting to know something of the attractions of our State. There is need for much more initiative on the part of our officers to see that such places are intelligently and artistically set up.

3. Pending such time as the Department can prepare its own pictures, some pictures may be selected from the stock I have had prepared for our Secretariat Office.

4. Special Secretary, G. A. D., may please select some suitable pictures for our Bhavans at Calcutta and Delhi.

N. K. Rustomji

Copy to :—

1. All Secretaries.
2. Director of Tourism.
3. Director of Information and Public Relations.

*Lake-view Cottage, Barapani*

U/O. No.CSM/Tourism/75, dated Shillong, the 19th July, 1976

I inspected the Lake-View Cottage yesterday morning together with Shri Sharma, General Manager, Pinewood Hotel. The Cottage is now ready for commissioning and I shall speak to the Secretary, Tourism, about the date when it can be opened to the public. (There are some small details regarding furnishing, etc., about which I have spoken to the General Manager personally and which he will have attended to).

2. It will be desirable to have some indoor games, such as carom, darts, cards, etc., so that tourists can amuse themselves in the evening or when there is heavy rainfall and they are confined indoors. This can be arranged without much difficulty in the drawing-cum-dining room.

3. We should try to arrange for tourists to be able to go out boating on the lake. The State Electricity Board used to have a few boats with outboard engines. We can either come to an arrangement with the Board for the use of these boats or make independent arrangements. It would, of course, be far more economical to utilise the boats, equipment, etc., of the Board. I shall discuss with the Chairman, after which a decision can be taken.

4. General Manager will please examine whether there is some portion of the lake nearby where tourists can swim in safety. We may also consider arranging other water sports-water ski-ing, yachting, etc. There are a hundred and one ways in which this lovely area can be developed as a flourishing tourist complex

N. K. Rustomji

Copy to:—

1. Chairman, State Electricity Board,
2. Secretary Tourism.
3. Shri Sharma, General Manager, Pinewood Hotel.
4. Director, Tourism.
5. Secretary, Power.

*Improvement of Earle Sanatorium*

U/O. No.CSM/Law/75, dated Shillong, the 30th July, 1976

We have at last been able to make some progress in the matter of re-constituting the Board of Trustees and Board of Management of the Earle Sanatorium. I inspected the property this morning together with some of the Trustees (including the Trustee in-charge) and Members of the Board of Management. This is a very valuable property situated in one of the most central areas of the Capital, just near the Ward Lake and main bazar. The grounds are extensive, and, with proper supervision, this complex could grow into an ideal centre for tourists and others requiring low-priced accommodation during visits to Shillong.

2. There are altogether 28 residential rooms, each with a bathroom. 20 of these rooms can easily be converted into two-bedded rooms, so that the total capacity would be 48. The difficulty is that the condition of the rooms and furniture has been allowed to deteriorate to such an extent that nobody would want to stay unless compelled. At a rough outlay of approximately Rs.1,000 per room, it would be possible to make the rooms livible and the Sanatorium would once again provide a very much-needed service to the Capital.

3. We are ourselves experiencing extreme difficulty in accommodating touring officers in our existing Circuit House. Three officers have, in fact, been occupying rooms in the Circuit House for over 4 months, which is against the Rules and should not have been allowed as this obviously creates inconvenience for touring officers. It will take some time to build a new Circuit House, quite apart from the enormous cost. I have discussed with Secretary, Finance and suggested that we may make either a grant or loan of, say, Rs.30,000 to the Sanatorium on the specific condition that, until repayment of the loan, a minimum number of rooms are earmarked for allotment by Government as may be needed. Secretary, Finance agrees that this would be an economical arrangement that would be helpful not only to Government but also in restoring the Sanatorium and providing an additional much-needed service to the Capital.

4. The Board of Management may take preliminary action for re-furnishing the Sanatorium and carrying out essential minimum repairs pending finalisation of the terms of the grant/loan.

5. Will Secretary, Law, please discuss whether there is any difficulty in substituting another name for "Sanatorium". (This has not been used as a Sanatorium for as long as I can remember).

N. K. Rustomji

Copy to:—

1. Special Secretary, G. A. D.
2. Secretary, Finance with reference to our discussions this morning.
3. Secretary, Law.
4. Shri A. H. Scott, Chief Executive Officer, Shillong Municipality.
5. Shri S. K. Sharma, General Manager. Pinewood Hotel.

*Autumn Festival, 1976*

U/O. No.CSM/Fest/76, dated 8th October, 1976

*Secretary, Tourism,*

While I should like to congratulate the Tourist Department on the various arrangements in organising the Autumn Festival, there are one or two matters that I am bringing to notice with a view to yet further improvement of future occasions :

- (1) I understand that a large number of people could not hear the speeches during the Centenary function on the 7th afternoon, as the loudspeakers had been positioned in a comparatively limited area. Some of the crowds that had assembled near the Church left at about 2.30 p. m. as they could not hear the speeches. The Department should ensure that, in future, loudspeakers are positioned *over a much wider range* so that people outside the restricted enclosure may also be able to hear the proceedings.
- (2) Great pains had been taken to organise the Centenary Exhibition on the 7th evening. There was such a crowd, however, that it was practically impossible to see the photographs and other interesting documents on display. It would have been more satisfactory to have the Exhibition continuing on the subsequent days also. The same applies to the Tattoo organised by the Police on the 7th night. The Police had taken immense pains to organise the display, but I found that very few of our Ministers and Officials were present. This may have been due partly to lack of sufficient advance publicity and partly to the fact that everybody felt somewhat exhausted after sitting through the Centenary Celebration earlier in the afternoon. Great care must be taken in timing the various events of such Festivals so as to avoid overlapping. The Tattoo could also have been held for, say, three nights instead of only one night so as to afford better opportunities for the public and tourists to witness it. This is the first

Tattoo to have been held in Shillong since 1966, and the Inspector General of Police is to be congratulated for his initiative in organising it. I have suggested to him that, now that as he has trained a nucleus of personnel, we should organise a full -scale Tattoo on an appropriate occasion, *with plenty of advance publicity*. This may be borne in mind when organising the next Spring Festival.

N. K. Rustomji

Memo No.CSM/Fest/75, dated Shillong, the 8th October, 1976

Copy to:—

1. Director of Tourism, Meghalaya,
2. Director of Information and Public Relations, Meghalaya,
3. Inspector General of Police, Meghalaya,
4. Deputy Commissioner, Shillong,
5. Secretary, Shillong Centenary Celebration Committee.

*Improvement of Pinewood Hotel.*

U/O.No.CSM/Pinewood/76, dated 9th October, 1976

*Secretary, Finance,*

It was decided in the Cabinet (on 6th October 1976) that steps should be taken to carry out minimum improvements to the Hotel in view of the anticipated rush of visitors during the period before and after the AICC Session at Khanapara. We have so far been working according to a phased programme for improving rooms and the present position is as follows:

- (1) *Completed*: 19 rooms (11 double-bedded and 8 single-bedded) to accommodate 30.
- (2) *Nearing completion*: 15 rooms (8 single bedded and 7 double-bedded) to accommodate 22.
- (3) There is a balance of 21 rooms (17 double-bedded and 4 single bedded) for which about Rs.60,000 will be required. I have discussed with the General Manager and informed him of the Cabinet's decision that extra funds will be provided to the extent essentially necessary by the Finance Department. I do not want money, however, to be misspent through undue haste in arranging materials, etc. I have suggested to the General Manager, therefore, that, to begin with, we carry out improvement to the extent of Rs.40,000 only. I am letting Finance Secretary have this advance information for necessary provision of funds in due course.

(We have since discussed).

Copy to :--

1. Secretary, Tourism,
2. General Manager, Pinewood Hotel.

N. K. Rustomji



*Roller-skating in Crinoline Falls Complex*

U/O. No. Tourism/76, dated 26th October, 1976.

Shri Scott, C.E.O.,

Now that it is too cold for swimming, let us see if we can start roller-skating. This is a very healthy form of exercise—and will help keeping our young people out of mischief! I had discussed this matter with you this morning. Can we make a start on Children's Day, i. e., November 14? Please let me know in case there is any difficulty.

2. I have been making enquiries regarding the practicability of heating the pool so that we can continue swimming during the winter months. I doubt, however, whether we shall be able to arrange this in time for the ensuing winter.

3. We had planned to rebuild half of the Swimming Pool building during the current year and the balance during 1977-78. Please let me see the plans and estimates. Should not we make a beginning, now that the building is not in full use?

N. K. Rustomji

Copy to:—

1. Secretary, Tourism.
2. Secretary, Education/Sports.
3. Secretary, Municipal Administration.

## TOUR NOTES



*Jaintia Hills January, 1972*

Action to be  
taken by.

I held discussions with the Sub-divisional Officer, Sub-divisional Police Officer and other senior officers during my recent visit to Jowai. I also walked round the town to have a general idea of conditions.

The following are some of the more important matters that came to my notice and which require immediate attention.

*(1) Cleanliness of the town*

Deputy  
Commissioner.

Director of  
Health  
Services.

Director of  
Public  
Instruction.

(a) The main road running through the centre of the town is in a deplorable condition and there seems to be no machinery for keeping it clean. I was informed that one of the reasons for this was that there has been great delay in setting up a Town Committee, and that, in the absence of a Town Committee, nobody seems to feel responsible for the cleanliness and upkeep of the streets. Pending settlement of the larger question of constituting a Town-Committee, I have instructed the Sub-divisional Officer to employ the minimum number of sweepers essentially required for clearing rubbish from the streets. Dust-bins must also be provided and an intensive publicity drive instituted on the lines we have initiated in Shillong to engender a sense of pride amongst the people in keeping the town in a proper condition. The Sub-divisional Medical Officer and the Executive Engineer should co-ordinate efforts for repairing and cleaning drains and the Deputy Inspector, Schools, should mobilise the College and School authorities with the objective of instilling a sense of social responsibility amongst the students.

Deputy  
Commissioner.

(b) The Sub-divisional Officer and Sub-divisional Planning Officer pointed out that one of their difficulties was that Section 34 of the Police Act had not yet been made applicable to Jowai, with the result that they could not take adequate action against persons committing

Jaintia Hills January, 1972

nuisance, etc. The question of applying Section 34 of the Police Act may please be taken up at once by the Home Department.

(2) *Civil Hospital*

Secretary,  
Health.

Director of  
Health  
Services.

(a) I found a great difference in the matter of equipment between our Civil Hospital and the Mission Hospital. The Mission Hospital has a good operating theatre, with two over-head lamps. They also have two sets of X-ray equipment. We have no proper lamps for operations and no X-ray equipment. These are absolute essentials for any hospital. I understand that the Sub-divisional Medical Officer has submitted a proposal for a fully-equipped operation theatre. This may please be examined and sanctioned. We should also consider whether it is not time to instal equipment for taking cardio-graphs in our main hospitals at Tura and Jowai. It will be necessary to depute some of our officers for training in taking X-rays and cardio-graphs, and steps in this direction should be quickly initiated.

(b) I was told that, although the authorised capacity of the hospital is for 45 patients, there are often as many as 60. Taking the usual norm of one nurse for 5 patients, the Sub-divisional Medical Officer's request for three extra nurses seems to be not unreasonable. This may please be looked into urgently and necessary action taken.

(c) I was surprised to find such a high incidence of T.B. cases both in the Civil and the Mission hospitals. The Childrens Ward in the Mission Hospital was full of young T.B. patients. I am informed that the B.C.G. campaign initiated some years ago has been discontinued. The Director of Health Services may please take up this matter *urgently* and let me know what steps he proposes to introduce B.C.G. not only in Jowai area but in other areas also where there is heavy incidence of T.B.

*Jaintia Hills January, 1972*

(d) The hospital is, at present, using a UNICEF ambulance made available by the Relief and Rehabilitation Department. In case this ambulance is to be withdrawn, alternative arrangements must be made.

*(3) Veterinary Department*

Secretary,  
Agriculture.

(a) I understand that the milk scheme has not been in operation for over a year. I should be grateful if the Director of Agriculture would please discuss the reasons for this with me at an early date. I am also informed that none of the sanctions for the current year have yet been received. If this is so, this is a serious matter and should be attended to *at once*.

(b) I was informed that swine-fever has been on the increase in recent years and that there is need to initiate an intensive control scheme. Director, Agriculture, will please discuss with me.

*(4) Public Works Department*

Chief Engineer.

(a) I was informed that the Department was seriously in need of two or three rollers. There is also need of arrangements for storing explosives.

(b) It seems that the National Highway between Shillong and Jowai has not yet been taken up by our P.W.D. This may please be expedited.

*(5) Education*

Secretary,  
Education.

(a) A proposal has been submitted for starting an examination centre at Jowai. I was informed that all particulars required by the University have already been furnished. The minimum number of students prescribed for entitlement of such a Centre is 200, while we have about 170. Taking account of our special conditions, the Department may please see whether the University can be requested to agree to our proposal.

Director of  
Public  
Instruction.

*Jaintia Hills January, 1972*

(b) It was suggested that some facilities for research may be arranged for our College staff so that they may qualify themselves for service in the new Hill University. This may be considered by the Department.

(c) The Deputy Inspector of Schools and the Executive Engineer have submitted an estimate for Rs.42,000 for construction of an M.E. School at Sohka. I am informed that no orders have been passed, although the estimate was sent about a year ago. The Chief Engineer and the Secretary, Education, will please inform me of the position.

(d) The Education Department has no vehicles. As road communications have now improved in Jowai and schools require regular inspection, the provision of a vehicle is neces-

#### (6) *Agriculture*

Secretary,  
Agriculture.

It was suggested that a Soil Testing Laboratory should be set up in Jowai in view of the increasing interest taken by the people in using fertilisers. This may please be examined.

Secretary,  
Forests.

Conservator of  
Forests.

(a) I was surprised to learn that grants for the current year have not yet been released. Conservator of Forests will please confirm action taken.

(b) The District Council has asked for some staff to be deputed to fill the posts sanctioned for carrying out surveys for fresh reservation. Conservator of Forests will please look into the matter and see what can be done.

Inspector  
General of  
Police.

I was informed that the police vehicles are both under repair in Shillong and the police

*Jaintia Hills January, 1972*

staff are experiencing difficulties in carrying out their duties. Inspector General of Police will please look into this urgently.

(9) *General*

Deputy  
Commissioner.

(a) I was informed that the proposal for acquisition of land for new Headquarters has been submitted to the Deputy Commissioner. The Deputy Commissioner should send his recommendations to Government as early as possible.

Deputy  
Commissioner.

(b) There is need for selecting suitable sites for parking vehicles in Jowai town instead of allowing them to clutter up the road as at present. This may please be looked into.

Secretary,  
Transport.

(c) The Transport Department may consider the feasibility of setting up of a workshop for the repair of Government vehicles, including tractors, etc., of the Agriculture Department and Community Development Department. I understand that all vehicles have, at present, to be sent to Shillong. With the growth and constitution of Jowai as a District Headquarters, there will be need for proper workshop facilities.

Secretary,  
Education.

