

**GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT**

No. Health.321/2020/64

Dated Shillong the 8th November, 2023

From: Shri T.G.Momin, MCS,
Joint Secretary to the Government of Meghalaya,
Health & Family Welfare Department.

To, ✓ Senior Informatics Officer,
NIC, Meghalaya, Shillong.

Subject:- Policy for creation of Specialist, Public Health and Teaching Sub-
Cadres under the Meghalaya Health Service.

Sir,

With reference to the subject cited above, I am directed to enclose herewith the **Draft Policy for Specialist, Public Health and Teaching Sub- Cadres under the Meghalaya Health Service** and request you kindly to upload it in this Department's Website for seeking inputs and suggestions from the public.

Yours faithfully,



Joint Secretary to the Government of Meghalaya,
Health & Family Welfare Department.

**GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT**

No. Health.321/2020/63

Dated Shillong the 8th November, 2023.

Subject: Proposed Policy for Creation of Specialist, Public Health and Teaching Sub-Cadres under the Meghalaya Health Service – Inviting Suggestions/Comments from General Public.

Need for Creation of Sub-Cadre Policy

The ongoing changes in disease patterns, population demography, and emerging diseases like COVID-19 pose unique challenges for the health systems in Meghalaya. The rise in the prevalence of non-communicable diseases in the state calls for a strong primary care system that is adequately supported by a robust secondary care system. Human Resources for Health (HRH) forms the core of health systems. Aspects like HRH availability, quality, distribution, density, retention, role clarity, and career progression often affect the performance of health systems across the state. Most of these factors are associated strongly with the existing institutional structures, HRH Management processes, and policies.

Doctors and Specialists form an integral part of the public health workforce. There is a need to relook at their roles and responsibilities within the health facilities, health system, and directorates to efficiently utilize their services. The present norms are unable to provide adequate opportunities for career progression for this cadre to achieve their full potential due to a lack of career development and progression pathways. Moreover, considering the recommendations of the latest Indian Public Health Standards, norms for the Public Health Management Cadre, and National Medical Commission rules, there is a pressing need to restructure the existing governance structures within the state health department and introduce Specialist, Public Health and Teaching Cadres within the State public health system. This step would boost the availability of HRH within the health system and boost the existing health systems' ability to face the challenges of the future.

Approach Adopted for drafting the Policy

The policy was developed using a structured and inclusive approach which included multiple rounds of discussion and iterations with internal and external stakeholders.

The following steps were undertaken:

A. Constitution of a Technical Working Group on HRH policies:

A state-level technical working group was constituted under the Director of Health Services (MI) to lead the efforts towards policy formation, coordinate consultations with

internal and external stakeholders, document and incorporate inputs and feed back from different stakeholders

B. Stakeholder Consultation:

Internal Stakeholders-

This policy was developed after undertaking multiple rounds of deliberations with representatives from State Health Departments, State Health Directorates, the Office of the District Medical and Health Officers and the Civil Hospitals.

External Stakeholders-

A draft policy was drafted based on inputs received from the internal stakeholders. It was then discussed with the relevant subject experts and representatives from Ministry of Health and Family Welfare (MoHFW), National Health Systems Resource Centre(NHSRC), and Health Systems Transformation Platform (HSTP) for gathering inputs and feedback.

C. Dissemination of Final Draft for review and comments:

After the incorporation of feedback from the internal and external stakeholder, the final policy draft is placed on the website of the Health & Family Welfare Department for input and suggestions.

Your suggestions / comments, on the **proposed Policy for Creation of Specialist, Public Health and Teaching Sub-Cadres under the Meghalaya Health Service**, may be sent through email to healthpolicymeghalaya@gmail.com within **20-11-2023**.

Suggestions/comments received after the prescribed time will not be considered.

1. Short Title and Commencement

- 1.1. This may be called the “Policy for Creation of Specialist, Public Health and Teaching Sub-Cadres under the Meghalaya Health Service”
- 1.2. The policy shall come into force on the date of their notification in the official Gazette.
- 1.3. The amendments to the Meghalaya Health Services Rules, 1990 will be made immediately upon approval of the Policy.

