

Hazel Robinson

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**GOVERNMENT OF MEGHALAYA
GENERAL ADMINISTRATION DEPARTMENT (B)**

No.GAB.35/2026/6

Dated Shillong, the 16th July, 2026.

OFFICE MEMORANDUM

Subject: Guidelines on Parking, Keeping of Pets and Maintenance of Common Areas in Government Residential Quarters.

In order to ensure orderly management, cleanliness, safety, proper maintenance of common facilities and harmonious coexistence among residents residing in Government Residential Quarters, the General Administration Department has considered it necessary to issue comprehensive guidelines regulating parking of vehicles, keeping of pets and maintenance of common areas within such premises.

These guidelines are intended to regulate the use of shared facilities and common areas so as to prevent obstruction, nuisance, encroachment, wastage of resources and inconvenience to allottees, while ensuring proper discipline and responsible conduct within Government residential premises.

1. Applicability

1.1. These guidelines shall apply to all Government residential quarters under the administrative control of the General Administration Department.

1.2. The provisions contained herein shall be binding upon all allottees, occupants, family members, domestic helpers, visitors and any other persons residing in or entering the premises.

2. Definitions

(a) "Allottee" means a Government employee to whom a residential quarter has been allotted.

(b) "Common Areas" include staircases, corridors, parking areas, terraces, pathways, entrances, lifts, open spaces and all shared facilities within the premises.

(c) "Competent Authority" means an Officer designated as the Head of the General Administration Department for implementation and enforcement of these guidelines.

(d) "Vehicle" includes two-wheelers, four-wheelers and other motor vehicles.

(e) "Pet" means any domesticated animal kept for companionship and not for commercial purposes.

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PART – A: PARKING REGULATIONS

3. Parking of vehicles shall be permitted only in designated parking areas.
4. Vehicles shall not be parked in corridors, pathways, near staircases, building entrances, emergency exits or any area causing obstruction to movement.
5. Allottees shall not encroach upon or reserve any portion of the common area for personal parking purposes.
6. One parking space shall ordinarily be permitted for each allotted quarter subject to availability.
7. Parking of commercial vehicles, abandoned vehicles or heavy vehicles within the residential premises shall not be permitted.
8. Two wheelers shall be parked only in designated parking areas, not in building corridors or beneath staircases.
9. Repairing and servicing of vehicles in common parking areas shall not be permitted except for minor emergency repairs.
10. Washing of vehicles is restricted to designated wash areas to avoid water-logging and slipping hazards. Attempts should be made to redirect the waste water to a soak pit.

PART – B: KEEPING OF PETS

11. Allottees may keep domesticated pets within their quarters, subject to compliance with municipal guidelines and applicable laws.
12. Pets shall not cause nuisance, fear or unhygienic conditions to other allottees and their family members.
13. Pet owners shall maintain vaccination records and proper supervision of pets at all times and must invariably ensure that no inconvenience is caused to other allottees residing in Government Quarters in closed small spaces and shared compounds and must necessarily keep their pets within their own spaces in the compound.
14. Pet owners shall be responsible entirely for the care, supervision, hygiene, and conduct of their pets.
15. Pet owners shall dispose of pet waste in a hygienic manner and not allow any kind of littering in shared compounds.
16. Pet owners shall discipline their pets and keep them within the confinement of only their allotted quarter space.

PART – C: MAINTENANCE OF COMMON AREAS

17. Allottees and members of their family shall be responsible for maintaining cleanliness, hygiene and orderly use of common areas within the premises, including corridors, staircases, landings, pathways, parking areas, gardens, playgrounds and other shared facilities.

18. No allottee shall place, store or keep any vehicle, construction material, household articles, pet shelters, cages, feed containers or any other object in common areas so as to obstruct movement, impede access or create inconvenience to other residents.

19. Owners or keepers of pets shall ensure that common areas are kept clean and free from pet waste. Any waste generated by pets shall be immediately removed and disposed of in a sanitary manner by the owner or keeper.

20. Allottees shall not undertake any activity in common areas that may cause damage to Government property, create nuisance, compromise safety or adversely affect the enjoyment of the premises by other allottees.

21. The Estate Officer shall issue directions for the maintenance, cleanliness and proper use of common areas, and all allottees shall comply with such directions.

PART – D: GENERAL CONDUCT

22. Allottees shall maintain mutual respect, discipline and harmonious coexistence within the residential premises.

23. Unauthorized structural alterations to the allotted quarter or tampering with electricity or water supply systems shall be prohibited.

24. Quarters should be vacated upon transfer, retirement or termination of services in accordance with Rule 8 of the Allotment of Government Residence (General Pool) Rules (Meghalaya), 1990.

25. Allottees and members of their family shall maintain cleanliness and hygiene within the quarter and surrounding areas.

26. Littering and burning of waste or any material is strictly prohibited, as it may cause disturbance and pose health and safety risks to residents.

27. Garbage must be disposed of only in designated areas.

28. Damages to Government property shall be reported to the Estate Officer.

29. Loud music should not be played in the premises and the instructions issued by the Deputy Commissioner in this regards from time to time shall be complied with.

30. Enforcement

In cases of repeated or serious violations, the Competent Authority may, after due notice, take appropriate administrative action including recovery of actual damages/expenditure incurred.

The above guidelines should be strictly adhered to by all allottees.

Sd/-

(Shri. C. V. D. Diengdoh, IAS)

Commissioner & Secretary to the Govt. of Meghalaya
General Administration Department (B)

Memo No.GAB.35/2026/6-A

Dated Shillong, the 16th July, 2026.

Copy to:-

1. The P.S. to the Hon'ble Chief Minister for kind information of the Hon'ble Chief Minister.
2. The P.S. to the Hon'ble Minister i/c GAD, for kind information of the Minister.
3. The P.S. to the Chief Secretary to the Government of Meghalaya, for kind information of the Chief Secretary.
4. The P.A. to the Commissioner & Secretary to the Government of Meghalaya, General Administration Department, for kind information of the Commissioner & Secretary.
5. The P.A. to the Secretary to the Government of Meghalaya, General Administration Department, for kind information of the Secretary.
6. The Estate Officer, to bring to the notice of all allottees of the Government quarters.
- ✓ 7. The NIC, Meghalaya for uploading in the Government website.
8. All Administration Department.
9. Office copy.
10. Guard file.

By Order etc.,



Deputy Secretary to the Govt. of Meghalaya,
General Administration Department (B)