



सत्यमेव जयते

North-Eastern Region

LOCAL ACTS AND RULES

THE MEGHALAYA AGRICULTURAL PRODUCE MARKETS (GENERAL) RULES,

FOR THE YEAR 1982

THE MEGHALAYA AGRICULTURAL PRODUCE MARKETS (GENERAL) RULES, 1982

1. **Short title, extent and commencement**—(1) These Rules may be called the Meghalaya Agricultural Produce Markets (General) Rules, 1982

(2) These Rules shall come into force at once.

(3) They shall extend to the areas where the Act is in force.

COMMENTS

This Act was enacted *vide* Notification No. AGRI (G) 16/77/Pt. IV/III, dated the 20th October 1982, in exercise of the powers conferred under Section 52 of the Meghalaya Agricultural Produce Markets Act, 1980

2. **Definitions**—In these unless there is anything repugnant to the subject or context—
 - (a) “Act” means the Meghalaya Agricultural Produce Markets Act, 1980.
 - (b) “Buyer” includes a person buying any agricultural produce himself or on behalf of any other person or organisation or firm as its agent or as commission agent for re-sale.
 - (c) “Form” means a Form appended to these Rules.
 - (d) ‘Helper’ means a person who loads, unloads, cleans, dresses and includes any other who assists in loading, unloading, cleaning and dressing of any agricultural produce.
 - (e) ‘Market charges’ means all charges payable by the buyer for the services rendered in connection with the handling of agricultural produce after the sale is settled and includes commission of an agent, brokerage, auction charges, filling and sewing of packages and bags and remuneration of the helper but does not include remuneration for weighing.
 - (f) ‘Market fee’ means fee payable to the market committee under Rule 21.
 - (g) ‘Notified market area’ means the market area declared under sub-section (1) and the area notified by the State Government under sub-section (2) of Section 11 of the Act.
 - (h) ‘Seller’ includes a person selling his agricultural produces himself or on behalf of any other person as his agent, servant or commission agent.
 - (i) Words used in the Rules but not defined in the Act shall have the meaning respectively assigned to them in the Act.
3. **Nomination of non-official members of the Board**—Nomination of the members of the Board shall be made by the State Government in consultation with the Director of Agriculture or, as the case may be, the Registrar of Co-operative Societies:

Provided that membership as per sub-clause (iii) and (v) of Cl. (b) of Section 3 (a) of the Act shall remain vacant so long as the market committees have not been formed or licences granted to any person as trader.

4. **Term of office**—The term of office of the non-office Members shall be three years from the date their nomination is notified in the Official Gazette.

5. **Budget and expenditure of the Board**—(1) The Board shall meet not later than first week of February every year to finalise the budget for the next financial year.

(2) The budget as finalised by the Board under sub-rule (1) shall be submitted to the State Government for approval not later than the last week of February. The State Government shall approve and return the budget to the Board within two months from the date of receipt thereof. If it is not so returned within two months the budget shall be deemed to have approved.

(3) Pending approval under sub-rule (2) the Board may with prior sanction of the State Government incur the minimum expenditure required to meet unavoidable circumstances.

(4) No expenditure shall be incurred by the Board unless there is a provision in the budget to meet the same.

(5) The Board may re-appropriate any amount of expenditure from one sub-head to another under the same head of account or for re-appropriation of any amount of expenditure from one head of account to another and exceeding fifteen per cent of the total budgets provisions under that particular head, prior approval of State Government shall be obtained.

(6) The fund of the Board shall be deposited into the Meghalaya Co-operative Apex Bank Ltd., Shillong and shall be operated jointly by the Chairman and the Secretary of the Board.

(7) The maximum impress money to be maintained by the Secretary shall not exceed Rs. 2,000 at any one time.

(8) The board shall maintain proper accounts of all receipts and expenditures and for this purpose the double entry procedure of accounting shall be adopted.

6. **Powers and functions of the Chairman of the Board**—(1) The Chairman of the Board shall preside over the meetings of the Board and in his absence the members shall elect one from amongst themselves to preside over the meeting.

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(2) The Chairman of the Board shall be responsible for the administration of the Act and for that purpose may, subject to the provisions of the rules and bye-laws framed under the Act, issue orders and directions as he may consider necessary.

(3) The Chairman of the Board shall appoint the officers and other employees of the Board except for those posts mentioned in sub-rule (2) of Rule 8.

(4) The Chairman of the Board shall exercise overall control over the employees of the Board and of the market committee and may allot duties and functions to them as he may deem it necessary.

(5) The Chairman shall be the competent authority to accord sanction to any expenditure above Rupees ten thousand but not exceeding Rupees twenty thousand on any individual item for which provision has been made in the budget. For any expenditure in excess of Rupees twenty thousand on individual item approval of the Board shall be obtained.

