



**GOVERNMENT OF MEGHALAYA  
TRANSPORT DEPARTMENT**

**Notification  
Orders by the Governor**

**Dated Shillong, the 29<sup>th</sup> September, 2025**

**No.TPT.132/2018/26:-** In exercise of the powers conferred under Sections 73, 74, 80, 81, 82, 83, 84, 85, 86, 93, 98, and 102 of the Motor Vehicles Act, 1988 (Central Act No. 59 of 1988) as amended, and in pursuance of the directions issued by the Government of India vide S.O. 437(E), dated the 12<sup>th</sup> June, 1989, published in the Gazette of India, Extraordinary, Part II, Section 3(ii), relating to the regulation of Motor Cab Rental Services;

And whereas the Government of Meghalaya considers it necessary and expedient to frame appropriate rules for the licensing and regulation of Motor Cab Rental Services within the State;

Now, therefore, for the purpose of regulating the commercial and operational activities of Rental Motor Cabs and Rental Operators, the Governor of Meghalaya is hereby pleased to notify the **Meghalaya Rent a Motor Cab Operational Rules, 2025**. These rules shall come into force with effect from the date of publication in the Official Gazette.

**MEGHALAYA RENT A MOTOR CAB OPERATIONAL RULES - 2025**

1. **APPLICATION** - It shall apply to all motor cabs to which tourist permits have been issued under sub-section (9) of section 88 of the Motor Vehicles Act, 1988 [and the battery-operated motor cabs and motor cabs driven on methanol and ethanol exempted from the provisions of section 66 of the Act] and operating under a licence granted in terms of para 6.

2. **DEFINITIONS** – (1) In these rules, unless the context otherwise requires-

- (i) “Act” means the Motor Vehicles Act, 1988 (Central Act.No.59 of 1988) as amended;
- (ii) “Rules” means the Central Motor Vehicle Rules (1989) as amended.
- (iii) “Form” means of Form appended to Meghalaya Rent a Motor Cab Operational Rules 2025;
- (iv) “Licence” means a licence granted or renewed under paragraph 6 to engage in the business of renting of motor cabs to persons desiring to drive the cabs for their own use;
- (v) “Licensing authority” means the State Transport Authority constituted under sub-section (1) of section 68 of the Act;
- (vi) “operator” means the holder of a permit issued under sub-section (9) of section 88 of the Act in respect of having not less than 3 (three) motor cabs.

3. **Licensing of operator:** - No person shall engage himself in the business of renting a motor cab under these rules without licence.

#### **4. Application for grant or renewal of licence: -**

(1) An application for the grant or renewal of a licence under paragraph 6 shall be made in Form 1 to the licensing authority having jurisdiction in the area in which he resides or has his principal place of business (hereinafter referred to as main office) and shall be accompanied by a **fee of Rs.10,000/- (Rupees Ten thousand)**.

(2) Where the applicant has, besides the main office, branch office within the jurisdiction of the licensing authority referred to in clause (1), the application shall indicate such place with the number of motor cabs proposed to be stationed at each such place.

(3) Where the applicant has branch offices outside the jurisdiction of the licensing authority, the application shall be made to the licensing authority in whose jurisdiction the branch office is situated, in Form 2 accompanied by a **fee of Rs.2000/- (Rupees Two thousand) in respect of each such branch offices**.

**5. Scrutiny of application.** — A licensing authority shall, before granting or renewing a licence take into consideration the following namely: —

- (i) That applicant has a good moral character and has intimate knowledge of passenger transport business;
- (ii) That the main office or the branch office of the applicant is either owned by the applicant or is taken on lease by him or is hired his name and it has adequate space for reception room, administrative section, clock room with locker facilities, sanitary blocks, and adequate parking space for the motor cabs;
- (iii) That the applicant has necessary facilities for the housing, maintenance and repair of his vehicles;
- (iv) That the applicant has at least one telephone/mobile phone which is accessible throughout day and night;
- (v) That the financial resources of the applicant are sufficient to provide for the continued maintenance of motor cabs and for the efficient management of the establishment;
- (vi) That the applicant **maintains not less than 3 (three) motor cabs** duly covered by permits issued under sub-section (9) of section 88 of the Act, with comprehensive insurance, fitness certificate, motor vehicles tax paid up to date.