2. Definitions

- 2.1. “Policy” means “Policy for Creation of Specialist, Public Health and Teaching Sub-Cadres under the Meghalaya Health Service”
- 2.2. “Service” means “The Meghalaya Health Services or MHS”
- 2.3. “Rules” means “The Meghalaya Health Services, Rules, 1990” and amendments thereof.
- 2.4. ‘Member’ means a person appointed or deemed to have been appointed to posts in the service under the “The Meghalaya Health Services or MHS” in any of the sub-cadres.
- 2.5. “Public Health sub-cadre” means a sub-cadre of Meghalaya Medical Services in which all existing members and any “future members” of the service who possess the qualifications as MBBS (subject to completing a training course (online or offline) in Public Health as defined by the Government of Meghalaya) or MBBS with a PG degree or diploma in Public Health stream from University/ Institute recognised by UGC/ AICTE as defined in Annexure 1.
- 2.6. “Specialist sub-cadre” means a sub-cadre of the Meghalaya Health Service in which all existing members and future members of the service possess the qualifications prescribed as MBBS with PG degree or PG diploma in a clinical stream recognised by NMC as defined in Annexure 2.

- 2.7. “Teaching sub-cadre” means a sub-cadre of the Meghalaya Health Service in which all existing members and future members of the service possess the qualifications prescribed as MBBS with PG degree or PG diploma in a clinical stream and having completed necessary formalities as defined by the National Medical Commission (NMC). Additional information is provided in Annexure 3.
- 2.8. “NMC” means the National Medical Commission.
- 2.9. “PG” means Post Graduate.
- 2.10. “Existing member” means a member of any sub-cadre under the Service who is currently serving in the Government of Meghalaya.
- 2.11. “Future member” means a person who will become a member of any sub-cadre under the Service in the future through proper recruitment channels.

3. Rationale for Restructuring Meghalaya Health Services into Specialist, Public Health and Teaching sub-cadres

The restructuring of the Meghalaya Health Services into Specialist, Public Health and Teaching sub-cadres will:

- 3.1. help achieve the best utilization of expertise and talent for ensuring health for all
- 3.2. help address the need to segregate service providers as per clinical, public health and teaching functions among various types of cadres with flexibilities as per the functional requirements and streamline the career progression of doctors and specialists in the state
- 3.3. improve management capacity, quality, and utilization of health services in Meghalaya

- 3.4. to be in alignment with the National Health Policy 2017 which envisaged the creation of a multidisciplinary Public Health Management Cadre (PHMC) in all states/UTs

4. Application of Policy

The policy will apply to:

- 4.1. All existing Medical Officers/Specialists employed under the Meghalaya Health Services, Rules, 1990.
- 4.2. All future Medical Officers/ Specialists/ Teachers recruited by the Government of Meghalaya under the Meghalaya Health Services, Rules, 1990.

5. Cadre of Service

There shall be an amendment to the Meghalaya Health Services, Rules, 1990 incorporating the following three sub-cadres in the service:

- 5.1. Public Health sub-cadre
- 5.2. Specialist sub-cadre
- 5.3. Teaching sub-cadre

6. Structure for the Sub-cadres

6.1. Strength of the sub-cadres

The total strength of the Service and the strength of each of the three sub-cadres at different levels shall be determined by the Government from time to time depending on the latest State HR Norms. The current posts consist of General Duty Medical Officers, Specialists, Joint Directors, Additional Directors and Directors. The mapping of

existing members of the Service to the new sub-cadres will be done based on this Policy.

6.2. Administration of the sub-cadres

The current structure of the Directorates will be adapted to accommodate the three sub-cadres. The Public Health sub-cadre will be headed by the Director of Health Services (Public Health), the Specialist sub-cadre will be headed by the Director of Health Services (Hospitals and Specialized Services), and the Teaching Sub-cadre will be headed by the Director of Health Services (Medical Education and Research).

6.3. Composition of the Service

- 6.3.1. Public Health sub-cadre posts (MBBS or MBBS with PG degree/ diploma in Public Health)
- 6.3.2. Specialist sub-cadre posts (MBBS with PG degree/ diploma in the clinical stream)
- 6.3.3. Teaching sub-cadre posts (MBBS with PG degree/ diploma in the clinical stream and additional qualifications as defined by NMC)
- 6.3.4. If Meghalaya does not have an adequate number of existing members with Public Health Degree/ Diploma, the Public Health posts may have to be filled with MBBS graduates. However, they are mandated to complete a Public Health training course (online or offline) as defined by the State.

6.4. Recruitment into the Service

The recruitment for all sub-cadres will be conducted by the Meghalaya Medical Services Recruitment Board (MMSRB).

- 6.4.1. For all sub-cadres, the initial recruitment, post the restructuring, will be from within the sub-cadre by re-designation as per the qualification defined for each sub-cadre.
- 6.4.2. If all posts in the Specialist cadre are filled up, persons who acquire PG in service will be given the next arising vacancy in that particular Specialty.
- 6.4.3. If all posts in the Teaching cadre are filled up, persons who complete residency in service will be given the next arising vacancy in that particular Department.
- 6.4.4. The service seniority will be protected, if needed, by upgrading to an existing post in the Specialist cadre.