(6) The Chairman shall exercise overall supervision on the Board and market committee and shall review their working and progress from time to time. The review so made shall be placed before the Board for consideration and decision as may be deemed necessary.

7. **Powers and functions of the Secretary of the Board**—(1) Subject to the overall control of the Chairman, the Secretary of the Board shall exercise general control over the office of the Board and its employees and act as head of the Office.

(2) With the prior approval of the Chairman, the Secretary of the Board shall have the power to transfer and post the employees of the Board and of the market committees; provided that in case of deputed staff of the State Government prior approval of that Government shall be necessary.

(3) The Secretary of the Board shall be the competent authority to accord sanction to any expenditure not exceeding rupees ten thousand on individual item for which provision has been made in this budget.

(4) The Secretary shall with the approval of the Committee of the Board convene meetings of the Board and prepare agenda notes for the meetings.

(5) The Secretary shall attend the meeting of the Board and record and maintain the proceedings thereof.

(6) The Secretary of the Board shall prepare the annual budget of the Board and submit it to the Chairman for his approval for placing it in the meeting of the Board.

8. **Employees of the Board and market committees**—(1) The Board shall have control and superintendent over its employees.

(2) The State Government shall appoint an officer of the Agriculture Department not below the rank of a Deputy Director as Secretary of the Board and other officers not below the rank of Agricultural Inspector or equivalent rank having training in Market Secretary ship or working experience of not less than three years as Secretaries of Market committees. Appointment of such officers shall be on foreign services terms and the leave, salary and pension contribution paid to Government by Board or, as the case may be, the market committee concerned.

(3) The pay and allowances of the employees of the Board including those of the Secretary and their employees of the State Government when deputed on full time basis shall be charged on the funds of the Board.

(4) The tours of the Secretary of the Board shall be approved and his bills for travelling allowance countersigned by the Chairman.

9. **Conditions of service**—(1) Until such rules are framed for the employees of the Board and the market committee, the rules applicable to the corresponding grade of employees of the State Government with regard to pay and allowances, appointments, provident fund, leave, travel, conduct, discipline and other conditions of service shall, as far as may be, apply *mutatis mutandis* to them.

(2) The members, including the Chairman of the Board and of the market committees, whenever they are non-officials shall—

(a) be treated as Grade I employees of the State Government for the purpose of travelling allowances, and

(b) be entitled to a sitting fee of Rs. 30 (Rupees thirty) only per day for attending the meeting of the Board or of the market committee, as the case may be, but no dearness allowances should be paid if sitting fee is claimed. However, for coming to attend the meeting en-route and on returning to his headquarters the non-official members will be entitled for dearness allowances as admissible.

10. **Publication of notifications under Sections 10 (1) and 11 (1) of the Act**—(1) The Notification under Sections 10 (1) and 11 (1) of the Act together with the translation thereof made into a local language as may be considered necessary shall be—

(a) published in local newspaper having wide circulation in the area;

(b) affixed in the notice board of the Deputy Commissioner, Sub-divisional Officer, Town Committee, District Councils, Office of the Agricultural Department and in some conspicuous part of common village meeting or market place located within the proposed market area.

(2) The period of previous publication of the notification under Section 10 (1) of the Act in the Official Gazette shall be 30 days.

11. Nomination of members of the market committees—(1) The licensed traders shall elect 3 (three) members from amongst themselves as the members of the market committee. The election shall be supervised by the Secretary of the market nomination or by an officer authorised for this purpose by the Board.

(2) The Registrar of Co-operative Societies, the Local Authority, if any, and the Managing Director of the Warehousing Corporation shall, for the purpose of Cls. (iii), (v) and (vi) respectively of Section 14 of the Act, send the names of their nominated representatives to the State Government through the Board.

(3) The Board shall nominate five agriculturists and send their names and also forward those received under sub-rules (1) and (2) along with the recommendation to the State Government for appointment as members of a market committee.

12. Election of the Chairman of the market committee—(1) The members of a market committee shall elect one from among themselves to be the Chairman of the market committee in its first meeting to be convened by the Secretary of the market committee under the direction of the Board:

Provided that the election shall be held within twenty days from the date the committee is established.

(2) The voting shall be conducted by the Secretary himself without voting right.

(3) Any member getting the highest number of votes, if there is more than one candidate for the post, shall be the Chairman of the market committee.

(4) In case of a tie, it shall be decided by drawing a lot.

(5) The Secretary shall immediately report through the Board the result of the election of the Chairman to the Government for necessary action.

13. Budget and expenditure of the market committee—(1) The provisions of Rule 5 shall apply with regard to the budget and expenditure of a market committee except that for the words “Board” and “State Government” occurring in the said rule the same shall be read as market committee” and “Board” respectively

(2) The fund of the market committee shall be deposited in the nearest Branch of the MCAB Ltd., and operated jointly by the Chairman and Secretary of the market committee.