Provided that in the case of licence for a branch office situated in a place outside the jurisdiction of the licensing authority, it shall be sufficient, if such **branch office maintains not less than 3 (three) motor cabs**.

- (vii) That each motor cab proposed to be operated under the licence shall be equipped with a functional Vehicle Location Tracking Device (VLTD) device and panic buttons, integrated with the monitoring system of the Transport Department.

#### **6. Grant of licence: -**

The licensing authority may, on receipt of an application under paragraph 4 and after satisfying himself that the applicant has complied with the requirements of paragraph 5, grant or renew the licence in Form 3 or, as the case may be, in Form 4:

Provided that no application for a licence shall be refused by the licensing authority unless the applicant is given an opportunity of being heard and reasons for such refusal are given in writing by the licensing authority.

#### **7. Duration of licence: -**

A licence granted or renewed under paragraph 6 shall be valid for a period of five years from the date of grant or renewal:

Provided that in the case of the licence in respect of branch offices referred to under clause (3) of paragraph 4, the validity of such licence shall be restricted to the validity of the licence granted in respect of main office.

#### **8. General conditions to be observed by the holder of the licence: -**

The holder of a licence shall,

- (i) Maintain a register with a separate page for such vehicle containing the particulars specified, in Form 5 and where a motor cab is hired by a foreign national shall maintain a register in Form 6; The use of digital platforms for record maintenance, data entry, and submission of returns is encouraged and deemed valid for all regulatory and inspection purposes, subject to accessibility by the Licensing Authority.
- (ii) Not shift the principal place of business mentioned in the licence without the prior approval in writing of the Licensing Authority which granted the licence;
- (iii) Keep the premises and all the records and register maintained, and the motor cabs open for inspection at all reasonable times by the licensing authority or by any person not below the rank of motor vehicle inspector as may be authorized in this behalf by the Licensing Authority;
- (iv) Submit from time to time, to the Licensing Authority such information and return as may be called for by it;
- (v) Display at a prominent place in its main office and its branch offices, the licence issued in original and certified copies thereof, attested by its Licensing Authority;
- (vi) Maintain in their main office and branch offices at a conspicuous place a "Complaint Book" in the Form 7 with serially numbered pages in triplicate. The licensees shall dispatch the duplicate copy of complaint if any, to the licensing authority by registered post expeditiously and in any case not later than 3 days;
- (vii) Maintain a suggestion box in the main office and branch offices and forward their suggestions received with their comments, if any, to the licensing authority, once a month;
- (viii) Where he is having a foreign collaboration with the approval of the Government, this fact should be displayed in the office premises, with the specific approval of Department of Tourism of the Central Government.
- (ix) Display prominently inside each motor cab the contact details of the licensing authority, local emergency services, and a helpline, and the licensee/staff(s) are capable of basic emergency response procedures.

## **9. Collection of hire charges: -**

The holder of a licence shall collect the hire charges from a foreign national or a non-resident Indian only in foreign exchange and shall hold for the purpose a licence to transact in foreign exchange.

Provided further that the licensee shall offer the option to all hirers, including domestic users, to make payments through digital modes such as Unified Payments Interface (UPI), debit or credit cards, mobile wallets, net banking, or any other electronic payment method approved by the Reserve Bank of India, in addition to cash payments.

## **10. Duties and responsibilities of hirers of motor cabs: -**

(1) It shall be the duty of every hirer, to keep the holder of the licence, informed of his movements from time to time.

(2) If an individual or company has hired the vehicles as a leader of the tourist party, it shall be the duty of such leader of the party to keep the holder of the licence informed of the movement of each vehicle, from time to time.

(3) If a hirer so desires, he may engage a person possessing a valid driving licence to drive the vehicle so hired during the period of the hire agreement.

