

# **RIGHT TO INFORMATION ACT, 2005**

## **MANUAL OF GENERAL BRANCH**

### **UNDER SECTION 4 (1) (B)**

#### **CHAPTER- I Introduction**

- (i) The Right to Information Act comes into being on 15<sup>th</sup> June 2005 and comes into force w.e.f. the 12<sup>th</sup> October, 2005. It provides for setting out the practical refine of the right to information for the citizens to have access to the functions of Departments/Organisations/Agencies.
- (ii) The objective of this handbook or manual for the public Authority is to enable the users or information seekers to have a first hand knowledge and information regarding the function and role of the office of the Deputy Commissioner, the employees involved, their responsibilities and duties in matters concerning the discharge of administrative works at District / Sub-Divisional and Block Level[ and for the administration of office and the district as a whole and with its function as a coordinating agency of the different District Heads of Departments].
- (iii) The intended users of the handbook are the general members of the public, the NGOs Govt. Officials, farmers and others.
- (iv) The Personnel & AR (B) Deptt. has notified the Office of the Deputy Commissioner, and the Deputy Commissioner as the Public Authority of the District and all Departmental branches within the administrative set up of the Deputy Commissioner's Office.

#### **CHAPTER-2 (Manual 1) Organisation, Functions and Duties:-**

##### **(1) Aims and Objective :-**

- (1) Prior to the creation of Meghalaya, Jaintia Hills was part and parcel of the then United Khasi and Jaintia Hills District of the erstwhile composite state of Assam with a status of Civil Sub-Division. It was up graded into a full fledged District on the 22<sup>nd</sup> February 1972. At present it has three Sub-Divisions viz, Jowai Sadar Sub-Division, Khliehriat (Civil) Sub-Division and Amlarem (Civil) Sub-Division. There are five Community Development Blocks viz, Thadlaskein, Laskein, Khliehriat, Amlarem and Saipung.
- (2) The objective of setting up the Office of the Deputy Commissioner at Jowai is to bring public administration closer to the public particularly those residing in the district. To promote efficient and people friendly administration in all matters including development, maintenance of law and order, judicial, revenue and other executive works.

(3) development schemes/ plans and projects of the Govt.

(2) Organisation, Functions and Duties:-

The Office of the Deputy Commissioner, Jaintia Hills District with its Headquarters at Jowai has sub-ordinate Officers in the 2(two) Civil Sub-Divisions of the District as well as in the 5(five) Community Development Blocks.

The Deputy Commissioner is the Head of the District and is assisted by the Addl. Deputy Commissioner(s), Extra Asstt. Commissioner (s), the Departmental Officers of various branches under Deputy Commissioner's amalgamated Establishment, the Head Assistant, Nazir, the Clerical and Grade –IV staff.

A parallel but subordinate organization exists at the Sub-divisional level with the Sub-Divisional Officer(Civil) in charge assisted by the Extra Assistant Commissioner who functions under the control and supervision of the Deputy Commissioner. The Block Development Offices are ran by the Block Development Officers under the direction, control and supervision of the Deputy Commissioner.

The functions and duties :-

The functions and duties of the Deputy Commissioner is to be responsible for maintenance of Law and Order, Revenue and Land Records, Relief and Rehabilitation, Food and Civil Supplies, Housing, Excise, Registration, Treasury, Disposal of cases as the District Magistrate besides other executive works. Implementing Machinery of the Govt. policies/ programmes both regulatory and developmental, agency for execution of Govt. directions, informing Govt. regarding public reaction to govt. policies, to notify the Govt. of Law and Order problem, Natural Calamities/ disaster, conduct of elections etc.

For maintaining an effective and efficient machinery, the office of the Deputy Commissioner is divided into various administrative Branches, each with its own role, responsibilities and functions. There are parallel branches in the Sub-Divisional Offices also, which may be illustrated as follows:-

DRDA	Supply	Excise	Planning	DTO	DC Establishment	T.O	Registration	DSC	BADO	ADC	NIC
					1. Confidential 2. Establishment 3. Judicial Magistracy 4. Nazarat 5. Arms 6. Revenue 7. Political 8. Bakijai 9. Election 10. Development 11. Relief & Rehabilitation. 12. Census 13. Disaster R.M.P. 14. Office Library						

Establishment Branch:- The branch is mainly concerned with the maintenance and regulation of the service of the Officers and Staff of the Deputy Commissioner's amalgamated establishment including the Sub-Divisional Office and Ministerial staff of the Block offices. It is responsible for punctuality, conduct and discipline among the Officers and staff of the branch and for the effective functioning of the office machinery to ensure proper and timely discharge of its function.