(3) The surplus funds remaining with the market committee under Section 27 of the Act shall remain as balance of the “market committee fund” till such time the Board directs the committee to invest the amount or part thereof in such manner and for such purpose as it may specify.

14. Powers and functions of the Chairman of the market committee—(1) The Chairman of the market committee shall be responsible for administering the Act in the market areas within the jurisdiction of this committee and preside over all meetings of the committee; provided that in his absence, the members shall elect one from amongst themselves to preside over the meeting.

(2) The Chairman of the market committee shall be the competent authority to approve the tours and pass the Travelling Allowance Bills of the Secretary of the Committee.

(3) The Chairman of the market committee shall be the competent authority to grant leave to the Secretary of the Committee.

(4) The Chairman shall be the competent authority to accord sanction to any expenditure above Rupees five hundred but not exceeding Rupees two thousand on any individual item for which provision has been made in the budget. For expenditure in excess thereof on any individual item approval of the Committee shall be obtained.

15. Powers and functions of the Secretary of a market committee—(1) The Secretary shall assist the Chairman of the market committee in administering the Act and advice him and the Committee in all matters connected with rules, bye-laws, orders and directions issued from time to time by the Board or the State Government.

(2) The Secretary shall be the Chief Executive Officer of the market committee. The office establishment of the committee shall be under his control and all order to any member of the staff of the Committee shall pass through him.

(3) The Secretary shall be the drawing and disbursing officer of the committee, and shall maintain or cause to be maintained cash book and other records in proper form; provided that the cash in hand under the Secretary shall not exceed Rupees five hundred at any one time.

(4) The Secretary shall see that the day to day work of the officer of the committee is carried out efficiently, that returns and views and rendered regularly, that the cash, common seal, minute book and other records and assets of the committee are kept safely.

(5) The Secretary of the market committee shall be the competent authority to grant leave to the employees of the Committee.

(6) The Secretary shall make an annual assessment of the work of the employees of the committee and submit to the Chairman of the market committee for making final assessment thereon.

(7) The Secretary shall prepare the annual budget of the committee and submit it to the Chairman of the committee for his approval for placing at the meeting of the committee.

(8) The Secretary shall be the competent authority to accord sanction to an expenditure not exceeding Rupees five hundred only on each individual item for which provision has been made in the budget.

(9) The Secretary shall approve the tour of the employees of the committee and shall pass the travelling allowance bills of the employees of the committee other than those deputed by the State Government.

(10) The Secretary shall with the approval of the Chairman of the committee convene meetings of the committee and prepare Agenda Notes for the meeting. He shall attend all meetings of the committee, a sub-committee, a joint committee, or an *ad hoc* committee and record and maintain the proceeding thereof. He shall, however, not attend any meeting wherein anything pertaining to him or any of his relatives is to be considered.

Explanation: "Relatives" for the purpose of this sub-rule shall mean—

(a) father, mother, son, daughter, brother, sister and wife or husband of the person concerned;

(b) brother and sister or the father or mother of the person concerned;

(c) father, mother, son, daughter, brother, sister or the wife or husband of the person concerned;

(11) Copy of any entry in any book, register or list regularly kept in course of business and in the possession of a market committee shall be certified by the Secretary subject to inspection by any member of the Board.

16. Removal of Chairman of a market committee—(1) The requisition for a meeting for removal of the Chairman of the committee shall be signed by not less than one-third of the total members of the committee and submitted to the Secretary to the committee. The requisition shall contain the reasons for which the Chairman is ought to be removed from office.

(2) The Secretary of the committee on receipt of the requisition under sub-rule (1) shall convene the meeting within 20 days from the date of receipt of the requisition and the period of notice shall not be less than ten days from the date of issue.

(3) The requisition meeting shall be presided over by any member as elected by the members present at that meeting. The Chairman shall not attend such meeting.

(4) All the members signing the requisition under sub-rule (1) shall attend the meeting.

(5) The quorum for a requisitioned meeting shall be two-third of the total membership of the market committee.

(6) The resolution for removal of the Chairman shall be moved by one of the members requisitioning the meeting and shall be supported by one or more members.

(7) The resolution shall thereafter be discussed by the members and put to vote by the person presiding over the meeting.

(8) The voting shall be by secret ballot and shall be conducted by the Secretary of the committee.

(9) Immediately after the close of the voting the Secretary shall count the votes for or against the resolution and place the result before the person presiding over the meeting. If adopted by not less than two-thirds of the total number or members present and voting at the meeting, the resolution shall be deemed to have been carried thorough.

(10) The Secretary of the Committee shall communicate the decision of the meeting to the Board for necessary action; provided that the Board after due consideration of the standing position may take appropriate action including dissolution of the committee.