## **11. Power of licensing authority to suspend or cancel the licence: -**

(1) If the Licensing Authority is satisfied after giving the holder of the licence, an opportunity of being heard, that he has —

- (a) Failed to comply with the provisions of paragraph 8 or 9 of this policy; or
- (b) Failed to maintain the motor cab in compliance with the provisions of the Act and rules; or
- (c) Any one of his employees has misbehaved with the customers; or
- (d) Any complaint against the licensee by any hirer has been proved beyond reasonable doubt;
- (i) suspend the licence for a specified period, or (ii) cancel the licence

(2) Where the licence is liable to be cancelled or suspended and the licensing authority is of opinion that having regard to the circumstances of the case, it would not be necessary or expedient to cancel or suspend the licence, if the holder of the licence agrees to pay the fine that may be imposed by the Licensing Authority, then notwithstanding anything contained in clause (1) the Licensing Authority may instead of cancelling or suspending the licence, as the case may be, recover from the holder of the licence, the said fine.

(3) For the purpose of recovery of the sum of money agreed upon, the State Government may, by notification in the Official Gazette, specify the amount recoverable for each day of suspension and the amount recoverable in lieu of cancellation of the licence and specify the time within which the sum of money agreed upon is payable failing which the order passed under clause (1) shall be implemented.

(4) When the licence is suspended or cancelled under clause (1), the holder of the licence shall surrender the licence to the Licensing Authority.

**12. Appeal: -**

Any person aggrieved by any order of the Licensing Authority under paragraph 6 or paragraph 11, may within 30 days of the receipt of the order, appeal to the State Transport Appellate Tribunal.

**13. Procedure for appeal: -**

(1) An appeal under Rule 12 shall be preferred in duplicate in the form of a memorandum setting forth the ground of objections to the order of the Licensing Authority and shall be accompanied by a fee as may be specified by the State Government, by notification, in the Official Gazette.

(2) The State Transport Appellate Tribunal may after giving an opportunity to the parties to be heard and after such enquiry as it may deem necessary, pass appropriate orders.

**14. Voluntary surrender of the licence: -**

The holder of a licence may at any time surrender the licence issued to him to his Licensing Authority which granted the licence and, on such surrender, the Licensing Authority shall cancel the licence. The holder of the licence before surrendering the licence shall clear the dues referred to in clause (2) of paragraph 11.

**Sd/-**  
**Shri. D.D. Sangma., IAS**  
**Secretary to the Govt. of Meghalaya**  
**Transport Department**

**FORM 1**  
**[See paragraph 4(1)]**

**APPLICATION FOR GRANT OR RENEWAL OF LICENCE FOR RENTING MOTOR CABS IN  
RESPECT OF MAIN OFFICE**

To  
The State Transport Authority  
Meghalaya

I, the undersigned, hereby apply for a licence for renting Motor Cabs in the State of Meghalaya.

1. Full Name Son/Wife/Daughter of	
2. Full Address Phone No. Email	
3. Age	
4. PAN / GSTIN	
5. A. Experience in management of transport business B. Number of Motor cabs held with valid permits	
6. Particulars of licence, if already held	
7. A. Place where the applicant has his main office with detailed address and GPS coordinates. B. Place where the applicant has his branch office with detailed address and GPS coordinates. C. Name of Branch (s) The number of motor cabs to be stationed in each branch office.	
8. Nature and extent of financial resources of the applicant.	
9. Particulars of motor cabs owned along with details of registration mark.	
10. Full description of the place where the business is to be carried on – (a) Location, open area, covered area. (b) Any other particulars.	

I am conversant with the conditions for carrying the business for renting of motor cabs.

I hereby declare that to the best of my knowledge and belief the particulars given above are correct and true.

The prescribed fee of Rs.10000/- (Rupees Ten thousand) is paid by\*.....

Signature of applicant

Place:

Date:

(\*Here indicate mode of payment).

**FORM 2**

**[See paragraph 4 (3)]**

**APPLICATION FOR GRANT OR RENEWAL OF LICENSE FOR RENTING OF MOTOR CABS IN  
RESPECT OF BRANCH OFFICE, IN ANOTHER STATE**

To  
The State Transport Authority  
Meghalaya

I, the undersigned, hereby apply for a licence for renting motor cabs in a branch office in the State of  
.....