Nazarat Branch : The main function of the branch is the preparation of Budget estimates of the office, accounts works, matters relating to GAD lands, GAD Quarters, Circuit House, disbursement of pay to Officers and Staff and Celebration National Days.

Arms Branch: The arms branch functions for the purpose of issuing licences to arms, N.O.C. for explosive magazines and petrol pumps under the authority of the Deputy Commissioner as the District Magistrate.

Judicial Branch : The Judicial Branch works for disposal of cases and discharge of the functions of the judicial courts under the District Magistrate. These courts are :- the Courts of the Executive Magistrates, Criminal Courts, Court of Session and Court of the District and Session Judge, Court of the Presiding Officer MACT cases, District Juvenile Justice Board organizing Lok Adalats and Legal Literacy Campaign and others.

General Branch : The General Branch is an important branch in the administrative set up of the Deputy Commissioner Office. It has a significant role as it deals with any subject not specifically allotted to any of the Administrative branches. It functions as a coordinating agency between the activities of the Deputy Commissioner as the Head of the District with other District Heads of the Govt. Departments existing within the District e.g., Me.S.E.B., P.H.E, Education, Soil Conservation, Health, Social Welfare, etc. It also deals with Public grievances and Inquiries (non-confidential).The Branch also deals with issue of Scheduled Tribe and Scheduled Caste Certificates, Permanent Residential Certificates, Domicile Certificates, Law and Order, Ex gratia payment to accident claim, protocol, permission for public gatherings, rallies, fetes. It processes the licenses for Video Parlours and to monitor and regulate the running of video Parlour and Cinema Halls in the whole District as per norms

The address of the Deputy Commissioner's Office :

OFFICE OF THE DEPUTY COMMISSIONER,  
JAINTIA HILLS DISTRICT, JOWAI, IAWMUSIANG, JOWAI-793150.

THE SUB-DIVISIONAL OFFICER(CIVIL) AMLAREM/ KHLIEHRIAT.

CHAPTER –3 ( Manual 2)  
Powers and duties of Officers and Employees of the Organisation.

Designation:- Deputy Commissioner.

Administrative powers : (i) to make appointments in respect of Grade-III and Grade IV staff (ii) To take disciplinary action against officers and staff (iii) To make transfers within the District under Deputy Commissioner's amalgamated Establishment (iv) to grant leave, increment of the staff and recording of ACRs of Officers and Staff (v) Maintain discipline in the Office (vi) Convene meetings with Departmental Heads (vii) To supervise the works of the Addl. Deputy Commissioner(s) and Extra Assistant Commissioner(s), the Sub-Divisional Officer(s) (Civil) and Block Development Officer and any other Executive powers conferred as per the Executive Powers of the State of Meghalaya, the Meghalaya Secretariat Manual of Office procedure, the FR & SR Rules, 1984, the Discipline and Appeal Rules, the MCS Conduct Rules, etc.

Financial : (1) Drawal of Bills on different items of expenditure spent by the Office (ii) Drawing and disbursing salaries of Grade-III and Grade- IV Staff (iii) Sanction of advances under GPF Children's Education, Festivals, etc. for the staff under the Deputy Commissioner's amalgamated Establishment (iv) Sanction of medical advance , T.A. of Officers and Staff and any other financial powers as per the Meghalaya Financial Rules, 1984, the Delegation of Financial Power Rules, 1981, the Meghalaya Travelling Allowance Rules, 1981 Revision and other relevant rules.

Judicial : (i) Disposal of cases under the NDPS Act, MCAT, and (ii) functions as the District Magistrate as per powers conferred by the Cr. P.C. & C.P.C.and other Acts.

Statutory: Powers as conferred by (i) the Arms Act/ Explosive Act & Rules. The Petroleum Act/ (ii) To issue SC/ST Certificates as per the North Eastern Areas Re-organisation Act, 1971 (iii) The Video and Cinematography Act.