(d) I paid a visit to Nartiang after the main Republic Day celebration on the 26th morning. The Education Department may please consider steps to ensure that this historic site is properly looked after. There will also be other places of historic importance for whose maintenance the Education Department should make necessary arrangements. I saw some old cannons of the Jaintia Raja lying in a state of disarray in one of the temples. It would be good if these could be cleaned up, assembled and suitably displayed. I have spoken to the Sub-divisional Officer and the Doloi in this connection and the Education Department may also please pursue in case some funds are to be sanctioned.



*Jaintia Hills, January, 1972*

Secretary,  
Tourism and  
Chief Engineer.

(e) The pleasure-house at Thadlaskein is in a very bad state of repair. I presume the Tourist Department is responsible for its maintenance. This is one of the main beauty spots in the Jowai area and action should be taken urgently to have good arrangements for tourists to picnic here.

N. K. Rustomji

Memo No.CS(M)/72(Jowai), Shillong, 28th  
January, 1972.

Copy to:—

1. Deputy Commissioner, United K. & J. Hills, Shillong.
2. Sub-divisional Officer, Jowai.
3. Secretary, Social Services, Meghalaya.
4. Secretary, Agriculture, Meghalaya.
5. Secretary, Transport, Meghalaya.
6. Secretary, Forests, Meghalaya.
7. Inspector General of Police, Meghalaya.
8. Director of Health Services, Meghalaya.
9. Director of Public Instruction, Meghalaya.
10. Director of Agriculture, Meghalaya.
11. Conservator of Forests, Meghalaya.
12. Chief Engineer, Meghalaya, for information and necessary action.

Garo Hills, February, 1972

All Secretaries  
and Heads of  
Departments.

The purpose of my visit was to have a general idea of the progress made by our various departments, more especially in the field of development. As the political parties were fully engaged in their election campaigns, my contacts were mostly with the officials. My overall impression was that, while there has been a considerable increase in the number of officers functioning in the departments, there has not been proportionate acceleration in the pace of development. One of the reasons seems to be that there is lack of proper co-ordination. There is also a tendency, when there are too many officers, to throw responsibility on others instead of shouldering it oneself. I should, therefore, be disinclined to entertain any increase in staff until we are thoroughly satisfied that the existing officers are being properly and fully utilised. Apart from some work on roads and Town Water Supply, I did not get the impression that much significant progress has been reached in other sectors. The reason may be that the District has been so fully absorbed during the last ten months in meeting the Bangladesh situation that there has been insufficient time to give thought to development activity. I was surprised to find, for instance, that Heads of Departments have not been paying regular visits to the District. Tura can now be reached within a single day from Shillong and there is no reason whatsoever why Departmental Heads, who have all been provided with transport, should not be able to visit Garo Hills *at least* every three or four months. Unlike Assam and other States, we have had, until recently, only two districts in Meghalaya. There should therefore have been ample opportunity for Departmental Heads to visit Garo Hills more regularly, give personal attention to its problems, offer guidance to their officers and inspect the various institutions under their charge. The same observation would also be applicable to the Secretaries, although, in their case, the visits

*Garo Hills, February, 1972*

need not be as frequent as in the case of the Heads of the Departments. In the absence of visits by senior officers from Headquarters, I found that the District officers were unsure of what was expected of them and, as a consequence, unable to function effectively.

2. I feel it would be well to lay down, as a working formula, that *every Head of Department should pay a quarterly visit to Garo Hills*. The Secretaries should similarly visit Garo Hills every six months, and, during the visits of the Secretaries, the concerned Departmental Heads should also be present so that all outstanding matters can be settled on the spot. The Deputy Commissioner should also play a very much more focal role as the co-ordinator of the activities of all the departments in his District. If, for any reason, matters affecting any department are getting held up or not proceeding smoothly, they should be referred by the District departmental head to the Deputy Commissioner, who, at his level, should take up such matters with the concerned Secretaries. Although, in theory, the Deputy Commissioner calls a Development Meeting every month, I had the impression that he was not being sufficiently utilised by the Departmental Officers to sort out their difficulties.

3. I have spoken to the Deputy Commissioner personally on the above lines and directed that, as the Bangladesh situation has now eased, he should be able to give much more time to the co-ordination and progressing of the work of the various departments in his District. I have also given personal instructions to the officers concerned in the various institutions I have visited. I am noting below some of the salient and more important matters that require the personal attention of the Secretaries and the Heads of Departments.

*Garo Hills, February, 1972*

*A—Health Department*

Secretary,  
Health.

Public Works  
Department.

Director, Health  
Services.

(i) I was surprised to find that, even now, the plans and estimates for the new hospital have not been finalised. The site for the hospital had been finalised long ago, and I had expected that the work of constructing the new hospital should already have been well on its way. I have spoken to the Director of Health Services and the Chief Engineer about the high priority to be given to this project. Secretary, Health, will please confirm within ten days that the estimates have been sanctioned and steps taken to commence the work.

(ii) Equipment for taking cardiograms and applying anaesthesia should be arranged, as in the case of Jowai Hospital.

(iii) B.C.G. Campaign which, for some reason, seems to have been discontinued for many years, should be resumed as quickly as possible in view of the high incidence of T.B.

(iv) My impression is that the main reason for poor health in the District is mal-nutrition. Until such time as the general economy of the District is geared up sufficiently to allow for a higher standard of diet, the department may consider to what extent the Red Cross can be more fully associated in the distributing of vitamin pills, milk, etc., at least to little children.

*B—Agriculture & Community Development*

Secretary,  
Agriculture.

Community  
Development.

(i) I was very surprised to find that the Canning Plant at Dainadubi had been closed down as the existing stock of squash, juice, etc., had not yet been disposed of. It appears that stocks to the extent of about Rs.50,000 are lying in the godowns, and nobody could tell me what steps, if any, were being taken for their disposal. The Department has a marketing

*Garo Hills, February, 1972*

organisation, and it is surprising that nothing should have been done all this time to sell the products. The main idea of starting this Canning Factory was to offer a reasonable price for the pine-apples, oranges, etc., grown in the District. I found, however, that pine-apple growers within the vicinity of the canning factory itself were selling off their fruit elsewhere at comparatively low prices, as it was not being taken by the Canning Unit. Here is an example of the lack of co-ordination that I have referred to in the earlier part of my note. There are officers in abundance, but nobody seems to take any initiative to get things moving. Secretary (Agriculture) will please discuss with me *at once* the action proposed by the Department to dispose of stocks and resume operations. It is quite obvious that radical steps are necessary to gear up the marketing organisation.

(ii) I was informed, during my visit to the Rongram Farm, that a castor-crushing plant had been installed in a region where no castor was grown and that the machinery was rusting away as it had never been used. Secretary (Agriculture) will please report on the facts, with proposals for action to put the plant to use.

(iii) I was informed that the Cotton-ginning project at Phulbari has also not been functioning satisfactorily. Secretary will please discuss.

(iv) Arecanut seems to be doing well in the Rongram Farm, and, as the people are enthusiastic in extending its cultivation, I should be inclined to substantially step up the quantities of seedlings supplied to them at a subsidised rate. Provided the Department can improve its arrangements for marketing, there seem to be very good possibilities for the extension of areas under arecanut and pine-apple.

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*C—Education*

Secretary,  
Education.

Director,  
Public  
Instruction.

(i) I found that the post of Vice-Principal of the Multi-purpose High School has been lying vacant for some years. There has also been delay in appointing teachers for Biology, and, though the School has been established over a long period, there are no proper latrines for the pupils.

I spent some time both at the Tura College and at the Multi-purpose High School. It seems that most of the students from the outlying areas have to stay with friends and relations in the town, as there is insufficient hostel accommodation in both the institutions. This is obviously unsatisfactory, as the students find difficulty in applying themselves to study when staying in private homes where they are expected to perform household duties also. It is very necessary, therefore, that hostel accommodation should be increased so that children, particularly poor children, from the outlying areas may have facilities for study.

The Director of Public Instruction, whom I had instructed to visit Tura, will please discuss the above with me as early as possible.

(ii) I did not have time to inspect the Industrial Training Institute during my current visit, but I passed through the area and could have some idea of the extensive buildings complex that has been set up for this institution. I was informed that there are only about nine students enrolled, and that their number is less than the number of staff. It is obvious that this is a completely uneconomic project, but there is no indication that the Department has been applying its mind to set things right. Either the institution should be put on a proper footing or closed down.

My impression of such Government Industrial Training Centres has been generally most unhappy. There are very few institutions which I have seen that impart useful instruction enabling the students to make a living after completion of their course. Unless and until we can

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establish really useful institutions ourselves, I should be inclined to depute our trainees to well established and proved institutes, such as Don Boscos, where they can learn useful trades, such as tailoring, printing, carpentry, shoe-making, etc., which will enable them to earn a livelihood at the end of the period of their training. This is an important matter of policy which I should like to discuss with the Secretary as early as possible.

#### *D—Industries*

I visited the Mendipathar Potteries Project (Private) on my way to Tura, as well as the Saw Mill in the same area. It seems that the clay and coal required for this industry (potteries) is mostly around Nangalbibra, and it may not prove a practicable proposition moving the main raw material for this industry by truck over such a long distance. When, after two or three years, road communications to Nangalbibra have been sufficiently improved, it may be of advantage to set up a pottery complex somewhere around Nangalbibra itself near to the area where the raw materials are mainly available.

#### *E—Forests*

Secretary,  
Forest.

Tourism,

Public Works  
Department.

I found, at Darugiri, that, apart from the old Forest Bungalow, a double-storied tourist bungalow has been built at considerable expense, quite close by. There is also a new P.W.D. Inspection Bungalow. The Tourist Bungalow is completely un-furnished and has apparently never been put to use. The P.W.D. Bungalow has also not yet been furnished. In any case, there can be no possible justification for *three* inspection bungalows in a small place like Darugiri. Here again is an example of the results of un-coordinated action, with consequent wastage of public funds. Conservators of Forests and/or Secretary, Tourism, will please discuss urgently action proposed to put the Tourist Bungalow to use. Its condition is already deteriorating for lack of maintenance, although it has never yet been occupied.

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*F—General*

Deputy  
Commissioner.

(i) I have spoken to Deputy Commissioner about the action we are taking in Shillong to improve sanitation, regulate traffic and beautify the town. He should take similar action in Tura in consultation with his Departmental Officers. I was sorry to see the deplorable condition of the park opposite the Deputy Commissioner's bungalow. The fountain, swings and see-saw are all in a dilapidated condition and out of commission. The old and ugly stone benches are disfigured and broken. There seems to have been no attempt to lay out and maintain a good garden. The Deputy Commissioner informs me that the park is under the management of the Town Committee. If the Town Committee are not in a position to maintain the park, the Deputy Commissioner may consider what alternative arrangements can be made. The park is fortunate to be located in a beautiful site, and there is no reason why, with a little attention and thought, it should not be developed into a very lovely recreational centre. It will not be expensive to have a corner in the park for birds and, perhaps, some small animals. I very much hope the Deputy Commissioner will have been able to make some progress in this matter before my next visit.

Secretary,  
G.A.D.

(ii) As more students come out year by year from our educational institutions in Garo Hills, the problem of employment may reach serious proportions. I have already suggested that arrangements should be expedited for imparting instruction in useful trades in some well-established institutions. It would also be useful to start a centre to give training in stenography and typing in Tura itself. This should not present difficulties and Secretary (G.A.D.) may please take the necessary steps with the least possible delay.

N. K. Rustomji



*Nongstoin and Mawshynrut (Sonapahar)*  
December, 1972

The main purpose of my visit was to study the arrangements for establishing the new subdivision.

(1) *Communications*

1. Secretary,  
Transport.

2. Director,  
Transport.

3. Secretary,  
G.A.D.

It is quite absurd that it should take fifteen days for a letter to travel 58 miles from Nongstoin to Shillong. I am informed that a registered letter takes as long as six weeks. It will be impossible for any administration to function effectively unless postal arrangements are forthwith improved. I have spoken personally to Shri Sinha, Director, Transport and Communications, and Shri Nongrum, Administrative Officer, Finance, and instructed them to ensure that immediate arrangements are made for starting a daily mail service. There should be no difficulty whatsoever, as we have already authorised plying of State buses between Shillong and Nongstoin. One such bus can be placed on the road at once and carry the mail-bags to and from Nongstoin. This arrangement should be set into motion with the least possible delay and *in any case not later than December the 23rd.*

We should also take steps to have telephone communications with Nongstoin as early as as possible.

(2) *Water Supply*

Chief Engineer,  
Public Health.

From my discussions with the Syiem and others regarding water-supply, it seemed that pumping will be necessary up to a height of over 130ft. at Mawrusyiar village. The water is proposed to be pumped from the river Nongbah at Weisohlang. The previous suggestion had been to arrange water-supply by gravity but it seems very doubtful whether this will be practical. I had instructed Shri Nath, Executive Engineer, Public Health to visit Nongstoin

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to finalise the Water Supply Scheme. He has accordingly proceeded to Nongstoin and will discuss with me further on his return. (I have since discussed with Shri Nath, on his return from Nongstoin. He has submitted an estimate. Sanction must be expedited).

(3) *Electricity*

Secretary,  
Industries

Posts have already been brought up to Kynshi. The State Electricity Board must be moved to bring the lines up to Nongstoin as early as possible, as availability of electricity will greatly assist other essential projects, such as water-supply, telephonic communications, small industries.

(4) *Medical*

Secretary,  
Health.

Director,  
Health.

It is very distressing indeed that, although there is a good hospital with three nurses, there has been no Government Doctor at Nongstoin since last August. I have spoken to Secretary, Health personally, and he assures me that a Doctor will be sent forthwith. I should like to have confirmation by December the 23rd that a Doctor is in position at Nongstoin.

It was represented to me that, since discontinuance of the D. D. T. spraying programme, malaria has once again come up in the Nongstoin area. The Department should therefore consider whether D. D. T. spraying should not be resumed on a regular basis.

Public Health Centres seem to be required at (1) Riango and (2) Dorangre, which are at present receiving no medical coverage. The Department may also consider establishing an out-door dispensary at Nongjri (between Balat and Maheshkhola).

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## (5) Roads

Secretary,  
& C.E.,  
P.W.D.

(i) P.W.D. may consider taking over the following small stretches of roads, most of which are at present being looked after by the Deputy Commissioner :—

1. Nongstoin to Mawkawah
2. Nongstoin to Nongnonbah
3. Nongnonbah to Nongpydeng
4. Nongnonbah to Pydengrei
5. Siejlieh to Mawkhlam

(ii) The Department may consider whether the remaining 5.5 K.m of the link road between Nongdaju and Dorangiri may be taken up. I understand this will involve an expenditure of only about Rs.3 lakhs. Two kilometers of this link have already been completed, but this would seem to serve no very useful purpose unless the remaining 5.5 K.m. are also taken up.

## (6) Education

Secretary,  
Education.

Director,  
Public  
Intruction.

(i) I visited the Proceeding High School maintained by the Syiem and his Durbar. The girls' hostel had been completely blown away by a storm sometime back. This seems to be good case for giving a grant for rebuilding of the hostel. The Department may also consider the Institution's request for permitting Class X examinations.