Recruitment	Public Health sub-cadre	Specialist sub-cadre	Teaching sub-cadre
Selection Process	Written test/ interviews MMSRB to decide on case to case basis		
Age limit	Lower: 23 Upper: As per government rules		
Exceptional recruitment of contractual* doctors and specialists already in service under Government of Meghalaya	Additional marks for years of service to be defined by the MMSRB		

Recruitment	Public Health sub-cadre	Specialist sub-cadre	Teaching sub-cadre
Minimum Qualification	Bachelor's degree in Medicine and Surgery (MBBS) recognized by the NMC as defined in Annexure 1	Postgraduate degree or diploma recognised by NMC as defined in Annexure 2	Postgraduate degree or diploma as per the latest NMC norms for Medical Colleges (Information in Annexure 3)

6.5. General Training and Continuing Education for all sub-cadres

- 6.5.1. Doctors recruited at entry level shall be required to undergo two weeks of foundation training at the Regional Health & Family Welfare Training Centre (RHFUTC).
- 6.5.2. On joining their respective postings in the health facilities, the newly recruited doctors may be required to undergo extensive on-the-job training at the established Civil/ District Hospitals in the State for a period of 6 months or as defined by the State from time to time.
- 6.5.3. It is mandatory for all doctors to attend at least 30 hours of Continuing Medical Education (CMEs) every five years to qualify for any promotion. The CMEs may be governed by the NMC or the State Medical Council.
- 6.5.4. All members of the Service (all sub-cadres) who refuse to undergo any mandatory in-service training defined by the Government of Meghalaya from time to time, he or she will not be eligible for

consideration for promotion. Exceptional cases to be considered by competent authority.

6.6. Proposed Terms for each sub cadres

6.6.1. Public Health sub-cadre:

- 6.6.1.1. Existing members without a PG in Public Health stream will have to complete a Public Health related training course (online or offline) as defined by the State to be entitled for any further promotions.
- 6.6.1.2. Future members possessing an MBBS degree will enter the Public Health sub-cadre at pay level 15.
- 6.6.1.3. Future members possessing a PG diploma or degree in Public Health stream from University/ Institute recognised by UGC/AICTE as defined in Annexure 1 will be entitled to three additional increments for the diploma and five additional increments for the degree within the same pay level, ie, pay level 15. For diploma/ degree recognised by NMC (Community Medicine), the pay will start at pay level 16 with three additional increments for the diploma and five additional increments for the degree.
- 6.6.1.4. For future members without a PG, they will have to complete a Public Health related training course (online or offline) as defined by the State within three years from joining the service to be entitled for any further promotions up to Senior Medical & Health Officer, Grade I. For promotion to Jt. Director level and above, the member will be required to possess a Public Health related diploma or degree from University/ Institute recognised by UGC/ AICTE.

- 6.6.1.5. For future members in the Public Health sub-cadre who do not obtain any PG diploma or degree, the promotion will be withheld and the members will continue to hold the Senior Medical & Health Officer Grade I position with yearly increments.
- 6.6.1.6. Completion of the Public Health-related training course (online or offline) is a mandate for existing members as well as future members of the Service. There will be no special pay or incentives for honoring the aforementioned mandate.
- 6.6.1.7. All Members can move to the Specialist or the Teaching sub-cadre depending on successful completion of obtaining the minimum qualification defined for the aforementioned sub-cadres. The pay level will be determined as per the rules of the respective sub-cadre and the number of years in service.
- 6.6.1.8. The Government of Meghalaya will sponsor the in-service members to pursue Public Health diploma/ degree based on the need of the Department. The selection will be on seniority basis in case of limited seats.

6.6.2. Specialist sub-cadre

- 6.6.2.1. Existing members with the relevant educational qualifications as defined by the NMC will enter this sub-cadre.
- 6.6.2.2. Future members possessing a PG diploma or degree recognised by NMC (as defined in Annexure 2) after MBBS will enter the Specialist sub-cadre at pay level 16 with three increments for diploma, five increments for degree and seven increments for super-specialisation.

- 6.6.2.3. Existing and future members can shift to the Public Health sub-cadre without any additional increments, provided they obtain a Public Health-related diploma or degree recognised by UGC/AICTE as defined in Annexure 1.
- 6.6.2.4. Existing and future members of this sub-cadre can shift to the Teaching sub-cadre without any additional increments, provided they meet the minimum requirements for teachers as defined by the NMC.