Designation : The Addl. Deputy Commissioners.

Administrative /

Financial / Others: To assist the Deputy Commissioner in the discharge of his functions at the headquarter and to supervise the works of the Extra Assistant Commissioners.

Extra Assistant Commissioner:

To assist the Deputy Commissioner in the discharge of his function at the Headquarter.

S.D.O (Civil) – To assist the Deputy Commissioner at the sub-Division level and to supervise the works of the EACs.

B.D.O. – To implement the Developmental Schemes/Plans/Projects under the supervision of the Deputy Commissioner.

Head Assistant – To supervise the works in the office in general.

Nazir – To supervise the work in the office with relation to Accounts, preparation of budget estimates under the Head of Account 2053-Dist.Admn, drawal of Bills, GAD Quarters, office vehicles, etc.

UDA- To carry out the works allotted to the LDA a per distribution of works issued by the Department/branch concerned

LDA cum-typist- To carry out clerical and typing works allotted to them.

Process Server – Service of office letters to different Govt. Offices/addressee(s).

Peon – To attend to the Officers and to carry out any other duties allotted to them.

## Chapter – 4 (Manual 3)

### RULES, REGULATION, INSTRUCTIONS, MANUAL AND RECORDS FOR THIS CHARGING FUNCTIONS

1. Meghalaya Secretariat Manual of Office Procedure.
2. F.R. & S.R. of Meghalaya
3. Discipline and Appeal Rule
4. Meghalaya Civil Service & Conduct Rules.
5. Meghalaya Financial Rules 1984.
6. Delegation of Financial Power Rules 1981.
7. The Meghalaya Travelling
8. Meghalaya Pension Rules
9. The Meghalaya Cinemas Act & Rules as adopted from Assam Act XIV of 1953.
10. Meghalaya Genral Provident Fund Rule.
11. The Arm Acts 1959/ Explosive Act 1884
12. The North Eastern Areas reorganization Act 1971.
13. Cr.P.C., I.P.C, C.P.C.
14. Notification regarding composition and functions of the District Selection Committee.

## Chapter 5 (Manual 4)

Particulars of any Arrangement that exists for the consultation with or representation by the members of the Public in relation to the formulation of its policy or implementation thereof.

**NOT APPLICABLE**

## Chapter 6 (Manual 5)

A Statement of the categories of documents that are help by it or under its control.

1. License of Video Parlour
2. License of Arms
3. N.O.C. relating explosive / Petrol Pumps
4. Register of Scheduled Tribes / Caste Certificates.
5. Register of P.R.C. / Domicile Certificate

## Chapter 7 (Manual 6)

A statement of boards Council, Committees and Other Bodies constituted as its part.

District Selection Committee:

The Committee is constituted for the purposed of direct recruitment to post falling under the purview of the District Selection Committee.

Department Selection Committee: The Committee is constituted for the purpose of promotion of Grade-III & Grade –IV Staff under the Deputy Commissioner’s amalgamated establishment Jaintia Hills District.

## Chapter 8 (Manual 7)

The names designations and other particulars of the Public Information Officers

### Assistant Public Information Officers

Sl No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Home			
1	Smt. P.L. Lawai, MCS	E.A.C.	03652	220814	-	-	-	Chutwakhu Jowai

### Sub – Division

Sl No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Home			
1	Sri. F.M. Doph, MCS	E.A.C.	03652	261269				Amlarem, Sub-Division
2	Smt. R.S. Manner, MCS	E.A.C.	03655	233033				Khliehriat, Sub-Division

### Public Information Officers

Sl No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Home			
1	Sri. W. Nongsiej, MCS	Addl. D.C.	03652	220713	-	-	-	D.C. Office, Jowai

Sub-Division

Sl No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Home			
1	Smt. M.N. Nampui, MCS	A.D.C.	03655	-	-	-	-	Khliehriat
2	Smt. V.S. Phawa, MCS	A.D.C.	03653	-	-	-	-	Amlarem

Department Appellate Authority

Sl No	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Home			
1	Shri. F.R. Kharkongor, IAS	D.C.	03652	220721 / 220865				D.C. Office, Jowai

## Chapter 9 (Manual 8)

### Procedure followed in decision making progress

The process of decision making starts with the perusal of dak by the Deputy Commissioner and his endorsement therein. The subject matter is file and put up by the Dealing Asstt. to next Higher Authority Hierarchically the matter maybe disposed of at the Additional Deputy Commissioner level or put up to the Deputy Commissioner / Final Order.