17. Application for grant of licences and fees thereof—(1) For grant of licences under Section 19 (2) of the Act, a person shall make an application in duplicate to the Chairman of the market committee of the notified market area where he/she wishes to carry on his/her business and the same shall be received in his office.

(2) The forms of application and grant of licences shall be in the following manner, namely:

Category of applicant	Form of application	Form of the licence
(a) for each licence as trader or commission agent	Form "A"	Form "B"
(b) for each licence as broker, weigh man, measurer, surveyor or warehouseman	Form "D"	Form "E"

(3) A fee of Rupees two only shall be paid for each application under sub-rule (2) and Rupees ten only per year or part thereof for each licence granted.

(4) If any person, who is not a licensee, carries on his/her business as a trader or commission agent or broker, or weigh man or measurer or surveyor or warehouseman in a notified market area on the date of issue of notification under sub-section (1) of Section 11 of the Act and fails to apply for a licence within fifteen days from the date of the notification the Chairman of the market committee may, before a licence is issued, impose upon the applicant a penalty as follows, that is—

(a) If the application is made within thirty days from the date of the notification—Rupee one per day.

(b) If the application is made after thirty days from the date of the notification—Rupee one per day for the first thirty days and Rupees two for each day thereafter.

(5) Unless otherwise provided in the licence each licence issued under the Act shall expire on the 31st day of March following the date of issue.

(6) A licence issued under this rule shall be valid for the purpose carrying the business at one or more places within the same notified market area.

(7) If any area is excluded from a notified market area and included in another the licence issued under the Rules shall be valid and deemed to have been issued and renewable by the market committee of the new market area.

(8) A record of licences issued under this rule shall be maintained by the market committee and the Board in Form C.

18. Cancellation of a licence—(1) The market committee may, on being satisfied that there has been a breach of any of the conditions specified in a licence or that the licensee is a habitual defaulter in submission of returns, by order in writing, cancel or suspend any licence and may also direct that such licence shall not be renewed, Suspension may be for a period not exceeding five months for the first breach, nine months for the second and one year for every subsequent breach as may be specified in that order:

Provided that no such order shall be made without giving he licensee an opportunity to show cause why such an order should not be made.

(2) The action under sub-rule (1) shall not be in derogation to other penalties provided for in the Act or bye-law for such contravention.

(3) Where the licensee is a firm any change in partnership shall mean the constitution of a new firm and shall require grant of a fresh licence.

(4) The market committee, if it is satisfied that it is necessary so to do, may by order allow a change in the conditions of a licence granted provided the licensee applied for it and pays a fee of Rupee one only;

19. Renewal of a licence—(1) Renewal of a licence granted under this rules shall be made to the Chairman of the market committee in Form 'F' in case of a vendor or a communication agent and in form 'G' in case of a broker, weigh man a measurer a surveyor or warehouse man and shall be accompanied by the licence fee prescribed therefore.

(2) The application for the renewal of licence shall be made at least thirty days before the 31st of March.

(3) Every renewal granted under this rule shall be deemed to take effect from the date following that on which the licence expired.

(4) Every application for renewal of a licence made after the date of expiry thereof shall be treated as an application for the grant of a fresh licence.

(5) If a licence is lost or destroyed, a duplicate may be issued on payment of a fee of Rupees two only.

20. Prohibition against grant of certain licences—(1) Except as hereinafter provided, no person shall at the same time hold licences under these Rules in more than one capacity.

(2) The provisions of sub-rule (1) shall not apply in the case of a person licensed as weigh man, surveyor or measurer.

21. Market fee—(1) The market fee leviable under Section 26 of the Act shall be paid by the buyer of the agricultural produce to an officer authorised by the market committee and shall be paid as soon as, and in any case within four days, the said produce is brought by him.

(2) The market fee under this rule shall be levied once on any transaction of sale and purchase taking place within the same notified market area.

(3) For the purpose of this rule, the transaction of sale and purchase of any agricultural produce shall be deemed to have taken place in a notified market area if—

- (a) the agreement or settlement of sale and purchase thereof is entered into the said area.
- (b) in pursuance of any agreement of sale and purchase the agricultural produce is weighted in the area; or
- (c) in pursuance of any agreement of sale and purchase delivery of the agricultural produce to the purchaser or to some other person on behalf of the purchaser takes place in the notified market area.

(4) Where two or more of the acts mentioned in sub-rule (3) have been performed differently in two or more notified market areas, the market fee shall be payable to the Committee within whose jurisdiction the agricultural produce was weighted and, where no such weigh man took place to the Committee within whose jurisdiction the agricultural produce was delivered.

22. **Maintenance of accounts**—(1) Every trader licensed under the Act shall maintain accounts and submit to the market committee return in Form 'M' in respect of each transaction within 4 days there from.