1. Full Name .....  
Son/Wife/Daughter of .....
2. (a) Full Address (Branch office) .....  
(b) Telephone/Mobile No .....  
(c) Email.....
3. Age .....
4. PAN / GSTIN.....
5. (a) Experience in management of transport business.....  
(b) Number of motor cabs held with valid permits in the proposed Branch  
Office.....
6. Particulars of Licence, held for Main Office.....  
(a) Authority which granted the licence.....  
(b) Date of issue.....  
(c) Date of expiry.....
7. Place where the applicant has his main office with detailed address .....
8. Nature and extent of financial resources of the applicant.
9. Particulars of motor cabs owned along with details of permits, registration number etc.
10. Full description of the branch office where the business is to be carried on  
(a) Location, Open area, Covered areas.  
(b) Any other particulars

11. I hereby declare that to the best of my knowledge and belief the particulars given above are correct  
and true.

The prescribed fee of Rs.2000/- (Rupees Two thousand) is paid by\* .....

Signature of applicant

Place:

Date:

(\*Here indicate mode of payment).

**FORM 3**

**[See paragraph 6]**

**Licence for Renting Motor Cabs—Main Office**

1. Name of the Operator .....
2. Son/Wife/ Daughter of .....
3. Full Address of the place of business:
4. Registration mark of motor cabs authorized for renting

Main Office	
Branch Office	

Is licenced to rent motor cab.

This licence is issued on ..... and is valid up to .....

**State Transport Authority  
Meghalaya**

**RENEWAL**

Renewed from.....to.....

**State Transport Authority  
Meghalaya**

**FORM 4**  
**[See paragraph 6]**  
**Licence for Renting Motor Cabs—Branch Office**

Name of the operator:

Son/wife/daughter of .....

Full address of the Branch Office.....

Address where the Main Office is situated.....

Licence number and the Authority which issued the licence with its date of expiry.....

Registration mark of motor cabs authorized for renting in the Branch Office licenced to rent motor cabs.

The licence is issued on.....and is valid up to.....

**State Transport Authority**  
**Meghalaya**

Renewal

Renewed from.....to.....

**State Transport Authority**  
**Meghalaya**

**FORM 5****[See paragraph 8]****Register to be maintained by Rent a Motor Cab Licensee**

Sl. No.	Name of Hirer	Full Address	Telephone/Mobile No.	Motor Driving Licence No.
1	2	3	4	5

Issued by (Authority)	Class of vehicle	Date of issue	Date of Expiry	Date and Time of Hire
6	7	8	9	10

Date and Time of returning vehicle	Motor vehicle used for total kilometres	Signature of Hirer	Remarks
11	12	13	14

Purpose of Hire	Vehicle Make/Model	Vehicle Registration No.	
15	16	17	

**FORM 6****[See paragraph 8(i)]****Register to be maintained by Rent a Motor Cab Licensee in case where the motor cab is hired to a foreigner**

Sl. No.	Name of Hirer	Full Address	Telephone/Mobile No. if any	Motor Driving Licence No.	Issued by (Authority)	Class of vehicle
1	2	3	4	5	6	7

Date of issue	Date of Expiry	Passport No.	Issued by Authority and State/Nation	Date of issue of passport	Date of Expiry	Date of birth as per passport
8	9	10	11	12	13	14

Driving permit No. if any	Date of issue of Driving permit	Class of vehicle Authorized to drive	Date and Time of Hire	Date and time of returning vehicle	Motor vehicle used for total kms.	Signature of Hirer	Remarks
15	16	17	18	19	20	21	22

Purpose of Hire	Vehicle Make/Model	Vehicle Registration No.	
23	24	25	

**FORM 7**  
**[See paragraph 8(vi)]**  
**Complaint Book**

(with pages serially numbered in triplicate)

1. Name of the complainant:
  2. Full address:
  3. The name and address of the holder of the licence for 'Rent a Cab'.
  4. Licence number, and the authority which issued the licence
  5. The date and time of hiring the vehicle and date and time when the vehicle was returned
  6. Vehicle number
- Complaint in brief:
- Date:
- Place: Signature

1. The State Transport Authority by Registered Post .....(Duplicate copy)
2. The complainant.....(Triplicate copy)

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