The Channel of Supervision and accountability are as per the Meghalaya Secretariat manual of Office procedures.

## Chapter 10 (Manual 9)

### Directory of Officer & Employee

SI No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Home			
1	Shri. F.R. Kharkongor, IAS	D.C.	03652	220721 / 220865				
2	Shri. W. Nongsiej, MCS	A.D.C.	03652	220713				
3	Smt. P.L. Lawai, MCS	E.A.C.	03652	220814				
4	Sri. P.K. Boro, MCS	E.A.C.						
5	Sri. J.D. Suchiang, MCS	E.A.C.						
6	Sri. S.S. Syiemlieh, MCS	E.A.C.						
7	Sri. P. Khongmen, MCS	E.A.C.						
<b>GENERAL BRANCH</b>								
1	Smt. L. Lyngdoh	H.A.	03652	220768				
2	Shri. V. Edmund	U.D.A.						
3	Smt. H. Lakiang	L.D.A.						
4	Smt. L. Shylla	L.D.A.						
5	Sri. C. Sutnga	Driver						
6	Smt. M. Iongwai	L.D.A.						
<b>ESTABLISHMENT BRANCH</b>								
1	Smt. W. Shylla	U.D.A.						
2	Smt. H. Susngi	L.D.A.						

<b>BAKIJAI BRANCH</b>								
1	Smt. R. Pasi	U.D.A.						
2	ARMS BRANCH							
3	Smt. H. Passah	L.D.A.						
<b>NAZARATH BRANCH</b>								
1	Sri. R. Najjar	Najir						
2	Sri. S. Niangti	Pro. Sever						
3	Sri. F. Nongpluh	Pro. Sever						
4	Sri. P. Gympad	Pro. Sever						
5	Sri. H. Sharma	Pro. Sever						
6	Sri. K. Kyndiah	Pro. Sever						
7	Sri. M. Kyndiah	Pro. Sever						
8	Sri. S. Mukhim	Pro. Sever						
9	Sri. R. Lamurong	Pro. Sever						
10	Sri. A. Mynso	Pro. Sever						
<b>CONFIDENTIAL BRANCH</b>								
1	Shri. K. Susngi	Steno						
2	Smt. S. Iongwai	Steno						
<b>D.S.C. BRANCH</b>								
1	Smt. B. Passah	L.D.A.						
2	Sri. D. Shullai	L.D.A.						
3	Smt. S. Dkhar	L.D.A.						
4	Sri. S. Lanong	Peon						
<b>OFFICE PEON</b>								
1	Smt. I. Laloo	Peon						
2	Smt. Q. Lyngdoh	Peon						
3	Smt. M. Devi.	Peon						
<b>PEON ATTACHED TO OFFICER</b>								
1	Sri. R. Majaw	Peon Attached						
2	Sri. P. Chetri	Peon Attached						

3	Smt. J. Talang	Peon Attached						
4	Sri. Om Prasad	Peon Attached						
5	Sri. B. Chetri	Peon Attached						
6	Sri. Tul Chetri	Peon Attached						
7	Smt. M. Pasi	Peon Attached						
8	Sri. R. Talang	Peon Attached						
9	Sri. R. Pde	Peon Attached						
<b>JAMADAR</b>								
1	Sri. S. Phawa	Jamadar						
<b>MALI</b>								
1	Sri. G.B. Chetri	Mali						
<b>SWEEPER</b>								
1	Smt. V. Dkhar	Sweeper						
<b>CHOWKIDAR</b>								
1	Sri. T.B. Thapa	Chowkidar						
<b>BUNGALOW PEON</b>								
1	Sri. I. Rai	B/P to D.C.						
2	Smt. N. Lhuid	B/P to D.C.						
3	Sri. R. Wanniang	B/P to D.C.						
<b>CLEANER</b>								
1	Smt. N. Nongspung	Cleaner						
2	Smt. L. Rymbai	Cleaner						
3	Smt. D. Nongpluh	Cleaner						
<b>DRIVER</b>								
1	Shri. W. Phyrngap	Driver						
2	Shri. B. N. Thapa	Driver						
3	Shri. Q. Pyrtuh	Driver						

## Chapter 11 (Manual 10)

The Monthly Remuneration received by each of its Officers and Employees including the system of Compensation as provided in Regulations.