6.6.3. Teaching sub-cadre

- 6.6.3.1. Existing members with the relevant educational qualifications as defined by the NMC will enter this sub-cadre.
- 6.6.3.2. Future members possessing a PG diploma or degree recognised by NMC (as defined in Annexure 2) after MBBS and having completed the minimum requirement for teachers as defined by the NMC will enter the Teaching sub-cadre at pay level 16 with three increments for diploma, five increments for degree and seven increments of super-specialisation.
- 6.6.3.3. Existing and future members can shift to the Public Health sub-cadre without any additional increments, provided they obtain a Public Health-related diploma or degree recognised by UGC/ AICTE as defined in Annexure 1.
- 6.6.3.4. Members of the Teaching sub-cadre can shift to the Specialist sub-cadre without any additional increments.

6.6.4. Movement between the sub-cadres

- 6.6.4.1. Any movement from one sub-cadre to another shall depend on the vacancy of the concerned posts and seniority as per the merit list.
- 6.6.4.2. A member can move from one sub-cadre to another only once in his/her career. However, the State may decide to relax in exceptional cases. An appropriate Committee for the same may be formed.

6.6.5. Lateral entry

- 6.6.5.1. Lateral entry is not allowed in any of the sub-cadres. However, relaxation may be made only under extraordinary circumstances and depending on the need of the State at that point in time. An appropriate Committee for the same may be formed.

7. Restructuring of the Directorates

- 7.1. The Director of Health Services (Medical Institution) shall be restructured as the Director of Health Services (Hospitals and Specialized Services) and shall accommodate the Specialist sub-cadre.
- 7.2. The Director of Health Services (Maternal Child Health & Family Welfare) shall be restructured as the Director of Health Services (Public Health) and shall accommodate the Public Health sub-cadre.
- 7.3. The Director of Health Services (Research, etc.) shall be restructured as the Director of Health Services (Medical Education and Research) and shall accommodate the Teaching sub-cadre.
- 7.4. The scope of work for each of the restructured Directorate will be defined as per the scope of the sub-cadre.

- 7.5. To maintain equity of leadership positions at the District level, all the Medical Superintendent posts under the Specialist sub-cadre and the District Medical & Health Officers under the Public Health sub-cadre will be upgraded to Joint Director level. The posts will be created accordingly.
- 7.6. The restructuring of the existing Directorates may be seen below:

Pay Level	Director of Hospitals & Specialised Services	Director of Public Health	Director of Medical Education & Research
21	Director	Director	Director
20	Additional Director	Additional Director	Additional Director
19	Consultant	Joint Director	Joint Director
18	Senior Specialist	Senior M&HO (Gr I)	Professor
17	Specialist	Senior M&HO (Gr II)	Associate Professor
15/16	Junior Specialist (16*)	M&HO (Gr III) (15#)	Assistant Professor (16*)

*pay level 16 with 3 increments for diploma, 5 increments for degree and 7 increments of super-specialisation within same pay level

#pay level 15 with 3 increments for diploma, 5 increments for degree within same pay level

8. Transfer and Posting

- 8.1. All the members will have to abide by the latest transfer and posting rules defined by the State from time to time.
- 8.2. Members of the Public Health sub-cadre serving in health facilities located in difficult areas will receive additional marks for securing a seat for State sponsored PG education.

9. Allowances

The following allowances will be created or revised for all members of the Service:

- 9.1. **Non-practicing Allowance (NPA):** This allowance will be created and provided to all doctors who are not conducting any private practice. The rate shall be in consonance with relevant guidelines.
- 9.2. **Special Allowance:** This allowance will be created and provided to all doctors providing service during holidays and night shifts, which is not applicable to members of other Services/ Departments. Additional variable allowance to be provided for posting in rural areas as per level of difficulty as defined by the State from time to time.
- 9.3. **Specialized Training Allowance:** All members who received specialized training like Comprehensive Emergency Obstetric and Newborn Care (CEmONC), Life Saving Anaesthetic Skills (LSAS), Ultrasonography, etc. will receive a fixed honorarium every month if services arising from the corresponding training are being provided at their respective facilities/ hospitals.

Annexure 1

Educational qualifications under Public Health sub-cadre

Minimum qualification of MBBS required for Public Health sub-cadre.

