



GOVERNMENT OF MEGHALAYA
INFORMATION TECHNOLOGY & COMMUNICATIONS DEPARTMENT

No.ITR 49/2011/216

Dated Shillong the 17th August 2020

Standard Operating Procedure (SOP) for operations of Cyber Café in the State.

Whereas, the Government of Meghalaya vide Political Department order No. POL.75/2020/Pt1/58 dated 14th August 2020 has allowed Cyber Cafes to function w.e.f 20/08/2020 subject to SOP to be issued by the Information Technology and Communication Department.

Now, therefore, the following SOP is prescribed for the functioning of Cyber Cafes in the State.

1. All Cyber Cafes registered with the Deputy Commissioners of respective Districts shall operate only on the days and time as allowed by the respective Deputy Commissioners.
2. The owner/operator of the Cyber Cafe shall keep the respective Rangbah Shnong(s), Doloi(s), the Nokma(s) informed regarding the opening of the Cyber cafe and the respective timings.
3. The operator of the Cyber Café shall ensure that social distancing of at least 6 feet is maintained at all times and that there is no crowding inside the Cyber Cafe.
4. Based on the space inside the Cyber Cafe, the respective owner/operator shall limit the number of persons entering the Cyber Cafe at a time.
5. No citizen shall be allowed inside the Cyber Cafe without wearing mask, which should properly cover the nose and mouth.
6. A hand-sanitizer should be placed at the entrance of the Cyber Cafe, so that any person who enters the Cyber Cafe sanitizes his / her hand.
7. The Cyber Cafe premises, including the items viz. desktop, keyboard & mouse, table, chair, door, windows, curtains, etc. should be sanitized at least thrice a day.
8. The cash transactions, if any, at the Cyber Cafe, should not be done with bare hands. Gloves should be used for transacting cash.
9. Provision for handwashing with soap at the Cyber Cafe premises should be made available.
10. The owner/operator and his / her staff shall mandatorily wear masks and gloves at all times.

The owner/operator at the Cyber Cafe shall ensure that the provisions outlined in this SOP are strictly adhered to failing which action shall be taken against the concerned Cyber Café.

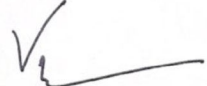
Sdf.
M. R. Synrem, IAS

Commissioner & Secretary to the Govt. of Meghalaya
Information Technology & Communications Department

Copy to

1. The Private Secretary to the Chief Minister, Meghalaya for kind information of the Hon'ble Chief Minister.
2. The Private Secretary to the Deputy Chief Minister, Meghalaya for kind information of the Hon'ble Deputy Chief Minister.
3. P.S. to the Hon'ble Minister IT&C Department for information.
4. P.S. to Chief Secretary, Government of Meghalaya for information.
5. The Addl Chief Secretaries/ Principal Secretaries /Commissioners & Secretaries /Secretaries of all Department, Government of Meghalaya
6. P.A. to Secretary, Political Department, Government of Meghalaya for information.
7. The Director General of Police, Meghalaya Shillong for kind information
8. ✓ The DDG & SIO NIC, Meghalaya State unit with a request to post it in the State Portal & <http://meghalayaonline.gov.in/covid> website.
9. The Director, Information & Public Relations for kind information and necessary action.
10. The Director of Health Services (MI/ MCH & FW) / Research), Meghalaya
11. The Deputy Commissioner East/West/South West Khasi Hills, Ri Bhoi, East/ West Jaintia Hills, North/ East/ West/South West/ South Garo Hills Districts with a request to kindly permit resuming of Operation of businesses of Cyber Cafe in your district.
12. The Asst. Inspector General of Police (A), Meghalaya Shillong with a request to kindly inform concerned officials at State/ District level.
13. The Superintendent of Police East/West/South West Khasi Hills, Ri Bhoi, East/ West Jaintia Hills, North/ East/ West/South West/ South Garo Hills Districts.

By Order, etc



(K.L. Nongbri, MCS)

Joint Secretary to the Govt. of Meghalaya
Information Technology & Communications Department