(ii) I also visited the Government M.E. School, and was informed that there has not been a single meeting of the Managing Body, of which the D.I. is the Chairman. The result is that the Institution is not receiving sufficient attention and the general standard has dropped very low. The D.I. should call a meeting of the Managing Body *with the least possible delay*. If, by any reason, it is not possible for D.I. to attend such meetings, there should be an arrangement under which some other Member can function as Chairman. The absence of the D.I. should not in any case be a reason for meetings of the Managing Body to be put off indefinitely.

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(7) *Sonapahar Silimanite Mines*

Secretary,  
Industries.

The employees have submitted a representation to the effect that, since the mining leases have been taken over by M/S. Hindustan Steel Ltd., all operations have been discontinued. They are naturally anxious about their service conditions, continuance in employment, wages, etc. I assured them that this matter would be taken up with M/S. Hindustan Steel Ltd., immediately on my return. I presume the Industries Department must already have taken up this matter at the appropriate level. The Secretary, Industries, will please contact me at once and let me know the present position.

The Nongstoin Mining Co-operative Society had applied some time ago for the renewal of their prospecting licence and issue of a mining lease. I remember that the Industries Department were to make some enquiry into the working of the Society and report the result. I presume that the enquiries have been completed. The report may please be submitted.

(8) *Boundary with Garo Hills*

Secretary,  
Revenue.

I am informed that, as far back as in 1942, there was an enquiry into the boundary between the Nongstoin Syiemship and Garo Hills in the region Nongkongkhil, as a result of which the S.D.Cs. of the two concerned districts had come to an agreement and submitted their recommendation to the Government. It was represented to me that demarcation should be carried out according to the S.D.Cs.' recommendations. The Revenue Department may please examine the matter early and report.

(9) *General Administration*

Secretary,  
Personnel.

It is not possible for the Special Officer, Shri Pyngrope, to continue carrying out relief duties in Shillong in addition to his duties at Nongstoin. I have already issued necessary orders in this behalf to the Deputy Commissioner

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and spoken personally to the Secretary, Personnel. The officer must be relieved of his duties in Shillong *with immediate effect*.

I understand that there are a number of compensation cases which have been pending for a very long time in respect of land acquired for roads. With the establishing of a regular subdivision, it will be necessary to appoint an S.D.C. Action may please be taken accordingly.

(10) *Town Planning*

1. Shri Karim,  
Town Planner.

2. Shri Das,  
Conservator of  
Forests.

3. Shri Ingti,  
Soil Erosion.

(i) I have already issued orders to Shri Karim, our Town Planner, to proceed to Nongstoin on the 18th December to advise on the layout of the new headquarters. Special attention should be paid to the planting of flowering trees and shrubs. I suggest we try planting some azelias on an experimental basis, apart from a flowering peach, cherry and poinsettias.

(ii) The Forest Department should examine what steps can be taken to afforest the hills, which have become completely denuded of forest coverage.

N. K. Rustomji

14-12-72

Garo Hills, June, 1973

PART I

All Secretaries  
and Heads of  
Departments.

I had noted during my last visit that "*every Head of Department should pay a quarterly visit to Garo Hills*". The Secretary should similarly visit Garo Hills every six months, and during the visits of the Secretaries, the concerned Departmental Heads should also be present so that all outstanding matters can be settled on the spot". I was given to understand that this directive had not been fully carried out, with the result that many matters that could have been easily settled by discussion between the Secretary, Departmental Head and District Head have remained unnecessarily pending. This is a serious matter and I should like to have a report from all Secretaries by 15th July 1973, indicating the extent to which the directive has been carried out. The reports will be submitted to the Chief Minister and the matter will, if necessary, be taken to the Cabinet, as it is essential that senior officers should pay more personal attention to the needs of Garo Hills. The Secretaries will please ensure, by personal contact with the Departmental Heads, that the reports reach me by 15th July, 1973 positively.

2. The following matters were discussed during my meeting on the morning of June 26 with the district staff in the D.C's office :—

Secretary,  
Health.

D.H.S.

(a) *Health Department*.—There is still a shortage of over 20 doctors and 20 compounders in the district. There is a proposal to start a pharmacists' course at Tura in the premises of the I. T. I. and an expert officer from the Government of India had recently visited Tura in this connection. The D.H.S. will please discuss this scheme with me urgently, with his

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proposals for implementation. I should also like to know from D.H.S. the steps being taken to fill the vacant posts. Until such time as our own doctors from Meghalaya come out from the Medical Colleges, the Department may consider employing doctors from outside on three or four years contract so that the minimum medical needs of the people may be met.

Secretary,  
Labour.

Director,  
Craftman  
Training.

(b) *Industrial Training Institute*.—The Tura I. T. I. illustrates one of the worst examples of mismanagement that I have come across. Considerable expenditure has been incurred on buildings and equipment, most of which have been lying unutilised or grossly under-utilised ever since inception of the scheme. Only two courses (of welders and fitters) are being conducted in rather desultory fashion. I had brought this matter to notice during my last visit and suggested that a course in stenography and typing should be started, for which necessary steps should be taken "with the least possible delay". I was informed, on enquiry, that, while this course has since been sanctioned, no beginning has been made as the Labour Department has not yet been able to arrange any type-writing machines. There should be no difficulty whatsoever in arranging a few type-writers and this only points to the apathetic attitude of the Department in its approach to matters of vital public interest. Stenographers are in short supply and it would be of help in meeting our unemployment problem in Garo Hills if a few people could be trained up every year in stenography, typing, etc. The new Secretary for Labour will please give this matter his personal attention and see that matters are set moving at once. There is no reason why course should not also be started for training of motor mechanics, electricians and wiremen, all of which will help in meeting the problem of unemployment.

Secretary,  
Industries.

(c) *Industries*.— I was informed that there have been no visits to Garo Hills from the Secretary-cum-Director of Industries. It

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is, on the other hand, precisely in these hitherto more neglected areas that special attention has to be paid to development. While officers can find time for tours outside the State, they should find time to spend a few days in the districts also. I could see very little evidence of extension in industrial activity since my last visit and this must be largely due to the fact that so little attention has been paid to the district's needs at the personal level.

Secretary,  
Agriculture.

Director of  
Agriculture.

(d) *Agriculture.*— I was informed that sanctions for minor irrigation schemes for 1972-73 were not received until March, 1973. Specific orders had been issued last year regarding issue of sanctions in due time. Minor irrigation is a very important part of our agricultural programme for increasing food production, and it is a very serious matter indeed that sanctions should have been delayed until the last month of the year. Secretary, Agriculture, will please enquire into the matter, fix responsibility for the delay and initiate disciplinary proceedings against the persons at fault. A report should be submitted to me by August 1 indicating the action taken.

Secretary,  
Co-operation.

Registrar,  
Co-operative  
Societies.

(e) *Co-operation.*—The Dogripara Brick Making Co-operative Society has applied for a loan of Rs.15,000 to start a Brick Making unit. I may please be informed if there is any difficulty in granting the loan.

Secretary,  
C.D.

(f) *S. F. D. A.*—I was informed that no technical clearance has yet been received in respect of 5 schemes amounting to Rs.5 lakhs. This may please be expedited and the action taken confirmed.

Secretary,  
C.D.

Secretary,  
Personnel.

(g) *Community Development.*—There are only 4 regular B. D. Os, the remaining three posts being temporarily filled by Extension Officers. Secretary will please inform me of the steps being taken to fill the three posts on a regular basis.



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There was a general feeling that morale of Gram Sevaks has fallen low, as they have no promotional nor pensionary prospects. The suggestion is that Gram Sevaks should be encadared with Agricultural Demonstrators so that they may have some higher posts to look forward to. This may kindly be examined.

Secretary,  
Forests.

Conservator of  
Forests.

D.P.I.  
Director,  
Publicity.

(h) *Forests*.—Although we have passed an Act for the protection of wild life, this is virtually a "dead letter", as the provisions of the Act are not observed at the higher levels of the Administration, which are expected to set an example. Even Secretary-level officers are reported to go out shooting during the closed season and no-one applies for permits. Of the three districts of Meghalaya, Garo Hills is the richest in wild life, being the habitat *inter-alia*, of the clouded leopard, golden cat and golden langur. The Conservator must clearly take much firmer measures to ensure that the rules are observed, and particularly so by officers at the higher levels. There should be much wider publicity to let people know that it is a *crime* to wantonly kill off our fast-declining animal population. Apart from educating the public in general, special steps should also be taken to inculcate a love of animals and nature among our school students by promoting societies for the study of flora and fauna. All this should form part of the regular school curriculum and the D. P. I. should examine whether our existing text books are adequate for this purpose.

Rare animals seized in connection with court cases are at present being sent to the Gauhati Zoo. Conservator will please consider whether arrangements cannot be made for keeping them in some suitable enclosure in Meghalaya, where they can be viewed by the public, until we have set up our own State Zoo.

Secretary,  
Home.  
I.G.P.

(i) *Police*.—It was represented that extra posts of one Traffic S.I., and six Constables were necessary for more effective traffic control

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in Tura Town. There was also a request for an extra post of D. S. P. (S.B.). Home Department will please examine whether we can sanction this extra staff. *Prima-facie*, I feel the sanctioning of one traffic S. I., and three Constables may suffice for the present.

Secretary,  
Education.

D.P.I.

(j) *Education*.—I hope the new D. P. I. will arrange to visit Tura *as early as possible*, as there are a number of long-pending matters relating to the Education Department that must quickly be settled. The following posts, in particular, require to be filled as early as possible, as they have been lying vacant for a very long period:—

- (i) Headmistress and Assistant Headmistress, Girls' School.
- (ii) Social Education Officer.
- (iii) Vice-Principal, Multipurpose School.

I am informed that an extra class-room is required for the Tura College to cope with the 2-year P.U. Course and that there is also need for two Garo Lecturers as against the existing provision of only one. D.P.I. will please look into this and take necessary action.

Secretary  
Power.

(k) *A. S. E. B.*.—The A. S. E. B. have neglected to lift 500 poles that they had contracted for and which have been lying ready for delivery since June, 1972. Secretary, Power, will please contact Chairman, A. S. E. B., by telephone to ensure that the poles are lifted without further delay.

Most of the poles carrying electric wires have rotted and require urgent replacement as they are a danger to public safety. This matter should also be taken up at the personal level by Secretary, Power, with Chairman, A. S. E. B.

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Secretary,  
Public Health.

Chief Engineer,  
Public Health.

(l) *Public Health*.—I was informed that there is urgent need for a 7-tonner Tata vehicle for carriage of stores, etc. C.E. (P.H.) will please look into this and take necessary action.

Secretary,  
Transport.

Secretary,  
Veterinary.

(m) *Veterinary*.—A jeep pick-up has been sanctioned and allocated for the Veterinary Department, but it appears that the Transport Department has not yet arranged its despatch. Transport Department will please take necessary action.

*Garro Hills, June, 1973*

PART II

Secretary,  
Health.  
D.H.S.  
Chief Engineer,  
(PWD)  
Town Planner.

*Civil Hospital*: On the afternoon of June 26 and morning of June 27, I visited the area proposed for the new hospital complex, and inspected the bazar, Civil Hospital and Mission Hospital. It is clear that it will take at least three years before the new hospital will be ready. The site of the new hospital complex has not yet been surveyed in detail, and the most that the Department hopes to be able to complete during the current year is construction of access roads in the new area and a few quarters for the medical staff. We have to be prepared, therefore, to carry on our medical programme in the present hospital premises for at least three years. It would not be economic to incur much expenditure in the existing area at this stage, but there are a few basic requirements that have to be met for providing essential health services to the people. There is a block of two rooms for paying patients, which can be quite easily extended on one side by adding two extra rooms. The cost, I was informed by the Superintending Engineer, would be approximately Rs.15,000. This small addition will give much needed relief and will also make it possible to segregate the eye cases, which are at present kept mixed with other cases, which is contrary to accepted medical practice. D. H. S. will please examine whether this new addition cannot be taken up forthwith. There should be no difficulty in completing this small addition within a few months.

2. Of the three X-Ray machines in the hospital, two are out of order. One of these has never functioned ever since its purchase several years ago. The cost of these two machines would be over Rs.50,000 and yet the Medical Department seems to have taken no proper initiative to get them repaired. Even if it costs the Department Rs.5,000 to get some mechanics to repair the machines, it will surely be worth the expenditure rather than let this

*Garo Hills, June, 1973*

costly equipment lie idle and go to rust. D.H.S. will please give this matter his personal attention and obtain an explanation as to why these machines have not yet been put in order. One of these machines was originally intended for Baghmara and I remember directing that it should be repaired and put to use *several years ago*. This is a fit case for D. H. S. to fix responsibility for gross negligence and take disciplinary action against the person or persons found at fault.

3. I had ordered, during my last visit, that equipment for taking cardiograms and applying anaesthesia should be arranged. The Civil Surgeon informed me that follow-up action had been initiated since my visit, but that the necessary equipment has not yet been received. D. H. S. will please report the date by when these two essential services are expected to be available in the hospital.

4. I was informed that incidence of malaria is on the rise both in Tura and in the district in general. D. H. S. will please consider whether spraying operations, etc., should not be intensified. It was suggested to me that there may be need for strengthening the potency of the D.D.T. solution in view of the seriousness of the problem.

5. *Simsanggiri Subdivision*: As there was a landslide on the road to Simsanggiri, it was not possible for us to reach Simsanggiri. I had some discussions, however, regarding the more urgent needs of the new Subdivision.

Secy., Health/  
DHS.

(i) A compounder has been arranged, but there is still no doctor. It is entirely anomalous that there should be no doctor at the Sub-divisional H. Q. The D. H. S. will please arrange to post a doctor with the least possible delay.

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Secretary,  
Communications (ii) The Postmaster General should be moved to expedite arrangements for postal and telegraphic facilities, etc.

Secretary/C.E.,  
P.W.D. (iii) There is a complaint that the newly constructed quarters and offices are already leaking and that it will be extremely difficult for the staff to function unless the buildings are roofed with C.I. sheets. The Chief Engineer will kindly examine what can be done so that the staff may not be put to unnecessary inconvenience.

Secretary,  
Personnel. (iv) It may be advisable to post Shri Pangtey, I.A.S., to Simsanggi on his return from Mussorie. There is need for an active young officer with initiative to set the new Subdivision on its feet. Personnel Department will please keep this in view when Shri Pangtey reports back from Mussorie.

Deputy  
Secretary, Law. 6. I met a deputation of the Tura Bar Association, who submitted a Memorandum which I shall be discussing separately with D. S., Law.

Secretary,  
District Council  
Affairs. 7. A case of two Hill Mauzadars and Mandals who had been retired from service by the District Council at the age of 55 although they were entitled to serve until 60 was brought to my notice. On the face of it, it seems grossly unjust that these two officers should have been deprived of their legitimate rights of service. The D. C. has referred the matter to the Secretary, District Council Affairs in his letter No.TGE.24/72/7217, dated 3rd May, 1973. The Secretary, District Council Affairs will kindly give the matter his personal attention and, if necessary, put up a memorandum for regularisation of this unfortunate case by the Cabinet.

Secretary,  
Revenue.