(2) The market committee shall maintain a register in Form 'N' showing the total daily sale and purchase transacted in the noticed market area and the amount of fess due and recovered there from.

(3) If any trade falls to submit the returns as prescribed in sub-rule (1) or the Chairman of the market committee has been to believe that the returns submitted are incorrect he shall, after giving a notice to the trader concerned and after such enquiry as he may consider necessary proceed to assess the volume of sale and purchase transacted by the trader concerned during the period in question.

(4) If a trader habitually makes default in the submission of the returns or if, in the opinion of the Committee the trader habitually submits incorrect returns, the Chairman of the market committee may order the production of the books of accounts for inspection at his office.

(5) The inspection of the accounts under sub-rule (4) shall be done also by the members of the Committee or such employees as the Chairman may authorise.

(6) After the inspection under sub-rule (4) the returns submitted may, if necessary, be corrected or fresh returns prepared by the Secretary of the Committee on the basis of the records produced and, if no records are available or the same are insufficient, on such information as the Committee may otherwise gather.

(7) Additional market fee due, if any, on the basis of the returns so prepared under sub-rule (6) shall be assessed and the licensee concerned shall pay it within such time as the Chairman may direct.

(8) An assessment under sub-rule (7) shall be communicated to trader in Form 'P'.

23. Appeal against order under Rule 22—(1) An appeal against the order made under sub-rule (8) shall lie to the Chairman of the Board. No such appeal shall be entertained unless the appellant had deposited twenty-five per cent of the amounts due as fee from him with the Committee concerned.

(2) The Chairman of the Board after hearing the appellant and also the market the committee making the assessment or, after such enquiry as he may think proper, may accept, modify or reject the assessment order appealed against and his order shall be final.

24. Refund of certain amounts—(1) When—

(a) any sum has been deposited for the grant of licence but the licence is or will not be granted or renewed;

(b) one or more licences have been issued not consistent with the provisions of the Act or the Rules;

(c) any market fee has been recovered in excess of the amount actually due;

(d) any market fee has been recovered on a transaction which is exempted under these Rules; or

(e) any amount has been paid by mistake, the Chairman of the market committee shall on a written application being made within six months of such deposit and after such enquiry as he may consider necessary, order the refund of the appropriate amount.

(2) The powers conferred on the Chairman, of the market committee under sub-rule (1) may also be exercised by such Officer of the committee as he may authorise in this behalf.

(3) The application for refund shall contain such particulars as are necessary to enable verification or refund claimed.

25. Audit of the Accounts—The Accounts of the State Agricultural Marketing Board shall be audited yearly by a Chartered Accountant Firm and those of the market committee by an Agency to be determined by the Board.

26. Preventing of adulteration of agricultural produce—(1) No person shall adulterate or officer adulterated agricultural produce for sale, in a notified market area.

(2) The market committee shall take all necessary steps to prevent adulteration of agricultural produce in the notified market area.

Explanation: For the purpose of this rule adulteration shall include mixing of inferior stuff with superior quality of agricultural produce, mixing of different qualities, or of sieved remains or of mixing of earth, dirt and stones or any other extraneous matter with any agricultural produce.

27. Penalties—Any person committing a breach of any of the provisions of these Rules or any of the conditions of his licence shall be punishable with fine which may extend to Rupees two hundred apart from other action that may be taken under the Rules.

28. Preservation of records—The respective records of the Board and the market committee shall be preserved for the period noted against each below:

SCHEDULE

Description	Period
Budget paper	5 years
General Cash Book	Permanently
Establishment Bill	35 years
General Bills	3 years
Balance Sheet	10 years
Ledger	10 years
Register of Deposits	Permanently
Application Form	Permanently
Returns of daily purchases and sales	1 year after audit
Receipts	3 years
Register of sale and purchase of agricultural produce	10 years
Provident Fund Register	10 years or till all accounts of which it relates are closed
Service Books of the employees	5 years after retirement or death (whichever is earlier)
Register of proceeding of the Board or Commissioner or sub-Committee	Permanently
Register of correspondence	Permanently
Cheque Book	10 years
Pass Books	10 years
Travelling Allowance Bills	3 years
Security Bonds	10 years from the date they cease to have effect
Treasury Challans	3 years
Interest Accounts Register	3 years
Attendance Register	1 year
Moveable Property Register	10 years
Immoveable Property Register	Permanently
Library Register	10 years
Demand and Collection Register	10 years

SCHEDULE

Register of Stamps	3 years
Stock Register	10 years
Register of Court Cases	10 years after disposal of the case
Investment Register	Permanently
Files about the appointment, removal and dismissal of employees	35 years
Other record which the Board or Committee may decide to preserve for more than three years.	Such period (not less than 10 years) as may be prescribed by the board or the Committee.