Specialty Streams under Public Health sub-cadre	Degree/ DNB	Diploma
Public Health	MPH	DPH
Family Medicine	FM	DFM
Community Medicine	MD CM	
Health Administration	MBA	
Hospital Administration	MBA	

Annexure 2

Educational qualifications under Specialist sub-cadre

Postgraduate Degree: Degrees (Doctor of Medicine (M.D.)/ Master of Surgery (M.S.) that shall be completed in three years including the period of examination - NMC

Postgraduate Diploma: The period of training for obtaining a postgraduate Diploma shall be two completed years including the examination period. – NMC

Diplomate of National Board (DNB) is a Postgraduate Master's degree same as MD/MS degree awarded to the Specialist Doctors in India after completion of three year residency. Hence, DNB is included as a postgraduate degree.

Specialty Streams under CS Sub-cadre	Degree/ DNB	Diploma
Medicine	M.D. (Medicine) M.D. (General Medicine)	Diploma in Tuberculosis and Chest Disease (DTCD)
Surgery	M.S. (Surgery) M.S. (General Surgery)	
Pediatrics	M.D. (Pediatrics) DNB Pediatrics	Diploma Paed., Diploma in Child Health (DCH)
Gynecologist	M.D. (Obstetrics & Gynae.) M.S. (Obstetrics & Gynae.)	Diploma in Obstetrics & Gynae (DGO)
Anesthetist	M.D. (Anesthesiology) M.S. (Anesthesiology) DNB Anesthesiology	Diploma in Anesthesiology (DA)
Ophthalmology	M.S. (Ophthalmology) M.D. (Ophthalmology) DNB Ophthalmology	Diploma in Ophthalmology (DOMS)
Orthopedics	M.S. (Ortho)	Diploma in Orthopedics (D Ortho)
Radiology	M.D. (Radio-diagnosis)/ M.D. (Radiology)/ M.S. (Radiology) DNB Radio Diagnosis	Diploma in Radiodiagnosis (DMRD)

ENT	M.S. (Oto-Rhino-Laryngology)	Diploma in otorhinolaryngology (DLO) D.I.O. D.O.R.L.
Family Medicine	M.D. Family Medicine DNB Family Medicine	Diploma in Family Medicine (DFM)
Urologist	M.S (Urology)	
Dermatologist	M.D. (Dermatology) M.D. (Dermatology & Venereology) M.D. in Medicine with diploma in Dermatology DNB Dermatology, Venereology and Leprosy	Diploma in Dermatology (DDVL)
Psychiatrist	M.D. (Psychiatry) M.D. (Psychological (One year course) Medicine)/ M.D. in Medicine with Diploma in Psychological Medicine Diploma in Psychiatry (Edin) of two years course DNB Psychiatry	Diploma in Psychological Medicine (Psychiatry) (DPM)
Emergency Medicine	M.D. Emergency Medicine DNB – Emergency Medicine	
Geriatrician	M.D. (Geriatric Medicine) DNB – Geriatric Medicine	
Forensic Specialist	M.D. (Forensic Medicine)	
Physical Medicine and Rehabilitation Specialist	M.D. (PMR) DNB – Physical Medicine and Rehabilitation	
Pathology	M.D. (Pathology)	Diploma in Clinical Pathology (DCP)

Educational qualifications under Teaching sub-cadre

Existing posts for this sub-cadre will be redesignated and filled from the qualified existing members first. New posts for Assistant / Associate Professor and Head of Department (HOD) to be created for Departments as per NMC norms and recruitment to be done accordingly.

Below is an excerpt from “**MINIMUM STANDARD REQUIREMENTS FOR THE MEDICAL COLLEGE** FOR 100 ADMISSIONS ANNUALLY REGULATIONS, 1999”

“Every medical college and Medical Institution for 100 M.B.B.S. admissions annually shall have the following departments, namely:-

1. HUMAN ANATOMY
2. HUMAN PHYSIOLOGY
3. BIOCHEMISTRY
4. PATHOLOGY (INCLUDING BLOOD BANK)
5. MICROBIOLOGY
6. PHARMACOLOGY
7. FORENSIC MEDICINE INCLUDING TOXICOLOGY
8. COMMUNITY MEDICINE
9. MEDICINE
10. PAEDIATRICS
11. PSYCHIATRY
12. DERMATOLOGY, VENEREOLOGY AND LEPROSY
13. TUBERCULOSIS AND RESPIRATORY DISEASES
14. SURGERY
15. ORTHOPAEDICS
16. RADIO-DIAGNOSIS

- 17. RADIOTHERAPY (OPTIONAL)
- 18. OTO-RHINOLARYNGOLOGY
- 19. OPHTHALMOLOGY
- 20. OBSTETRICS AND GYNECOLOGY
- 21. ANAESTHESIOLOGY
- 22. PHYSICAL MEDICINE AND REHABILITATION(OPTIONAL)
- 23. DENTISTRY

DRAFT