Garó Hills, June, 1973

PART III

I held detailed discussions with the Chief Executive Member and District Council Members on the afternoon and evening of June the 27th in the office of the C. E. M. The following are some of the more salient points discussed :—

Secretary,  
T. & C.P.

Town Planner.

Secretary,  
District Council  
Affairs.

(a) *Improvement of town.*—The District Council has already constructed a section of the new shopping centre at a cost of about Rs.3½ lakhs. They propose completing the project at a cost of about Rs.30 lakhs and to approach Government to make funds available. I suggested that they should have the master-plan of the entire scheme completed as early as possible and we can then consider the stages according to which it may be taken up, depending upon availability of funds. As the Council will be renting out the buildings and earning revenue, they could undertake the work by taking a loan. I suggested that they should have preliminary discussions with the L.I.C. and State Bank representatives in Tura and approach Government in case they were not in a position to obtain assistance by local negotiations.

As for widening the main roads in Tura town area, I had already directed the Chief Engineer to inform the D.C. of the areas to be acquired for this purpose so that the necessary land may be made available through the good offices of the District Council.

Secretary,  
P.W.D.

(b) *Beautification Scheme.*—There was a proposal about ten years ago to construct an artificial lake in Tura, but this was subsequently dropped on account of the economies imposed consequent upon the Chinese aggression. It was agreed that the P.W.D. should carry out a fresh survey of the project and put up an estimate of cost for consideration.

## Garo Hills, June, 1973

Conservator of  
Forests.

Town Planner.

It was agreed that the present park near the D. C.'s bungalow should be handed over to the D.C./D.F.O. for proper maintenance. The D. C. was of the view that the Forest Department would be better placed to manage the park. Conservator of Forests will please discuss with me action to be taken to improve the park and provide the necessary amenities—a few animals, birds, swings, benches, tea-stall, etc.

Secretary,  
Forests.

Conservator of  
Forests.

(c) *Game Sanctuary*.—The Council proposed that some Game Sanctuaries should be established at Tura Peak, Barpakram, Nokrek, Napak and Dilsa Hill. The D.F.O. pointed that most of the areas requiring protection were within the jurisdiction of the District Council and that it was not, therefore, possible for his staff to take measures for protection. The C.E.M. gave an assurance that, if the Forest authorities indicated any specific area for purposes of taking protective measures, he would arrange with the concerned Nokmas that the area should be made available to the D.F.O. for construction into a reserve or sanctuary. The D.F.O. should take up the matter accordingly and work in closest co-ordination with the concerned officers of the District Council.

Secretary,  
Tourism.

Director,  
Tourism.

(d) *Tourism*.—It was agreed that a Tourist Lodge should be constructed as early as possible in Tura Town where there were at present no facilities for tourists to stay. It was felt that the construction of a Tourist Lodge at Napa and other centres in the interior may be taken up as a second priority, the first priority being the providing of facilities for tourists at the District Headquarters itself.

(e) *Border Hats*.—The District Council proposed to construct semi-permanent sheds in about 17 hats. It was suggested that this programme should be taken up in a phased manner, and that since the Council would be renting out these sheds, the finances required may be obtained as loan.



Garo Hills, June, 1973

Secretary,  
T. & C.P.

(f) *Rental Housing Scheme*.—It was agreed that the Scheme under preparation by the Town Planning Department for construction of about 30 houses should be implemented as early as possible.

Conservator of  
Forests.

(g) *Forests*.—I was informed that the Conservator of Forests, during discussions with the District Council on the 11th December, 1972 had given an assurance that funds would be made available to the District Council for preliminary survey of catchment areas. Conservator of Forests will please report the present position and the extent to which he is in a position to assist with funds.

The Chief Executive Member had proposed that trees should be planted along-side the major arterial roads. The D.F.O. was instructed to take steps urgently to arrange sapplings, seedling, etc., so that plantation may start during the current season. Adequate steps should also be taken to protect the sapplings/seedlings at plantation so that they should not be damaged by animals, etc.

Secretary,  
Agriculture.

(h) *Agriculture*.—The District Council has submitted schemes amounting to Rs.5 lakhs for reclamation of lands by the District Council. The D.A.O. has also stressed the need for two or four bull-dozers so that the work of reclamation may be quickly taken up. Secretary, Agriculture will please let me know how his department can assist.

Secretary/C.E.,  
P.W.D.

(i) *Floods*.—Of the three districts in Meghalaya, Garo Hills are the most seriously affected by floods. It would seem logical, therefore, that the Headquarters of the Executive Engineer, Embankment and Drainage, should be at Tura rather than at Shillong. In the alternative one of the three Executive Engineers (P.W.D.) at Tura may be appointed as *ex-officio* Executive Engineer, E. & D., so that the S.D.O. can receive orders quickly from Tura instead of having to approach Shillong in all matters. Chief Engineer will please examine and let me have his views.

Garo Hills, June, 1973

Secretary,  
District Council  
Affairs.

(j) *Slum clearance*.—It was agreed that a tractor-trailer would be more suitable than a truck for clearing rubbish, etc. Secretary, District Council Affairs, will kindly consider how best this can be arranged. Much has been done to improve sanitation in Shillong. It is very necessary that we should take parallel measures in Tura and in Jowai. A tractor may perhaps be arranged by the Agriculture Department under "compost scheme" as in the case of Shillong.

Secretary,  
Agriculture.

(k) *Education*.—The District Council has submitted schemes amounting to Rs.60 lakhs to restore schools damaged during the Bangladesh operations. No copy of the schemes, however, was sent to the D.C.

Secretary,  
Education.

The C.E.M. regretted the omission, which was through oversight, and will send a copy to the D.C. so that his views may also be obtained.

Director,  
Public  
Instruction.

It was complained that pay for teachers was never received in time and that delay was largely due to the present very cumbersome procedure for obtaining the D.I's counter-signature and utilization certificates. The new D.P.I. will please examine the matter afresh and let me know what action can be taken to streamline the procedure so as to ensure that teachers receive their pay in reasonable time.

(l) *Transport*.—It was represented that the Council should be exempted from payment of Passengers' and Good's tax. I do not feel there is a strong case for exemption.

Secretary,  
P.H.  
Chief Engineer,  
P.H.

(m) *Water works*.—Inadequacy of the new Tura Town Water Supply Scheme were discussed in great detail. The C.E.M. felt that the proposal to pump water from the Ganol was

Garo Hills, June, 1973

not sound. The proposed site for pumping was in the vicinity of burial ground and he felt that water would be polluted. He suggested that it would be sounder to bring water by gravity from a point higher up the Ganol river. The Executive Engineer, Public Health, pointed out that it would be necessary to take a reading of the water-flow during the dry season (i.e., March next year) before a decision could be taken to bring water from the point suggested by the C.E.M. This would mean that the scheme for completing Tura Water Supply would have to be deferred and Tura Town would be faced with difficulties during the next dry season. It was suggested that the Public Health Department should consider whether some emergency steps can be taken to augment the existing sources to tide over the next dry season rather than proceed forthwith with the scheme for pumping water from the Ganol without giving fuller examination to the C.E.M.'s proposal to bring water by gravity from a point higher up.

Secretary,  
Personnel.

(n) *Posting of Officers.*—The District Council asked for two S.D.Cs, one E.A.C. and one D.F.O. to cope with increasing work. I pointed out that we are at present extremely short of officers but we shall examine in what way we can assist.

Secretary,  
Revenue.

(o) *Training of Mondals and Kanungos.*—The District Council pressed that the centre for training Mondals and Kanungos may be opened at Tura immediately. Secretary, Revenue, will please discuss with me as early as possible. We have also a proposal for survey training in connection with our scheme for educated unemployed.

Secretary,  
Agriculture.

Director,  
Animal  
Husbandry.

(p) *Grazing Reserve.*—The need for establishing grazing reserves to protect cultivation from destruction by cattle was stressed and it was suggested that Government should make available grants for fencing, construction of

*Garo Hills, June, 1973*

dairies, etc. This is an old problem, which has to be tackled at the State level as it affects our other two districts as well. I undertook to discuss the matter with Secretary, Agriculture and Secretary, Revenue, on my return to Shillong.

N. K. Rustomji

Memo No. CS(M)/72-Misc.(T), Shillong, the  
2nd July, 1973.

Copies to :—

- (1) All Secretaries.
- (2) All Heads of Departments.
- (3) All D.Cs.
- (4) All P.Ss. to Ministers.

*Garo Hills, January, 1974*

The main purpose of my tour, apart from attending the Cabinet Meeting on January 5th, was to visit the Baghmara area, which on two previous occasions I had been prevented from visiting on account of breakdown of road communications. I have issued instructions separately, in writing and in some cases personally, regarding specific matters relating to individual Departments. I am noting here some general observations, which are applicable not only to the Garo Hills, but also to the other districts, for necessary action by Deputy Commissioners and Heads of Departments throughout the State.

## 2. Co-ordination at the level of Deputy Commissioners and Subdivisional Officers

Although we have now appointed a senior-level officer to be specifically in-charge of development in the Garo Hills, I found that there is still too much compartmentalism, and that the Deputy Commissioner and the Planning Officer are not sufficiently involved in the working of the various Development Departments. In response to my enquiries on, say, Health or Agricultural matters, the response was generally that these matters were being dealt with by the Civil Surgeon or District Agricultural Officer, and the Planning Officer seemed to feel no sense of responsibility to satisfy himself that the Departments were doing their job properly. While inspecting the office of the C.D. Department at Baghmara, I found that *all* the mass communication equipment was out of order—amplifiers, loud-speakers, cinema-projectors, slide projectors, etc., etc. Much of this equipment was being eaten up by rats, but nobody had felt it necessary to have it either repaired or condemned for sale. I found, on the other hand, one almirah full of books, which, from their new look, had quite obviously never even been distributed. I was informed that there

Special  
Secretary,  
Planning.

Secretary,  
Community  
Development.

Director,  
Community  
Development.

Garro Hills, January, 1974

was another large almirah also full of books, but this could not be opened. These books had been purchased to be read and not to remain as ornaments in a book case. Nobody, however, was interested in getting the books utilised for the purpose for which they were purchased. On my way to Baghmara along the hill road, I was shown a heap of equipment that had been left lying by the road-side by the O.N.G.C., after their oil investigations a couple of years ago. From a superficial view, the value of the equipment would probably be several lakhs of rupees. No steps, however, seemed to have been taken to protect the equipment by covering it with tarpaulins, and it is more than probable that much of it may already have become irretrievably damaged.

3. There is a fundamental principle that all Government Servants are enjoined to follow, which is that they should exercise as much care over the expenditure of Government money and care of Government property as they would, if the money and property were their own. I find, however, wherever I go, that there is utter indifference in exercising care in Government expenditure. None of us would think of leaving our own personal equipment out in the open air to be exposed to rain and theft. None of us would allow our own radio equipment to remain for years in a state of disrepair. But very few of us are much concerned, if Government property is allowed to deteriorate for lack of proper attention.

4. With a full-time officer in-charge of Development, there is no excuse for matters to be delayed for want of proper co-ordination between the various Departments. I did not at all get the impression that such co-ordination is being effected or even sought to be effected by the Planning Officer. There is no point in merely giving a *designation* to an officer. The Planning Department should inform the officer clearly of his responsibilities and see to it that these are properly discharged.

Garo Hills, January, 1974

### 5. Farmers' Institute

Secretary,  
Agriculture.

I was glad to inaugurate a course for Farmers' Training at Baghmara. Here again I felt there was a lack of realism in the approach of some of our officers. Much time was spent during a brief 3-days' course in giving training to the farmers in the operation of tractors. These tractors cost Rs.14,000 and I understand that, in the whole district, only one has been purchased by a private party. The present practice is for the Department itself to plough people's land at a fixed charge per acre. I was informed that, previously, 50 per cent of subsidy was offered to cultivators who might wish to purchase a tractor, but that this concession has since been withdrawn. I enquired whether there was any arrangement for purchasing the tractors on a system of instalments, and was informed by the Departmental Officers that there was not. I discussed this matter with the farmers and ascertained that some of them would be prepared to pay Rs.3,000 cash down and Rs.500 as annual instalments, the tractor remaining the property of Government until full payment had been made. Whatever that may be, the point I wish to emphasise is that, in the framing of our proposals, we should do very much more to associate the proposed beneficiaries with the formulation of such proposals. If we want people to utilise and purchase tractors either individually or jointly, we should ensure that our procedures for making tractors available are realistic.

### 6. Rubber Plantations

Secretary, Soil  
Conservation.

Director,  
Soil  
Conservation.

I was interested to see the rubber plantation a few miles beyond Baghmara. I was informed that the record production of latex per rubber tree in Kerala is 1,000 grammes per year, the average being 500 grammes. Some of our trees I was informed, are producing 300 grammes, but they are not fully matured and the Department

*Garo Hills, January, 1974*

expect that production will improve after 2 or 3 years.

I was informed that the Department now propose to uproot their plantations of cashew tress and plant rubber trees in their place. Some of these cashew plantations were started about 15 to 20 years ago and several lakhs of rupees have been spent in their development. The Soil Conservation Department should check very carefully that our rubber trees have a fair chance of becoming an economic proposition and that we shall not later find ourselves in the same position in respect of rubber as we have found ourselves in respect of cashew. When we are fully satisfied regarding the economics of rubber production in Meghalaya, we should go full steam ahead and plant as extensively as possible. We have in mind a proposal to start a tyre factory in the Mendipathar region, and it will be to the advantage of this venture, if it can obtain rubber locally instead of importing it all the way from South India.

*7. Fruit preservation factory at Dainadubi*

The factory was not in production during the time of my visit, as I understand it has been a bad year for oranges and prices have been very high. I was surprised to find, during my visit to Baghmara bazar, that there was not a single orange available for purchase.

There is still some old stock of 1970 in the godown, which should be disposed of *at once*, even at a lower rate if necessary, or else it may deteriorate and become completely unpotable. The S.D.O., who is comparatively new to the Subdivision, has not yet studied the economics of the Centre. I have instructed him to do so and submit a report. I am not sure that any officer at a senior level has thoroughly examined the economics of this Centre. I had made some observations during my visit over a year ago, and I should like Secretary, Agriculture to discuss with me further the entire management and profitability of this undertaking.



Garo Hills, January, 1974

8. General

Secretary,  
Public Works  
Department.

My general impression is that the P.W.D., have made very good progress in extending the net-work of communications in this District. We now have a fairly adequate infra-structure of roads and there is no longer any reason why other departments should not be able to make speedy progress. Touring is not as difficult as before and buildings have also been provided in many places for officers and residential quarters. What is needed now is the *right sort of personnel, proper guidance and the will to work.* There is no reason why all these should not be readily forthcoming.

N. K. Rustomji

Memo No.CSM/72-Tour, dated Shillong, the 11th  
— January, 1974.

Copy to:—

1. All Secretaries to the Government of Meghalaya.
2. All Heads of the Departments, Meghalaya.
3. All Deputy Commissioners, Meghalaya.

*Nongstoin and Garo Hills April, 1975*1. *Nongstoin : Selection of land for Administrative complex.*

Special  
Secretary,  
General  
Administration  
Department.

Deputy Com-  
missioner,  
Khasi Hills.