29. **Other matters on which the Board may bye-laws**—Without prejudice to the powers of framing bye-laws under Section 53 of the Act, the board may also make bye-laws on the following matters namely:

- (a) Grading of agricultural produce as per AGMARK standard;
- (b) Improvement of the markets and the market areas;
- (c) Classification of the Committee on the basis of their income and other related factors;
- (d) The maintenance and regulation of staff quarters and other buildings belonging to the Board or to the market committees;
- (e) The manner in which contracts may be executed on behalf of the board or the market committee;
- (f) The method of making propaganda or of giving publicity and demonstrations of the Scheme of the Act; and
- (g) Such other matter which will, in the opinion of the Board produce the transaction of agricultural produce in the market areas.

30. **Interpretation of the Rules**—If any doubt arise regarding interpretation of any of the provisions of these rules, the matter shall be referred to the Government and its decision shall be final.

FORM A

[See Rule 17]

Application for licence

To

The Chairman,
State Agricultural Marketing Board,
.....

Through Market Committee.....

Sir,

The particulars of my business are given below:

1. Name of the applicant with full address.....
2. Place of business for which licence is applied for (give the name or No. of the building and the name or No. of the street or other description sufficient to identify the premises.....
3. If the application is a firm, give the names of all persons constituting the firm with parentage, residence and address.....

Sl. No	Name	Father's/Husband's name	Full address

4. If the applicant is a firm, is it a Hindu joint family firm, or otherwise constituted and has it been registered or not?.....
5. Name of the Managing Proprietor or Manager of the firm.....
6. Name and style under which the applicant will work.....
7. Has the applicant or, where the applicant is a firm, has any member thereof, singly or in collaboration with anybody else been granted a dealer's licence in any notified market area in the State; and has such licence been suspended or cancelled. If so, when and for what period and for what reasons?.....
8. Particulars of the business for which the licence is required.....
 - (1) Trader
 - (2) Commission Agent
 - (3) Storage
 - (4) Processing

Certified that the facts set out in the application are true to the best of my knowledge. I undertake to abide by the provisions of the Agricultural Produce Markets Act, 1980 and Rules and bye-laws made there under.

I shall be responsible for all acts of my employees.

It is requested that a licence under Section 19(2) of the Meghalaya Agricultural Produce Markets Act, 1980 may kindly be granted to me.

Signature of Applicant

To be filled in by the office of the Committee

Licence fee received	No. of Receipt	Date of Receipt	Page of cash book where entry made

Verified

Secretary

Accountant

Market Committee

Market Committee

FORM B

[See Rule 17]

Licence under Section 19(2) of the Act

This licence is granted to M/s. subject to conditions prescribed hereunder:

Notified Market area

1. Serial No. of Licence
2. Name of the Managing Proprietor, Manager of the firm with parentage
3. Date from which the licence takes effect
4. Date on which the licence expires
5. Particulars of the business for which the licence is valid
 - (1) Trader
 - (2) Commission Agent
 - (3) Storage
 - (4) Processing
6. Place of business.....

Place

Date

Chairman

State Agricultural Marketing Board

Conditions of Licence

1. The licensee shall comply with the provisions of the Assam Agricultural Produce Markets Act, 1972 and rules and bye-laws framed there under and instructions issued from time to time.
2. He shall not permit evasion or infringement of any of the provisions of the Act, the rules and bye-laws and shall report in writing to the market committee any evasion or breach which comes to his knowledge.
3. He shall surrender his licence, on demand, to the Chairman of the Board or any other officer authorised by him in this behalf or the Chairman of the Committee against a receipt to be given to the licensee in this connection.
4. He shall conduct his business honestly and properly according to the principles of fair dealings.
5. He shall display his licence at a conspicuous place on his business premises.
6. He shall keep his business premises clean and in suitable condition for storage of agricultural produce.
7. He shall not boycott or encourage boycott or any other licensee.
8. He shall not indulge in activities and practices which are detrimental to the interest of the trade and proper functioning of the market.
9. He shall not take or continue in his service any unlicensed broker, weigh man, measurer, surveyor.
10. He shall not form a pool or combination with other buyers for eliminating competition and shall not make or abet an attempt to do so in order to deprive the seller of a fair price of his produce.
11. He shall, on the expiry or on termination of the licence, surrender the same to the Committee.
12. He shall, when desired by the Committee or any Officer authorised by it, furnish correct of agricultural produce under the Act.

FORM C

[See Rule 17 (8)]

Register of licence issued Section 19 (2) of the Act

Sl. No.	Name	Father's name	Address
1.	Notified Market Area		
2.	Name of the firm/licensees		
3.	Address of the premises		
4.	Name of the Managing Proprietor/Managing with parentage		
5.	Licence No.		