Chief Engineer,  
Town Planner,  
Chief Public  
Health  
Engineer.

The main purpose of my visit was to settle the long-pending controversies regarding selection of land for the Administrative complex of the Nongstoin Subdivision. It is unfortunate that, although the Subdivision was inaugurated as long as in January 1973, no final decision has been taken up to this date regarding selection of land and its allotment to the various Administrative Departments. The Town Planner had submitted a proposal some time back for allotment of 2,000 acres just contiguous to the area already taken over for the Administrative buildings of the Subdivisional Officer (Civil). After discussions with the Syiem, Shri F. K. Mawlot, M.L.A., and other local representatives, it had been agreed to reduce the area from 2,000 acres to 900 acres. Before finalisation of this decision, however, a further representation was submitted that approximately 50 acres of this proposed 900 acres plot are flat paddy-growing lands which the owners would be extremely reluctant to surrender. Forcible acquisition by Government against the wishes of the people would create ill-feeling all round and would not be conducive to a healthy atmosphere. We inspected the proposed area, covering a fair part of it on foot. The Town Planner agreed that, although it would be desirable to take immediate possession of the flat areas, these would not be immediately needed for actual construction of the necessary offices and residences, which could quite conveniently be sited on the hill slopes. What he apprehended, however, was that, in years to come, the owners of these flat paddy lands might establish industrial undertakings in this area which would mar the beauty of the land-scape. It was essential, therefore, that Government should maintain control over these

*Nongstoin and Garo Hills, April, 1975*

areas, even if there was no intention to utilise them in the immediate future for construction of buildings. *Some portion* of these flat areas would, however, be immediately needed by Government for passage of roads, parade-grounds, playing fields, etc.

2. After detailed discussions and inspection at site, it was felt that the most practical course would be for Government to acquire the entire 900 acres block, including the flat lands comprising approximately 50 acres, with the proviso that even after acquisition, the previous owners would be issued with leases to continue cultivation for a period of, say, 10 to 20 years. This would be in the nature of a compromise, which would safeguard against mis-use of the areas in future by speculators and at the same time save the existing owners from hardship through being summarily forced to give up their cultivable land.

3. It was agreed that the Deputy Commissioner should discuss the above proposal with the Syiem and others concerned on April the 29th with a view to obtaining their agreement. I should like to have confirmation by May the 5th that the matter has been finally settled.

4. There has been considerable controversy regarding some alleged encroachments by the P. H. E. Department. It was agreed that the Public Health Engineering Department should immediately vacate the three quarters occupied by them on the land earmarked for other purposes. The P. H. E. Department should also not cause any obstruction to the passage of trucks leading to the land earmarked for other Departments. It is unfortunate that so much heat has been generated over a comparatively trivial matter. The Deputy Commissioner has assured me that he will be able to sort all this out during his visit on April the 29th.

*Nongstoin and Garo Hills, April, 1975*

5. It was agreed that the Subdivisional Officer would select a portion of land to accommodate the staff who have to be moved from the temporary quarters that are now to be demolished for sitting of permanent quarters. I have instructed Shri Karim, Town Planner to accompany the Deputy Commissioner during his visit to Nongstoin on the 29th April so that all this may be finalised on the spot.

*6. Treasury and Courts*

Special  
Secretary,  
General  
Administration  
Department.

Deputy  
Secretary, Law

Finance  
Secretary.

I was surprised to find that no arrangements had yet been made to set up a Treasury at the new Subdivisional Headquarters and that complaints are still going to the Deputy Commissioner in the absence of any Courts at the Subdivisional Headquarters. I found the same situation at Williamnagar. In the absence of Treasury and Courts, much of the value of setting up these Subdivisions is lost. We had taken a decision over two years ago that the *first priority* should be given to constructing buildings for Treasuries at the new Subdivisional Headquarters and I am very surprised indeed that the matter should have been so long delayed. I must have confirmation from the Special Secretary, G. A. D., that the Treasuries will be established by August the 15th positively. Deputy Secretary Law will also please discuss with me the steps being taken for establishing regular Courts at the Subdivisional Headquarters.

*7. Medical*

Secretary,  
Health.

Director, Health  
Services.

Civil Surgeon.

I paid a brief visit to the Hospital and was glad to see some improvement since my previous inspection. We now at least have a Doctor in position. There was only one patient in the Hospital and I was given to understand that occupancy of beds is generally thin. If even the six existing beds are not being fully utilised, it is not clear whether there will be much gain in establishing the proposed 30-bedded Hospital.

*Nongstoin and Garo Hills, April, 1975*

I was informed during my discussions at Tura that 50 per cent of the posts of Doctors are still lying vacant, in spite of the extra allowance recently sanctioned by Government. It is surprising, again, that the Medical Department should not by now have effectively streamlined its procedures to ensure that the Hospitals are regularly stocked with medicines and that there are regular diet arrangements for patients. One of the reasons given to me for low occupancy of beds at Nongstoin was that, throughout the year, the Department had made no provision to provide diet for indoor patients. If this is so, this seems to me to be nothing short of scandalous. I was also informed that supply of medicines at the Rongjeng Dispensary had been irregular. Secretary Health and Director Health Services will please discuss with me before the end of May their proposals to ensure regular supply of medicines and diet at all our Hospitals and Dispensaries.

#### 8. Forests

Secretary,  
Forests.

Conservator of  
Forests.

Divisional  
Forest Officer.

I had passed orders during my last inspection about planting of trees at the new Headquarters and wanted to know from the Forest Ranger the steps taken. I was surprised to learn from the S. D. O., that the Forest Ranger had never once reported to him. The Subdivisional Officer did not even know the name of the Officer. It is essential that all District Heads should work in close co-ordination with Deputy Commissioners and Subdivisional Officers. I had issued a detailed directive regarding this matter sometime back. Heads of Departments will please ensure that it is implemented and that their Departmental Officers in the Districts and Subdivisions keep in close touch with the Deputy Commissioners and Subdivisional Officers so as to ensure smooth co-ordination.

I was distressed to find later during my tour that most of the sapling that had been seen planted in the Williamnagar complex during

*Nongstoin and Garo Hills, April, 1975*

my last visit have since withered away. If we take the trouble to plant saplings, we must also take the trouble to nurse them carefully until they have firmly taken root.

9. Road and Wireless Communications between Nongstoin and Williamnagar

Chief Engineer.

Deputy Inspector General of Police (Wireless).

Secretary, Industries.

I left Nongstoin at 5 p.m. and proceeded to Sonapahar. By about 6.30 p.m., we were caught in an extremely heavy storm and were unable to proceed for quite some time. Our vehicle also got stuck in many places and had to be pushed. We eventually reached Sonapahar at about 8 p.m.

During discussions with Shri Singh, Manager, Sillimanite Company, I was informed that the production of the Company had increased from 350 to about 500 tons per month since it was taken over by Hindustan Steel Ltd. I asked him whether he was facing any particular problems, but was informed that everything was proceeding smoothly.

There was again very heavy rain-fall during the night and the Subdivisional Officer was doubtful whether it would be possible to proceed to Rongjeng. It was decided to send the Ambassador car to Tura via Boko, while we ourselves proceeded by jeep. We left Sonapahar at 9 a.m., reaching Rongjeng at approximately mid-day. We stopped briefly at Nongdaju to have an idea of the progress achieved in the reclamation scheme. Shri Mawlot, M. L. A., accompanied us. After a brief halt at Rongjeng, we proceeded to Williamnagar, reaching there at 2-30 p.m. A message had been despatched from Sonapahar that we would be leaving Sonapahar at 9 a.m. During the course of transmission, however, 9 a.m. became erroneously changed to 1 p.m. with the result that we were not expected to reach Williamnagar before 6 p.m. Our Wireless Organisation will please ensure that, in transmitting numbers, the numbers are also clearly spelt out in words

*Nongstoin and Garo Hills, April, 1975*

so that there may be no confusion in transmission. (This is, in fact, the normal practice, and had it been followed, all this confusion would not have arisen).

#### *10. Williamnagar*

I held discussions with the Deputy Commissioner, Subdivisional Officer, Civil Surgeon, Executive Engineer and other concerned officers regarding progress in establishing the Subdivision. I also visited the various offices and residences, including the S. D. O's Office, the Thana and the Dispensary. I later held a further meeting at the S. D. O's Office, at which the staff represented their various difficulties. The following were the main points discussed:—

##### *(i) House rent*

Under the existing rules, the staff are required to pay 10 per cent of their salary as house-rent when occupying Government quarters. The staff have represented that this proportion should be in respect of permanent, pucca buildings, whereas the building they are occupying at Williamnagar are mostly temporary, kutchha buildings. They urged, therefore, that, until permanent buildings are constructed, they should not be charged any rent at all. I feel there are some grounds for making some distinction in fixing rent for permanent and temporary buildings. The conditions of living are very much more arduous in remote Subdivisions such as Nongstoin and Williamnagar, and, during the earlier stages, when there is so little infrastructure such as provision of regular electricity and water-supply, we should offer some inducement to attract officers to work in such areas without any feeling of discontent. I should be inclined to suggest that, in the case of temporary, kutchha quarters, we should not charge our officers more than 5 per cent by way of rent. Finance Secretary will please discuss with me as soon as possible on receipt of this note so that the matter can be decided without delay.

Finance  
Secretary

*Nongstoin and Garo Hills, April, 1975*

(ii) *Water Supply*

There has been considerable delay in implementing the Williamnagar water-supply scheme. I was informed that a scheme, amounting to approximately 22 lakhs is in the final stages of preparation. Shri Arunachalam, Chief Public Health Engineer, will please let me know before May 20th the steps taken by his Department for sanctioning the scheme and processing its implementation. I shall also want to be informed of a realistic target date by which the scheme will be completed.

(iii) *Shopping facilities*

Our staff are considerably inconvenienced as they still have to obtain most of their essential necessities from Tura. The present transport arrangements are inadequate and there is need for at least one extra bus to ply daily between Williamnagar and Tura. I was fortunate to be able to meet Shri Sinha, Director of Transport, at Tura on the following day, and issued instructions to place one extra bus for running between Williamnagar and Tura with immediate effect. He will kindly confirm action taken by June 1st.

I was given to understand that some land has been specifically allotted for opening of a few shops and that the selection of shop-keepers is at present pending with the District Council. The Deputy Commissioner will please approach the Chief Executive Member and ensure that steps are quickly taken for establishing a few shops for supply of essential requirements. He may also direct his Co-operative Officer to give whatever guidance and assistance may be required by the staff for starting their own Co-operative Society.

Secretary,  
Health.

Chief Public  
Health  
Engineer.

Secretary,  
Transport.

Director of  
Transport.

Secretary,  
District  
Council.

Secretary,  
Co-operative.



*Nongstoin and Guro Hills, April, 1975*

(iv) *Telephones*

Special  
Secretary,  
General  
Administration  
Department.

Secretary,  
Communication

I was surprised to find that there is still no telephone communication to Williamnagar. I understand that the P. and T. Department have asked for a guarantee that a minimum number of 15 lines will be subscribed. The G. A. D., will please communicate *forthwith* the necessary guarantee to the P. and T. Department. The details of the 15 subscribers have already been submitted to the Department by the Deputy Commissioner and issue of formal sanction by the concerned Departments can be taken up in due course. The communication of the guarantee to the P. and T. Department should not, however, be further delayed.

Conservator of  
Forests.

I have observed, earlier in my note, that there is need for establishing without further delay a Treasury and Courts in the two Subdivisional Headquarters of Nongstoin and Williamnagar. Special Secretary, G. A. D. and Deputy Secretary, Law, will please process accordingly. As in the case of Nongstoin, I found that the Range Officer (Forests) seems to be working independently of the S. D. O. (Civil). Very few of the saplings that I had seen planted during my last visit were surviving. I should like to know from the Conservator of Forests the steps taken for planting and *protecting* sapplings in these two Subdivisions.

Deputy Com-  
missioner,  
Tura.

11. After my inspection of Williamnagar, I proceeded to Bansamgiri, where I was happy to find the bungalow extremely well maintained. I have to point out, however, that it was not until 11 p.m. that any food could be served to us. While I appreciate the difficulties of making arrangements in these interior areas, I think it should have been possible to have a simple meal prepared and served at a more civilised hour, particularly as my stay at Bansamgiri had been notified five days in advance.

*Nongstoin and Garo Hills, April, 1975*

Chief Executive  
Member, Dis-  
trict Council,  
Tura.

Chairman,  
District  
Council, Tura.

Deputy  
Commissioner,  
Tura.

Shri Scott,  
Chief Executive  
Officer Municipality  
Shillong.  
Town Planner.

12. I left Bansamgiri on the 23rd April at 9-30 a.m., reaching Tura at 11-30 a.m. I held preliminary discussions with our departmental officers until 1-15 p.m., prior to my formal meeting at the District Council Office with the Chief Executive Member, Chairman, Executive Members and other officers of the District Council. The main purpose of the discussion was to review the progress of the various schemes we have initiated for the beautification of Tura and the improvement of its sanitary and other civic services. The following are the main points that arose during the discussions :

*(1) Sanitation*

There is need for a *concrete scheme*, with specific details, on the basis of which the services for clearing garbage, constructing dustbins, etc., can be systematically set up. Shri Scott, Chief Executive Officer, Shillong Municipality, has agreed to depute two experienced officers to visit Tura on the 30th of April. The officers will remain in Tura for -at least one week, when they will draw up specific proposals, in consultation with the Chairman of the Town Committee, Deputy Commissioner and others concerned, for the setting up of a systematic machinery at Tura on the lines we have set up at Shillong.

*(2) Traffic Control*

Inspector  
General of  
Police.  
Superintendent  
of Police, Tura.

It was agreed to constitute a committee to make recommendations and process schemes for—

- (i) improvement of traffic control,
- (ii) establishing of parking places,
- (iii) planning one-way traffic along narrow and crowded roads,
- (iv) selecting sites for bus stations,
- (v) constructing police umbrellas, and
- (vi) widening of roads.

*Nongstoin and Garo Hills, April, 1975*

The Committee will consist of the Chairman, Town Committee, the Deputy Commissioner, the Superintendent of Police, Executive Engineer and the Town Planner.

It was ascertained that the proposal to establish a station for Baghmara and Dalu buses had already reached finalisation. Since all formalities in respect of this proposal were practically completed, the Department should commence implementation within May and complete execution by next year. There was need, however, for additional stations for buses plying to other areas such as Garabanda. Proposals for these additional stations should also be prepared so that these schemes may be taken up from next year.

*(3) Publicity :*

Secretary,  
Publicity.

Director,  
Publicity.

As in the case of Shillong, there was need to arouse public consciousness to the need for keeping the town clean. It was agreed that two hoardings, similar to the hoardings in Shillong, but with captions in Garo, should be set up in focal areas of the town and that suitable slides should also be supplied to the cinemas for regular display. The Chief Executive Member, District Council, suggested that a meeting should be held soon under auspices of the Town Committee to impress upon the public the desirability of keeping the town clean and beautiful.

*(4) Parks :*

Secretary,  
Forests.

Conservator of  
Forests.