6. Name of licence

Date of entry	Date from which the licence takes effect	Date on which the licence expires	Licence fee received	Receipt No. and date	Signature of issuing authority with designation	Remarks
1	2	3	4	5	6	7

FORM D

[See Rule 17 (2) (b)]

Application for Licence under Section 19(2) of the Act

To

The Chairman,
Market Committee

Sir,

The particulars of my business are given below:

1. Name of the applicant with parentage, residence and address in full
2. If the application is a firm, is it a Hindu joint family firm or otherwise constituted, and has it been registered or not:
3. If the application is a firm give the names of all persons constituting it with parentage, residence and address, in full of each

Sl. No	Name	Father's/Husband's name	Full address

4. Name of the Managing Proprietor or Manager who will actually conduct the business
5. Name and style under which the applicant will conduct his business
6. Does the applicant wish to be licensed as a broker/weigh man/measurer/Surveyor/warehouseman?
7. Has the licence, if any, been granted previously to the applicant, or if the applicant is a firm, to any member thereof, singly or in collaboration with anybody else, for working as a broker, weigh man, measurer, surveyor or warehouseman in any notified market area been cancelled? if so, where, when, for what period and for what reasons?

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Certified that the facts set out in the application are true to the best of my knowledge. I undertake to abide by the provisions of the Agricultural Produce Markets Act, 1980 and rules and bye-laws made there under.

I shall be responsible for all acts of my employees.

It is, therefore, requested that the licence under Section 19(2) of the Meghalaya Agricultural Produce Markets Act, 1980 may kindly be granted to me.

Signature of the Applicant

Note—(1) A licence to work as a weigh man, measurer or a surveyor shall only be granted to individuals and not to firm.

(2) In case the application is made by a firm, it may be signed by the Managing Partner only.

(To be filled in by Officer)

Licence fee	No. of receipt	Date of receipt	Page of cash book where entry made	Remarks

Verified

Secretary

Market Committee

Accountant

Market Committee

FORM E

[See Rule 17 (2) (b)]

Licence under Section 19(2) of the Act

This licence is granted to M/S.....(name of the person or firm with full address) for doing his business as a broker/weigh man/measurer/warehousing/surveyor in the notified market area.....

1. Serial No. of licence.....

2. Name of the managing proprietor.....
3. Date from which the licence takes effect.....
4. Date on which the licence expires.....

Place.....

Date.....

Signature of Authority with Seal

Conditions of Licence

1. The licence shall comply with the provisions of the Meghalaya Agricultural Produce Markets Act, 1980 and rules and bye-law framed there under and instructions issued from time to time.
2. He shall not permit evasion or infringement of any of the provisions of rules and by-laws mentioned under (1) above and shall report in writing to the Committee any evasion or breach which comes to his notice.
3. He shall surrender his licence on demand, to the Committee or any other officer authorised by the Committee in writing in this behalf.
4. He shall conduct his business honestly and properly according to the principles of fair dealings.
5. He shall not boycott or encourage boycott or any other licensees.
6. He shall not indulge in activities and practices which are detrimental to the interest of the trade and proper functioning of the market.
7. The licensee, except the warehouseman, shall not accept any service under the trader.
8. If the licensee is a weigh man, measurer or surveyor he shall abide by such arrangements which may be made by the market committee with a view to ensuring the availability of their service as and when required. The licensee shall bear the badge provided to him by the marked committee, during the hour of his business.
9. If the licensee is a warehouseman, he shall keep his warehouse neat, clean and tidy to the satisfaction of the Committee.

FORM F

[See Rule 18(1)]

Application for the renewal of licence under Section 52 (2) (iv) of the Act

To

The Chairman,
State Agricultural Marketing Board
Through the Secretary, Market Committee

Sir,

I request for the renewal of my licence. The necessary particulars are given here below:

1. Name of the notified market area for which the licence has been issued.
2. Name of the applicant (with full particulars of the place of business)
3. Name of the managing proprietor or the manager of the firm, if any
4. No. of licence
5. Date on which the licence expires
6. Period for which the renewal is required
7. Fee paid
8. Penalty paid, if any
9. Has the applicant or where the applicant is a firm, has any member thereof singly or in collaboration with anybody else been—
 - (a) granted a dealer's licence in any notified market area in the State and cancelled. if so, when, where, for what period and for what reasons; or
 - (b) convicted of an offence affecting the said person's integrity as a man of business. If so, the date of conviction; or
 - (c) declare as an un-discharged insolvent.

Certified that the facts set out in the application are true to my knowledge.

Signature of Applicant

(To be filled in by the office of the Committee)

Renewal licence fee received	Penalty received, if any	No. of received	Date of received	Page of cash book where entry made	Remarks

No.....

Date.....

Accountant

Market Committee

Contents of the application certified.

Forwarded to the Chairman, State

Agricultural Marketing Board.

Secretary Market Committee

Orders of the licensing Authority

Date

Signature with designation

FORM G

[See Rule 18(1)]

Application for the renewal of licence under Section 52 (2) (vi) of the Act

To

The Chairman, Market Committee,

Sir,

I request for the renewal of my licence. The necessary particulars are given below:

1. Name of the notified market area for which the licence has been issued....
2. Name of the applicant (with full particulars of the place of business) ...
3. Name of the managing proprietor or the manager of the firm, if any....
4. No. of licence...
5. Date on which the licence expires...
6. Period for which the renewal is required...

FORM I

Bill of Commission Agent

Book No.....

Serial No.....

Name of market.....

Name of Commission Agent.....

Name of buyer.....

Date.....

Name of commodity	Weight	Rate	Total amount	Market Charges	Grant Total
		Rs.	Rs.	Rs.	
			Commission		
			Brokerage		
			Weight men		
			Filling and Sewing		
			Other Charges		
			Total		

Acknowledgement

Signature of Commission Agent

by the buyer

FORM J

Sale voucher for the seller

Book No.....

Counterfoil provided

Name of market

Date

Name of Faria

Serial No.

Name of seller

Date of Auction

Name of commodity	Name of the buyer	Weight	Rate	Total	Incidental Charges	Net amount paid
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Signature of the seller or his agent

Signature of Commission Agent

FORM K

Receipt

Book No.

Receipt No.

Market Committee...

Date of receipt

Nature of receipt

Amount received

Date.....

Signature of person

receiving payment

FORM K-1

Form of declaration and certificate

Kind of agricultural produce	Cart and packages	Weight	Where bought	Name of seller	Through whom bought	Name of buyer or his agent	Name of market committee to whom fee paid	Amount of fee paid
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

I hereby declare that the above mentioned agricultural produce has been bought from outside the limits of..... notified market area and has been brought within the limits of market for the purpose of..... and that the particulars given above are correct.

Date.....

Signature.....

Attestation of the Committee from where agricultural produce has been imported.

Name of buyer to whom sold	Sold			Whether market fee leviable, if not, why	Amount of market fee leviable	Remarks
	Weight	Rate	Value			
9	10	11	12	13	14	15

Total.....

Total.....

Signature of trader

FORM N

[See Rule 22 (2)]

Register of sale and purchase of agricultural produce

Marketing Committee..... Year..... Month.....

Date	Description of the agricultural produce	Name with the No. of licence or trader		Quantity of agricultural produce sold	Rate	Value of agricultural produce
		As seller	As buyer			
1	2	3	4	5	6	7

Whether cess is leviable, if not, why	Fee chargeable	Fee recovered	No, and date of the receipt issued	Balance of fee to be recovered	Date of recovery of balance	Remarks
8	9	10	11	12	13	14

Monthly Total.....

FORM O

[See Rule 22 (3)]

Assessment Notice

To

M/s.....

Whereas—

- (a) You, a trader Licence No..... and licensed under Section..... of the Meghalaya Agricultural Produce Markets Act, 1980 of the notified market area have not furnished return / correct return in Form M for the period from to.....
- (b) You, a trader Licence No..... and licensed under Section of the Meghalaya Agricultural Produce Markets Act, 1980 of the notified market area have habitually made default in the submission of returns for the period from to and it appears to the Committee that you wilfully failed to furnish such returns in respect of the above mentioned period; And it appears to be necessary to make assessment under Rule 22 (3) of the Meghalaya Agricultural Produce Markets (general) Rules, 1982 in respect of the above mentioned period:

You are hereby directed to attend in person or by an authorised agent at (place) on (date) at (time) and produce or cause there to be produced, at the said time and place the accounts and documents specified below for the purpose of such assessment together with the objections which you may wish to prefer and any evidence you may wish to adduce in support thereof and to show cause why in addition to the market fee levied on the basis of assessment a penalty prescribed under Rule 25 of the said Rules should not be imposed upon you.

In the event of your failure to comply with this notice, the Committee shall proceed to assess under Rule 22 (3) of the said Rules to the best of its judgement.

Date.....

Chairman
Market Committee

FORM P

Demand Notice

Market Committee

Date.....

No.....

To,

M/s.....

.....

You are hereby informed that your business during the period from has been assessed for the levy of market fee and penalty etc., as under:

- (a) Assessed value of business
- (b) Market fee chargeable
- (c) Deduct market fee already paid, if any
- (d) Net payable (b)-(c)
- (e) Penalty
- (f) Total (d) plus (e)

You are hereby directed to pay the sum of Rs..... to the market committee at its office at (place)on or before (date) failing which the said sum will be recoverable from you as an arrear of land revenue.

Chairman

Market Committee