The need for improving existing parks and establishing new park was discussed. It was agreed that a new park should be established at Araimile (2½ mile). It was also considered desirable that the District Council should find an alternative site for its workshop and printing press so that the existing District Council Park may be suitably developed and improved.

*Nongstoin and Garo Hills, April, 1975*(5) *Street lights*Deputy Com-  
missioner, Tura.

Town Planner.

It was agreed that, rather than replacing the present street lights with tube lights, the funds might be better employed in extending the coverage of street lights to new areas.

(6) *Encroachment*Deputy Com-  
missioner, Tura.Executive  
Engineer, Tura.

It was agreed that the Deputy Commissioner should take vigorous steps to evict persons who have encroached on road-side areas. The P.W.D. will furnish details to the Deputy Commissioner on the basis of which eviction proceedings may be initiated.

(7) *Drainage*

Chief Engineer

Executive  
Engineer, Tura.

Apart from widening town roads, P.W.D. will also take steps to improve the drainage-system on the lines we have initiated in Shil-long.

13. After the meeting in the District Council Office, we visited the District Council Park and also the park opposite the Deputy Commissioner's bungalow.

*Park oppòsite D C's bungalow*Secretary,  
Forests.Conservator of  
Forest.D.F.O., Tura.  
Town Planner.

I was happy to find that the Forest Department have at last taken some initiative in improving the Park near the Deputy Commissioner's bungalow. Provided this enthusiasm is maintained, this area can be transformed into a very beautiful Park within the next two years. The ugly and dilapidated stone benches should, however, be replaced. I hope, too, that there will be no difficulty in completing within the current year the proposal for a small deer garden. The existing structure where the Forest Department is at present keeping some stores might also be converted, without much expense or difficulty, into a monkey-house,

*Nongstoin and Garo Hills, April, 1975*

14. At 6 p.m. I held a meeting with all the District Officers. The following are some of the more important points that were raised:—

Secretary,  
Health

Director,  
Health Services.

Finance  
Secretary.

(i) *Medical Department.*—Fifty per cent of the posts of Doctors still remain vacant. (I was informed that there are only about 24 doctors in position as against a sanctioned strength of 48). It is obvious that the Medical Department have not yet succeeded in recruiting adequate number of doctors to give even the barest and minimum medical service to our people. The Cabinet have recently decided to authorise the Chief Engineer to appoint officers on contract basis for 5 years on higher initial pay. I do not know whether the Medical Department have considered any such proposal. As this is a fundamental question which has to be solved quickly if the Department is to make progress. Secretary Health will please discuss with me as soon as possible on receipt of this note.

Finance  
Secretary.

(ii) *Revision of Financial Powers.*—Whereas the Government have revised the financial powers for Heads of Departments, the financial powers of *District Officers* remain as before. Cost of all articles has arisen enormously and the existing powers are, therefore, quite unrealistic. Finance Secretary will please discuss this matter with me with the least possible delay. Pending detailed examination, which may take time, cannot we raise the existing levels on an *ad-hoc* basis by, say 50 per cent? I find that one of the main reasons for delay in the execution of programmes is that there is over-centralisation. It is very necessary that officers at the lower levels are given adequate powers to function without having to refer even minor matters to higher authorities.

Special  
Secretary  
General  
Administration  
Department.  
Secretary  
Communication.

(iii) *Public Works Department.*—The Superintending Engineer represented that, in remote areas such as Baghmara, Mohéndraganj, Phulbari, Rongjeng, Dainadubi, etc., his S.D.Os should be provided with telephones so that

*Nongstoin and Garo Hills, April, 1975*

information may always be readily available at Headquarters regarding road conditions, land slides, collapse of bridges, etc. This seems reasonable and may please be processed by G. A. Department.

Inspector General of Police/  
Deputy Commissioner/Tura/  
Superintendent of Police/Tura/  
Secretary Transport  
Director of Transport.

The Superintending Engineer brought to notice that it has become a habit to leave unserviceable vehicles on the road-side. He has suggested that, in future, no license for trucks, buses, etc., should be issued unless the licensing authority is satisfied that the applicant has a garage to keep his vehicle. The Police Department should in any case take strict action against persons leaving unserviceable vehicles indefinitely on the main highway.

Director, of Public Instruction.

(iv) *Education*.—The Inspector of Schools pointed out the urgent need to construct an office for the Inspector of Schools. It was also pointed out that about 42 teachers of the Tura College are without accommodation and that action should be taken to relieve the difficulty.

S.S., G.A.D.

Secretary, Publicity.

(v) *Publicity*.—The need for starting a Printing Press in Tura was stressed in view of the difficulty in getting material printed in due time from Shillong. G. A. Department will please initiate a proposal for starting a small Printing Press at Tura.

Secretary, Agriculture (S.F.D.A.)

(vi) *S. F. D. A.*.—It was pointed out that, in the absence of the State Government's guarantee, the financial institutions were not agreeable to granting of any further loan and progress of the schemes will be retarded. Secretary, Agriculture, will please discuss with me his proposal to meet this difficulty.

Secretary, Revenue.

(vii) *Tura Town Planning*.—The Deputy Commissioner requested that Shri Fraser with supporting Survey staff, should be deputed to Tura for a period of 15 days in connection with survey of the new development area. Secretary Revenue will please take action to depute the

*Nongstoin and Garo Hills, April, 1975*

necessary staff with the least possible delay. If there is any difficulty, I may please be informed.

Finance  
Secretary.

(viii) *Fixed allowance for use of Government vehicles within 8 Kms. area of the headquarters*: It was requested that the present allowances have been fixed on a very inequitable basis. Some Officers, such as the Superintending Engineer, and Divisional Forest Officer, have been sanctioned no allowance, although the nature of their duties necessitates substantial use of vehicles within the town area. It was pointed out, again, that there was no need for such an allowance in the case of S. D. O., Williamnagar. Where allowances were sanctioned, the allowance was much larger in the case of some officers, although officers receiving smaller allowance were required to use their vehicles often to a far greater extent. I am inclined to think that there is some justification in these complaints. Finance Department will please examine the matter afresh and put up their recommendations.

14. *Tura Peak*

Secretary,  
Forests.  
C.F./C.E.  
Secretary,  
Tourism.  
Director,  
Tourism.  
Town Planner.

On the 24th of April, I walked up to Tura Peak to inspect progress in construction of the new Tourist Bungalow and Observation Point. I had asked to visit this area during my previous tours to Tura, but, for one reason or another, the Deputy Commissioner had always deferred the programme. While I myself enjoyed both the ascent and the descent, I am not sure that many visitors would relish the exertion involved. I have suggested, therefore, that the Tourist Department arrange for two or three ponies to be made available (on payment) for elderly people, who might find the ascent and descent on foot over-fatiguing.

The path still requires some further improvement. There is need to repair the drainage in certain portions and to clear the culverts.

*Nongstoin and Garo Hills, April, 1975*

Whatever improvements are carried out, however, should be completed as far as possible in natural stone and not in cement concrete. The area is fortunately not spoilt up to now and care must be taken not to mar the natural scenery with ugly erections of steel and concrete.

I held discussions with our officers regarding the desirability or otherwise of constructing a jeep road to, say, half-way up the ascent (the 3rd K.M.). If a jeep road is constructed, the alignment would probably run to about double the present length. At a rough estimate, the cost of constructing a road to the Peak might come to as much as 30 to 40 lakhs. The Tourist Department may have an estimate prepared for taking a road half-way up in the first instance and a decision may be taken when we have a clearer idea of the financial implications.

The Deputy Commissioner will please consider organising a function on August the 15th for formal inauguration of the new Tourist Bungalow and Observation Point. I hope it will be possible to have the bungalow completed and simply furnished (mattress, linen, crockery, etc.) by the proposed target date.

15. *General*

Now that it is possible to reach Tura by the direct lateral route *via* Nongstoin, I think it would be well, as a measure of policy, for officers to travel by this road, *either* on their outward journey *or* on their return journey, whenever they visit Tura. This is, of course, subject to the road being passable. The advantage of travelling by this road is that the officer has the opportunity of inspecting enroute both our two new Subdivisions at Nongstoin and Williamnagar. The extra time taken through travelling by this route will be more than repaid by the extra attention that will be given to these new Subdivisions. The Chief Engineer will please accord special priority to make this road fit for travelling throughout the year, as this will help enormously in the development of these hitherto very neglected areas.



*Nongstoin and Garo Hills, April, 1975*16. *Road between Bajengdoba and Krishnai*

Special  
Secretary,  
Planning.  
Chief Engineer.

Although the North Eastern Council have been moved to include improvement of the road between Bajengdoba and Krishnai in their programme, nothing much has been done by way of implementation. This is the one weak link in our main communication-line to Tura, and it is regrettable that so little progress have been made in getting this small portion of road improved. We must take up this matter *on a high priority basis* with the Secretary, N. E. C. and if necessary, with its Chairman, the Governor.

N. K. Rustom

Memo No.CSM/Tour/Tura/75, dated 28th April 1975.

Copy to:—

1. All Secretaries.
2. Heads of Departments concerned.
3. Town Planner.
4. Chief Executive Officer, Shillong Municipality.
5. Chief Executive Member, Garo Hill District Council, Tura.
6. Deputy Commissioner, Garo Hill Tura.
7. Deputy Commissioner, Khasi Hill Shillong.
8. Deputy Commissioner, Jowai.
9. Subdivisional Officer, Nongstoin.
10. Subdivisional Officer, Williamnagar.

*Jaintia Hills, December, 1975*

Thadlaskein  
Tourist Com-  
plex.  
Secretary,  
Tourism,  
Conservator of  
Forests.  
Chief Engineer.

1. Enroute to Jowai, I halted at Thadlaskein to inspect progress made in development of the area as a Tourist Complex. The boat-house has been painted according to the suggestions made during my last visit and looks quite presentable. We should now arrange for some seating arrangement in the boat-house so that people can enjoy the view under shelter in case it is too hot (or wet) to sit outside. Our experience in public gardens has been that wooden benches are often broken up for fire-wood and it is more practical, therefore, to have stone benches, even though they are not as comfortable. We have designed some very nice stone benches for the Hydari Park and the Tourist Department may consider constructing similar benches alongside the boat-house railing, about 4 ft. from the edge. Similar benches can also be constructed at 5 or 6 points around the lake.

2. We should have many more flowering trees and shrubs all along the bank of the lake. There is already a row of old Rhododendron trees along one side of the lake and I suggest we plant Rhododendron trees and azalea bushes along the three remaining sides as well. Azaleas grow quickly and often flower two or even three times during the year. Rhododendron trees take longer to mature, but are a glorious spectacle when they do. We shall not enjoy the spectacle in our time, but our children and grand-children will be thankful to us for our foresight. The flowering cherry may also be tried.

3. In modification of the suggestion during my last visit, we may restrict vehicular traffic to only one side of the lake, as at present, and not construct a motor road around the other three sides. It will be better to limit vehicular traffic to the very minimum within this whole complex.

*Jaintia Hills, December, 1975*

4. I have suggested that, if the existing lavatory cannot be kept in proper order, it would be better either to demolish it or convert it into a chowkidar shed, godown or other useful purpose. It looks extremely unsightly in its present unkempt condition.

5. It is unfortunate that the P.W.D. did not take more care in calculating the level of the lake when they designed the boat-house. I am informed that, during the height of the monsoon, the level rises to such an extent that the bottom floor of the boat-house falls under 3 or 4 inches of water. It will be necessary, therefore, to lower the over flow outlet point by a few inches and construct a low cement rim of about 6 inches around the edge of the lower platform to safeguard against flooding.

6. Now that the boat-house is practically completed, the Tourist Department must quickly put into operation the arrangements for letting boats out on hire. I had ordered several months ago that these arrangements should be taken up well in advance so that, as soon as the boat-house is ready, there should be no delay in putting it into use. All the area around the boat-house should also be cleaned up and properly dressed. The P.W.D. often leave sand, stones and broken planks lying around for several months after completing their main operations.

7. The Engineers have assured me that they will complete the Tourist Bungalow within the current financial year. There is some difficulty, however, about funds. Secretary, Tourism will please examine and sort matters out.

8. After reaching Jowai, I inspected some of the more important projects in the town area together with the Deputy Commissioner, Executive Engineer, P.W.D., Executive Engineer Public Health Engineering and other concerned officers. I was assured by Shri Passah that the

Town  
Inspection  
Secretary,  
P.W.D.

*Jaintia Hills, December, 1975*

major drainage scheme (estimated to cost about Rs.7 lakhs) will be completed within the current financial year. This will go a long way towards improving town sanitation. Shri Barthakur, Executive Engineer, Public Health Engineering, estimates that the Jowai water-supply scheme (estimated to cost about a crore) will be completed by 1977.

Parking  
Places

9. I am afraid practically no impact has been made in the matter of cleaning up the town, beautification and improving arrangements for control of traffic, parking, etc. It was market day, and it was only with the greatest difficulty that we could drive along the main road to the Circuit House, as the road was packed with people on all sides. I had already arranged, after much effort, a large area of land near the Police Thana for conversion into a parking place and some progress could have been made at least in completing this small project. The Executive Engineer informed me that estimates have been sanctioned and that he should be able to complete the work within the current financial year. This is a very simple project and there is no reason whatsoever why it should not be completed within the target date. The Chief Engineer will please personally ensure that the work is completed before the onset of the monsoon.

10. There are two other plots of lands near the Church and Club which can also be usefully converted into parking places once an agreement can be reached with the Sein Raj. The Deputy Commissioner informs me that he is optimistic about getting their agreement within a few days. If any difficulty or delay is anticipated, the Deputy Commissioner may please inform me. I had personally informed the Deputy Commissioners, Tura and Jowai, over a year ago that they should pay particular attention to making adequate arrangements for parking of vehicles so that there should be no obstruction to traffic on our main highways.

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Parks and  
Gardens  
Conservator of  
Forests.

11. There is an extensive plot of land adjacent to the memorial to Jaintia Porters who lost their lives during the First World War. This plot is ideally suited for developing into a garden. Here again, the Deputy Commissioner informed me that he was negotiating with the Sein Raj and was hopeful of a successful outcome. I feel sure that if we give a definite assurance that the area will be utilised *not for construction of buildings but only for developing of a park* and that there will be no, repeat no, interference in the performance of religious rites, the concerned authorities will willingly agree. I have suggested to the Deputy Commissioner that we should have a handsome fencing around the plot of the type we have designed for the Hydari Park and that the memorial should also be suitably cleaned up. A sufficient area should be left undisturbed for performance of religious rites, but there is ample area remaining for the planting of flowers, shrubs and flowering trees. The Deputy Commissioner will please inform me as soon as he has obtained the formal agreement of the Sein Raj. I hope it will be possible to make at least a small beginning towards the development of this plot during the current year.

Children's  
Park and  
Fisheries tank  
Conservator of  
Forests.  
Superintendent  
of Fisheries.

12. I was distressed to find the so-called children's park next to the Fisheries Tank in such a deplorable condition. There was not a single swing in order, there was nothing left of the summer-house except the stone base, there was litter all over the garden and no sign that anybody had taken the slightest interest in planting flowers. That this should be the condition of a public garden adjacent to the Deputy Commissioner's office is a very sad reflection indeed on the district authorities. In this particular case, there is not the same complication as in the other areas, where agreement is to be obtained from the Sein Raj. With a little initiative, this garden and the adjacent tank of the Fishery Department could have been developed without

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difficulty into a small beauty-spot for children to enjoy themselves in their free time. There is an area along the slope below the Church, which I am sure the Church authorities would be glad if we offered to develop it as a garden. The vacant plot of land on the other side of the tank can also be raised and developed as an extension of the park. I have suggested to the Deputy Commissioner that we might consider placing some ornamental birds in the tank, as we have done in the Hydari Park. At all events, it is a sheer waste that this area with its infinite possibilities for development should be allowed to be so neglected. Lying as it does on the road leading to the Circuit House, it gives the worst possible first impression to visitors of the district, I hope the Deputy Commissioner, in consultation with the Tourism and Fisheries Departments, will quickly take action on the lines discussed. I have personally spoken to Shri Duncan, Secretary, Tourism, who has confirmed that he can make Rs.15,000 available during the current year to make a start towards development of this area.

Circuit House  
Special  
Secretary,  
G.A.D.  
Chief Engineer

13. The flushing system in the Circuit House was not in proper order. The handle was loose and it was only with great difficulty and manipulation that it was possible to flush the lavatory. Two electric heaters had been installed in the bath-room, but neither of them was in operation. There seemed to be shortage of blankets and two extra blankets had to be especially arranged for my visit. The curtains in the windows had been hung in such a way that it was impossible to draw them open during the day time except by screwing them up with a piece of string. The compound of the Circuit House was cluttered with sand, pipes and other miscellaneous engineering stores.

14. There was a time when the Deputy Commissioner took a personal pride in the meticulous up-keep of the Circuit House in his

*Jaintia Hills, December, 1975*

district headquarters. I remember my old Commissioner, Mr. Gunning, used personally to inspect the bath-rooms and bed-sheets of the Dibrugarh Circuit House when he was the Deputy Commissioner. I know Deputy Commissioners have a lot on their hands nowadays, but it does not take a great deal of time to carry out periodical inspections to ensure that a minimum standard is maintained. The Executive Engineer is of course primarily responsible and should normally be able to see to all these details. The Deputy Commissioner, however, is an officer of the All-India Services and it is expected of him that he should give direction and advice to ensure that proper standards are maintained.

15. As we have a trained house-keeper in the Pinewood Hotel and winter is a comparatively slack season for tourists, it may be helpful to depute the house-keeper for 2 or 3 days to the Circuit House at Jowai to assist putting things in order, particularly the hanging of curtains. Expensive material has been purchased for the curtains, but they have been suspended in the most impracticable fashion imaginable.

16. I had issued strict orders about two years ago that there should be a regular system of billing officers for their meals, etc., according to duly fixed rates. I found that the Supply Superintendent had been deputed to supervise the catering during my visit. While I appreciate the courtesy, I do not think that this should at all be necessary in a properly organised Circuit House. Until I myself made something of a fuss, I was not sure whether I was going to be charged at all. I must make it clear once more that there must be a systematic arrangement for catering to the needs of *all* occupants of the Circuit House, whatever their rank, at fixed rates.

*Jaintia Hills, December, 1975*

Meeting with  
Officers

17. I met the main district officers at 5 p.m. and discussed their various problems until 9 p.m. Most of them complained that their work was being retarded because, although posts had been sanctioned, they were not being expeditiously filled by the concerned Heads of Departments. I shall take this matter up separately at the next meeting of Secretaries and Heads of Departments and will draw attention here only to some of the more urgent matters that require *immediate* attention of the Secretaries and Heads of Departments.

(i) *Border Areas Development Department*.—I was informed that there was urgent need for approval to indent 18 new tyres for proper functioning of trucks in connection with the border transport subsidy scheme. Two extra trucks are also required to meet the growing demand.

(ii) *Co-operative Department*.—The Department is short of three senior Inspectors/Auditors and eight Secretaries.

(iii) *Sericulture*.—(a) Two Farm Managers need to be appointed urgently, (b) Although the Department has fixed prices ranging from Rs.10 to Rs.17 for purchase of cocoons from the villagers, the Reeling Foreman at Shillong does not pay them even the minimum of Rs.10. I should like the Director of Sericulture to enquire into this matter urgently and report to me personally if this complaint is correct.

(iv) *Public Health*.—The Department is short of one Junior Division Accountant, three Subordinate Engineers and one Assistant Engineer.

(v) *Public Works Department*.—The posts of Junior Division Accountant and Subdivisional Officer need to be filled urgently.

(vi) *Forest*.—The Nursery Scheme requires to be urgently approved.



*Jaintia Hills, December, 1975*

(vii) *Education*.—Although the College was started in 1967 with only 7 students and the number has since increased to 400, the College is still operating on the same office staff of one Upper Division Assistant and one Lower Division Assistant. *Prima-facie*, this seems quite anomalous and I should be glad if the Secretary would kindly let me know what action is being taken to remove the anomaly.

(viii) *Health Department*.—(a) There is likely to be delay in construction of dispensaries, as the District Council is now demanding compensation for land, whereas in previous times land was made available without any charge. I presume the Secretary, Health is aware of the position and is taking necessary action. In case of any difficulty in arriving at a solution, I may please be informed.

(b) Although an X'Ray plant has been supplied, it cannot be operated as no Radiographer has been appointed. The Director of Health Services will please report to me *urgently* the action taken to post a Radiographer. Arrangements for posting a Radiographer should in fact have been made *simultaneously* with the decision to supply the X'Ray machine.

(c) The P.W.D. are going slow with the execution of the Civil Hospital water-supply scheme on account of shortage of funds. As there is likely to be some savings due to delay in construction of dispensaries on account of the problem of compensation, there should be no difficulty in making funds available by re-appropriation for completing the water-supply scheme which is a most urgent need, particularly as the extension of the hospital is nearing completion.

(d) Although the Department has posted a mobile doctor, he has not been supplied with a Mobile Van as in Shillong and Tura. D. H. S. will please report to me why no Mobile Van has been supplied to Jowai although such Vans have been supplied in the other two districts.

*Jaintia Hills, December, 1975*

(ix) *Dairy Scheme.*—(a) The Chilling Equipment seems to be giving constant trouble. It may be advisable to have it thoroughly inspected by a Technical Officer of a sufficiently high level who can advise how best to deal with the matter.

(b) I was informed that the milk supply scheme is running to loss as the vehicles employed are petrol driven and that it will be more economical to use diesel vehicles. Director, Animal Husbandry, will please report his views.

(x) *Publicity Department.*— I was informed that half of the loud-speakers of the public-address system were out of order and announcements are therefore made by going round the town in a vehicle. I find that many of the loud-speakers in Shillong are also out of order. The Publicity Department must obviously overhaul the arrangements for efficient maintenance of such installations in all stations.

(xi) *Small Industries.*—I was informed that the scheme for Knitting and Tailoring classes could not be put into operation as the Department was insisting that Demonstrators should be matriculates and was not entertaining Diploma Holders who are non-matriculate. *Prima facie*, I do not see any reason why a Diploma Holder should be debarred from being appointed to the post of Demonstrator. Secretary, Industries, will please examine urgently and let me know the action taken.

12th December :

*Visit to Syndai and Borghat*

18. I had been informed that we should start for our visit to Borghat at 9 a.m. and kept myself ready from 8 a.m. The Chowkidar, however, found difficulty in producing break-fast as he was awaiting instructions from the Supply Superintendent. (Mine is a very simple break-fast of eggs, toast and tea). It was not until 9-15 a.m. that my break-fast was produced, thus unnecessarily delaying our departure.

Secretary,  
Tourism.

Secretary,  
Education.

C.P.H.E.

Secretary,  
P.W.D.

*Jaintia Hills, December, 1975*

19. The main purpose of the visit to Syndat Borghat was to examine the possibilities of developing tourism in the area. The suggestion had come from Shri Pohrmen, Chief Executive Member, who was kind enough to accompany us during our tour. We inspected enroute two ancient bridges that had been constructed at the time of the Jaintia Raj. One of these (Umiakmieh) is a bridge of unusual design, which deserves to be maintained as a historical monument by the Education Department. It was unfortunately covered with undergrowth and it was only with difficulty that we could get the creepers and moss removed to see the sculpture underneath. I have taken some photographs of the bridge which I shall place with my tour note for purposes of record. I had noted, during my visit to Nartiang about two years ago, that arrangements should be made for maintaining the area as part of our scheme for protecting ancient monuments. I expect the Education Department have duly taken action. Secretary, Education, will please inform me both of the action taken for the maintenance of Nartiang and also the action proposed to be taken for the proper maintenance of the bridge at Umiakmieh. Unless the undergrowth, roots of trees, etc., are kept under control, there is risk that the bridge will collapse and we shall lose one of our important links with the past. I was informed that none of our officers had inspected the bridge for several years. The District authorities should take much more interest in the protection of ancient monuments and come up with proposals for their proper maintenance before they are irreparably damaged.

20. I inspected the water-supply scheme at Jarain, which I was informed was nearing completion but had already been commissioned for supplying water to three villages. I later stopped the jeep to test one of the village taps, but found on opening the tap that there was no water. I was informed that this was due to

*Jaintia Hills, December, 1975*

some repairs being carried out and that water was generally available at all times. The Public Health Engineer will please check and ensure that supply is regular. (It may of course have been a pure coincidence that the one tap I chose to inspect was not functioning).

21. At Syndai, I visited the caves, the Elephant Tank where the Jaintia Ranis used to take their bath and the pujari's house. This whole complex is of historical interest and should particularly receive the attention of the Education Department. Pending such time as the Government of India may take up the maintenance of our national monuments, the Education Department may consider appointing an officer specifically for supervising arrangements for ensuring protection of ancient monuments in all our three Districts.

22. We reached Borghat at 5-15 p.m., crossed the river by moonlight to the boisterous accompaniment of a happily inebriated village band, to have lunch on the other bank at 5-45 p.m. We returned to Jowai at about 9 p.m. after a fatiguing but exhilarating and most informative day's outing.

23. I agree with Shri Pohrmen that there are possibilities for developing tourism in the Syndai and Borghat area, but this will largely depend on the early improvement of road communications. If we can have a good black-topped road up to Borghat, it would be worthwhile considering the siting of a Tourist Bungalow at a suitable point between Syndai and Borghat. Arrangements could be made for tourists from Shillong to proceed first to Thadlaskein, where they could spend a day boating and trekking in the surrounding region. The next day they would proceed to Syndai visit the caves, etc., and halt at the proposed Tourist Bungalow in the region of Borghat. The third day could be spent fishing at Borghat, returning to Shillong on the fourth day via Dawki. This

Jaintia Hills, December, 1975

would make a very pleasant four day trip. We should ascertain from the P.W.D. the target date for completion of the road and prepare our plans accordingly. Secretary, Tourism, will please discuss the matter further with me on receipt of this note.

13th December:

24. I spent the 13th morning walking around part of Jowai town together with Shri Shylla, M.P., Shri Pohrman, Chief Executive Member, the Deputy Commissioner, Shri Scott, Chief Executive Officer, Shillong Municipality, Shillong, Shri Karim, Town Planner and other concerned officers. While I have made suggestions for immediate development of some areas in the centre of the town, I requested the officers to consider whether we should not, as a long-term measure, develop the area around the Martyr's Tomb as a Deer Park. There seems to be ample land available, and, when the projected road is completed, the area will be near enough for people to get to without much difficulty.

Need for more extensive tours by Secretaries and Heads of Departments.

25. I ascertained from my discussions with the local officers that, while senior officers from Shillong are paying periodical visits to Jowai consequent on my instructions issued some time back, these visits are generally much too brief. The officers come up from Shillong, spend 2 to 3 hours in Jowai and return to Shillong the same evening. This is not the sort of touring I had in mind when I issued orders that Secretaries and Heads of Departments should pay periodical visits to the Garo and Jaintia Hills District. Such tours can be effective *only if the officers remain in the district for a few days and also inspect projects in the interior of the district.* As all senior officers have been provided with Government transport, there is no reason why they should not be able to tour more extensively in the interior. If time can be found for tours to Delhi, time can also be found for tours to Tura and Jowai. I shall be expecting some

*Jaintia Hills, December, 1975*

officers in future to spend at least a few days, and not a mere few hours, in visiting projects in the Garo and Jaintia Hills.

26. I have pointed out earlier that very little impact has been made in implementing schemes for the improvement of Jowai town. I have, therefore, requested Shri Scott, Chief Executive Officer, Shillong Municipality and Shri Karim, Town Planner to fix a programme to stay three *full days in Jowai* (January 5 to January 7) to ensure that the schemes proposed are put into motion. One of the reasons for the insanitary condition of Jowai is that there are only 3 sweepers engaged by the District Council as against a need for at least 10. Shri Scott has agreed to find 7 extra sweepers and take them with him to Jowai during his visit on January 5. The Chief Executive Member has also undertaken to find temporary accommodation for these extra sweepers pending implementation of the scheme already sanctioned for constructing sweepers quarters. With the construction of a few additional dust-bins, increase in the number of sweepers and more systematic clearing of dust-bins by the tractor-trailer that we have already provided, there is no reason why there should not be a radical improvement in the sanitation and general appearance of Jowai town within the next 3 months.

27. I propose paying a further visit to the Jaintia Hills in early March, when I shall check up on the implementation of the various proposals initiated during my visit last week.

N. K. Rustomji

Memo No.CSM/Tour (Jowai)/75, dated 16th  
December, 1975.

Copy forwarded to:—

1. All Secretaries.
2. All Heads of Departments.
3. Deputy Commissioner, Jowai.
4. Shri Scott, Chief Executive Officer,  
Shillong Municipality, Shillong.

They will please confirm urgently action  
taken on all matters with which they are con-  
cerned.

5. Deputy Commissioners, Shillong and  
Tura for information.

N. K. Rustomji

*Garo Hills (December 7th to 12th, 1976)*1. *Completion of the Paiké Bajengdoba Road*Private  
Secretary.

Chief Engineer.

I was glad to find that some work has at last been started on the portion of the road between Paiké to Bajengdoba. There is no reason why this small stretch of access road should not be completed by the Assam P.W.D., during the current cold weather season. P.S. will please connect me by telephone to the officer concerned in the Assam P.W.D., to whom I shall speak personally about the matter.

2. *Anogiri*

Chief Engineer.

Secretary,  
Health

Director

I was happy to see how efficiently the P.W.D. had maintained the Anogiri Inspection Bungalow. Although the Bungalow is small, it is kept in perfect order, and, for once, I could find nothing to complain about, either regarding the Bungalow or the maintenance of the compound. I should like to congratulate the Sectional Officer, Shri Mukerji, on the keen interest he is evidently taking in keeping the Bungalow in good condition.

3. After my arrival at Anogiri, I inspected the bazar, the quarters of our staff, including our Soil Erosion complex, and visited the village. I called on the Lasker, but he was unfortunately indisposed. I however, met his wife, daughter and grand-children, and had general discussions with them regarding their problems. It was evident from the symptoms described that the Lasker was suffering from stomach trouble, but the pills he had obtained from the local bazar were for malaria. This only goes to show the inadequacy of our medical arrangements and the extent to which medical knowledge is still practically non-existent in the interior villages. I gave the Lasker's wife some Mexaform tablets with instructions as to their use, and promised to return next morning to enquire if any further assistance was needed.



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4. During the evening I inspected the Bungalow register and was disappointed to find that practically no senior officers had ever halted for the night at Anogiri. Directives have been issued regarding the need for periodical visits by Secretaries and Heads of Departments to our interior districts. It was never the intention, however, that these visits should be restricted only to the district headquarters. Now that we have such comfortable bungalows in the interior, there is no reason why senior officers should not arrange their tours so that they may have an opportunity of seeing conditions in the remoter areas outside the State and District Headquarters. Secretaries and Heads of Departments will please in future plan their tours so that sufficient nights are spent in places in the interior away from the district headquarters.

5. Before leaving for Asanangiri, I again visited the village and was glad to find that the Lasker was much better. He was sunning himself on the verandah of his house and expressed his regret at his inability to call on me on my arrival. He set himself in a very dignified pose and studiously knotted his hair when I offered to take a photograph of him with his family. P.S. will please remind me to send him copies of the photograph as soon as it is ready.

*6. Wangala Festival at Asanangiri*

Secretary,  
Education.

The Wangala Dance had been arranged with great enthusiasm and I felt very grateful that Minister, Education had been so considerate as to invite me to attend. There is just one suggestion that may perhaps be borne in mind while organising these Dances in future. Some of the male dancers were wearing shirts, others singlets, sweaters and jackets. The organisers may consider whether it would not be desirable for the dancers to be uniformly dressed in the

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*traditional* attire instead of this hotchpotch of shirts, coats and banians.

7. Now that we have two districts in the Garó Hills, it is a matter for consideration whether this festival may be held alternately each year in the two districts, so that more people from different parts of the interior may have an opportunity of attending it.

8. *Bansamgiri Bungalow*

Conservator of  
Forests.

Chief Engineer.

Chief Public  
Health  
Engineer.

I left Asananggiri at 5-15 p.m. for Bansamgiri and was overjoyed to meet a Clouded Leopard en route. He ran ahead of our car for about 50 yards, after which he bounded up a hill slope, clearly recognisable by his long handsome tail.

9. I found that Bansamgiri Bungalow, although comparatively new, was not nearly as well maintained as the little bungalow at Anogiri. I should like to draw the Chief Engineer's particular attention to the poor maintenance of the lavatories. Both the bath rooms were stinking, one of them to such an extent that it was unusable. The Chowkidar had no phenyl or disinfectant, which is surprising. I should have thought that a stock of phenyl would have been prescribed as standard equipment for every Inspection Bungalow. I should be glad if the Chief Engineer, Deputy Commissioners, Heads of Departments and others concerned with the maintenance of bungalows will please ensure that there is adequate stock of phenyl in every bungalow and that the lavatories are kept clean. The windows of the bath-rooms should also be periodically kept open so that the air remains fresh and healthy.

10. *Williamnagar*

Chief Engineer.

Secretary,  
Health.

Director, Health  
Services.

I visited Williamnagar on the morning of the 9th and was glad to find that the accommodation situation, both residential and office, had greatly improved since my last visit. I would request Chief Engineer to consider, however, whether glass windows should not be substituted

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for the existing wooden shutters, that exclude all light and render the rooms dark and dismal. I find that even the new Circuit House is fitted with wooden shutters. Even though the buildings may not, technically, be permanent buildings, I have no doubt that they will remain in use for at least the next 10 to 15 years. We should not deny the amenity of a simple window to staff posted in this comparatively remote region. I should be grateful if Chief Engineer would kindly discuss this matter with me immediately on receipt of this note.

11. I was disappointed to find that there was no arrangement whatsoever for indoor beds in the hospital. I have discussed this matter with the Deputy Commissioner and the Medical Officer, and they confirmed that there should be no difficulty in arranging two rooms in the existing building, each to be provided with three beds. Pending such time as a full-fledged hospital can be set up, it is essential that there should be some arrangement for the treatment of emergent indoor cases. D. H. S. will please discuss with me on receipt of this note the action taken for converting two of the rooms in the existing building for treatment of indoor patients.

*12. Public Health Engineer's office*

Chief Public  
Health  
Engineer.

I inspected the new double-storied office of the Public Health Engineer. Although this is a newly constructed building, with new fittings, I found that the flush system in the personal bath-room of the Executive Officer was out of order. I also found that there was no water flowing in the urinal for the office staff, nor any camphor balls or phenyl or disinfectant. Although these may appear to be petty matters, I am bringing them to notice, as I should have thought, that, *at least in the office of the Public Health Department*, the most elementary

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principles of sanitation should have been observed. I do not know how we can expect the public to observe public health measures when such measures are not observed even by the Department primarily responsible for the maintenance of public health.

13. *School*

Secretary,  
Education.

Director, of  
Public Instruc-  
tions.

There is need to provide educational facilities for the children of our staff posted at Williamnagar. I visited the high school and discussed this matter generally with the Headmaster. It would be possible to arrange a Kindergarten, provided funds can be sanctioned for completing the building behind the main school which was left unfinished some years ago. We estimated that, at a rough calculation, it should be possible to put the existing building into shape for starting a Kindergarten at a cost of about Rs.20,000. I should be glad if Secretary, Education and D.P.I., would kindly examine this matter urgently and let me know if there is any difficulty in starting a Kindergarten and primary classes.

14. *Park*

Conservator of  
Forests.

I was glad to note the initiative taken to start a park at Williamnagar. I had suggested some time back that the Laburnum tree may be planted in some of the lower regions of Meghalaya, as it has such a beautiful and prolific blossom. I found Poinsettias growing well along the road-side in most parts of the Garo Hills. The soil and climatic conditions are evidently suitable for this lovely tree (the flower of which is commonly called the "Christmas flower"). I would suggest that the Forest Department may plant the Poinsettia in all our Administrative Centres. It grows very easily from cuttings and provides much needed brightness during the winter months when the foliage is generally brown and dry.

## Garo Hills (December 7th to 12th, 1976)

## Sign-posts

Chief Engineer.

I noticed that "Simsangiri" is still being inscribed on road sign-posts instead of "Williamnagar". Chief Engineer will please issue instructions to set this right.

## 15. Thesek Lake

Secretary,  
Fishery.Fishery  
Superintendent.

I visited Thesek Fishery en route to Nangalbibra. I am afraid that, apart from the new rest house constructed by the Forest Department, I did not get the impression of very much activity in implementing this new project. I talked to the three young river-guards, who appeared to me to be practically unemployed. Fishery Superintendent may please discuss this scheme with me on receipt of this note.

## 16. Nangalbibra

Secretary,  
Power.Chairman,  
M.S.E.B.

The Power Department had intimated some time back that one of the two thermal generators had at last been commissioned. I held detailed discussions with the Resident Engineer and other Engineers and was greatly disappointed to learn that, after running the generator for two months (August and September), the thermal plant was again closed down for want of qualified Boiler Inspectors. It seems that, on account of the Board's inability to appoint three Boiler Inspectors, a plant on which an expenditure of over Rs.2½ crores has already been incurred, is remaining idle. This seems quite preposterous. *Prima facie*, there should not be insuperable difficulty in finding three Boiler Inspectors and employing them on contract on attractive terms so that the plant may be kept running until local personnel can be trained up and get qualified to take their place. This whole thermal project has had a most dismal history. The least that can be expected is that the single

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turbine, generator and boiler that are in fit condition should be immediately commissioned so that some benefit may at least be obtained from the enormous expenditure that has been incurred. The Chairman, Meghalaya State Electricity Board, may please discuss with me immediately on receipt of this note.

17. The maintenance of the Nangalbibra bungalow has appreciably deteriorated since my last visit. There were heaps of litter lying around the compound, and the garden is suffering from lack of attention. All this was in marked contrast to the standard of maintenance of the Electricity Board Bungalows at Byrnihat, Barapani, etc. I should be grateful if the Chairman would ensure a uniform standard of maintenance in *all* the Board's bungalows.

18. *Siju Caves*

Secretary,  
Tourism.

Chief Engineer.

The Tourist Department have notified in their brochure that "Tourists can hardly miss the famous Dobakkol cave at Siju". I have been hearing a great deal regarding the Tourist potential of the Siju Caves and had decided therefore to see matters for myself. I should point out, in the first place, that nobody, from the Deputy Commissioner downwards, had any definite idea as to how best to approach the Caves. The officer deputed by the Deputy Commissioner had received a report that a jeep had recently driven right up to the Siju Bazar and we proceeded towards Siju on this assumption. We found, however, that, only a few yards from the main road, the so called jeep road that was reported to give access to the Caves had completely disintegrated. We therefore proceeded by foot along an extremely rugged path for about two miles before reaching Siju Bazar. We then learnt that there had been a land-slide along the path leading to the Cave entrance, and it was only with difficulty that we could reach

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the entrance at all. We made arrangements at Siju Bazar for bamboo flares and guide-ropes for use inside the Caves, most of which carry streams of water. I took off my shoes and socks, rolled my trousers up to my thighs, and wandered about in the various tunnels for about 40 minutes. Many portions of the Caves were infested with bats, and the stench produced was by no means pleasant. I was frankly relieved to emerge again from the Caves and breathe God's fresh air. (Some ropes had been fixed as a guide for our party, so that we should not lose our bearings in the Caves. The main rope, however, had snapped through rubbing against the sharp edge of a rock, with the result that our party was at a loss for some time as to how to return). After the adventure in the cave, we again covered the two miles back on foot to the main road, returning to Nangalbibra, somewhat worn, at 6 P.M.

19. Unless there are proper arrangements for (a) approaching the Caves and (b) providing guides to assist visitors and arrange flares, I doubt the advisability of advertising the Caves for tourists from outside the State. It was only with all the resources of Government and the Meghalaya State Electricity Board at our disposal that we could visit the Caves at all, and tourists-setting off from Shillong all the way to the Garo Hills would be gravely disappointed at the absence of transport and other arrangements necessary for an excursion to the Caves. According to my information, it is not possible to visit the Caves during the monsoon months, as they become full of water. Even during my visit there were portions where we had to wade through the water almost thigh deep. If tourists are to visit the Caves by road, the first necessity is a dry weather jeep track connecting the main road with Siju Bazar. This track should, in due course, be improved to an all weather road. At a rough estimate, it should be possible to

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construct a jeep track from the main road to Siju Bazar within about Rs.2 lakhs. Chief Engineer may please consider urgently whether there is any difficulty in finding funds and taking up the work. As the road will be partly for use of tourists, the Tourism Department may, if necessary, make some financial contribution. The Tourism Department should also consider whether arrangements can be made for tourists to reach Siju by boat from Baghmara.

20. The value of my interesting, but somewhat exhausting trip to Siju lies in pointing the moral that the *Tourism Department should not advertise visits to places where there are no facilities for transport, accommodation, guides, etc.* This will only result in frustration and discourage tourists from having any confidence in the Department's Information Brochures. Until the Department has made effective arrangement for visitors, I would suggest that visits to the Caves should be mainly confined to youth organisations, such as Scouts, Guides, N.C.C., School Parties, etc.

21. *Rongjeng*

I was happy to see how well the Public Works Department have maintained the Rongjeng Bungalow. As noted on my visit to Anogiri, however, I was disappointed that senior officers had not made use of this bungalow for night halts. It is very anomalous indeed that, in former days, when there were no bungalows and officers had to camp in tents, the villagers saw more of the officers than they do now when officers are supplied with transport and well-furnished bungalows, equipped with electricity, sanitary fittings and even refrigerators. I should like all Secretaries and Departmental Heads to pay special attention to this matter of arranging night halts in interior areas so that they may have better opportunity of meeting the people and discussing their problems.



*Garo Hills (December 7th to 12th, 1976)*

Secretary,  
Community  
Development.

Director,  
Community  
Development.

22. I learnt that there was not a single jeep available for the use of the Block Development Officer and his staff. The Block Development Officer and his staff are essentially field officers, and it is very anomalous indeed that, while such a fuss is made for provision of transport to Secretariat Officers in Shillong, so little regard is paid to supplying transport to the field officers for whom mobility is a *must*. Secretary, Community Development, will please report to me at once confirming that transport has been supplied.

23. *Dainadubi*

Secretary,  
Agriculture.

Secretary,  
Co-operation.

I was informed during my visit to the Fruit Preservation Factory at Dainadubi that there is a stock valued at about Rs.70,000 still lying undisposed of. I had spoken to the Secretary, Agriculture some time back about the need for effective marketing and I am frankly surprised that there is still so much stock in hand. The Deputy Commissioner, Shri J. P. Singh, had informed me at Williamnagar that the Agriculture Department had come to an agreement with Alpha's to take over our entire products and that the problem of marketing had been solved. Shri Marak, however, who is incharge of the Factory, seems to know nothing about the arrangement. Secretary, Agriculture, will please speak to me about this matter immediately on receipt of this note. Much more energetic steps should have been taken to dispose of the stock during the hot weather months when there is demand. Capital is being unnecessarily blocked through allowing our produce to remain undisposed of, quite apart from the risk of deterioration.

24. *Birds*

Conservator of  
Forests.

The following were amongst the birds I noticed on the way-side while driving from Nangalbibra to Dainadubi—Minnivets, Bulbuls

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(both the common Bulbul—Red-Vent—and the Yellow Bulbul), Imperial Pigeons, Wag-tails, Bee-eaters, Kingfishers, Red-starts, Barbet, Parrots Chloropsis, Golden-Orioles. (There were others that I could not readily identify).

25. *Byrnihat Dam-site Bungalow*

I spent the 11th night at the little Dam-site Bungalow at Byrnihat instead of at the main bungalow along the National Highway. The bungalow has been well maintained, except for the kitchen. The Chairman, Meghalaya State Electricity Board, may please consider the following improvements to render the kitchen serviceable—(1) providing of a wooden table, (2) constructing of four chulas (it is scarcely practicable to prepare a meal on a single chula), (3) provision of a sink, with tap, for washing vessels, plates, etc., (4) four wooden shelves. The present chowkidar, I understand, does not know cooking. It might be desirable to appoint a chowkidar-cum-cook so that at least simple meals can be prepared for visitors without having to induct a cook from the main bungalow.

26. *Improvement of short-cut road between Walthamnagar and Nangalbitra*

Chief Engineer.

Chief Engineer will please complete this short road-link within the current cold weather season *positively*. This will give easier access to Baghmara, and enable the new Subdivision to be included within the new East Garo Hills District, as was the original intention when constituting these new administrative units.

N. K. Rustomji

*Garro Hills (December 7th to 12th, 1976)*

Memo No. CSM/Tour/76, dated 16th December,  
1976.

Copy forwarded to:—

1. All Secretaries.
2. All Heads of Departments.
3. All Deputy Commissioners.

They will please confirm urgently action taken on all matters with which they are concerned.

N. K. Rustomji  
Chief Secretary.  
16.12.76.

Sub. National Systems Unit  
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Planning and Administration  
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DOC. No.....254  
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NIEPA DC



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