Sl No.	Name	Designation	Monthly Remuneration	Compensation / Compensa
1	Shri. F.R. Kharkongor, IAS	D.C.	22,420/-	
2	Shri. W. Nongsiej, MCS	A.D.C.	18,609/-	
3	Smt. P.L. Lawai, MCS	E.A.C.	13,638/-	
4	Sri. P.K. Boro, MCS	E.A.C.	12,126/-	
5	Sri. J.D. Suchiang, MCS	E.A.C.	16,182/-	
6	Sri. S.S. Syiemlieh, MCS	E.A.C.	12,126/-	
7	Sri. P. Khongmen, MCS	E.A.C.	12,126/-	
<b>GENERAL BRANCH</b>				
1	Smt. L. Lyngdoh	H.A.	13,260/-	
2	Shri. V. Edmund	U.D.A.	10,849/-	
3	Smt. H. Lakiang	L.D.A.	8,170/-	
4	Smt. L. Shylla	L.D.A.	8,170/-	
5	Sri. C. Sutnga	Driver	6,894/-	
6	Smt. M. Iongwai	L.D.A.	8,011/-	
<b>ESTABLISHMENT BRANCH</b>				
1	Smt. W. Shylla	U.D.A.	12,126/-	
2	Smt. H. Susngi	L.D.A.	9,228/-	

<b>BAKIJAI BRANCH</b>			
1	Smt. R. Pasi	U.D.A.	10,446/-
<b>ARMS BRANCH</b>			
1	Smt. H. Passah	L.D.A.	9,547/-
<b>NAZARATH BRANCH</b>			
1	Sri. R. Najjar	Najir	13,160/-
2	Sri. S. Niangti	Pro. Sever	7,599/-
3	Sri. F. Nongpluh	Pro. Sever	7,599/-
4	Sri. P. Gympad	Pro. Sever	7,381/-
5	Sri. H. Sharma	Pro. Sever	7,053/-
6	Sri. K. Kyndiah	Pro. Sever	7,381/-
7	Sri. M. Kyndiah	Pro. Sever	6,507/-
8	Sri. S. Mukhim	Pro. Sever	5,482/-
9	Sri. R. Lamurong	Pro. Sever	5,079/-
10	Sri. A. Mynso	Pro. Sever	5,080/-
<b>CONFIDENTIAL BRANCH</b>			
1	Shri. K. Susngi	Steno	13,512/-
2	Smt. S. Iongwai	Steno	10,656/-
<b>D.S.C. BRANCH</b>			
1	Smt. B. Passah	L.D.A.	
2	Sri. D. Shullai	L.D.A.	
3	Smt. S. Dkhar	L.D.A.	
4	Sri. S. Lanong	Peon	
<b>OFFICE PEON</b>			
1	Smt. I. Laloo	Peon	6,398/-
2	Smt. Q. Lyngdoh	Peon	6,070/-
3	Smt. M. Devi.	Peon	5,079/-
<b>PEON ATTACHED TO OFFICER</b>			
1	Sri. R. Majaw	Peon Attached	6,180/-
2	Sri. P. Chetri	Peon Attached	6,289/-

3	Smt. J. Talang	Peon Attached	6,356/-	
4	Sri. Om Prasad	Peon Attached	5,482/-	
5	Sri. Tul Chetri	Peon Attached	4,982/-	
6	Smt. M. Pasi	Peon Attached	5,214/-	
7	Sri. R. Talang	Peon Attached	5,079/-	
8	Sri. R. Pde	Peon Attached	5,080/-	
9	Sri. B. Chetri	Peon Attached	5,482/-	
<b>JAMADAR</b>				
1	Sri. S. Phawa	Jamadar	7,566/-	
<b>MALI</b>				
1	Sri. G.B. Chetri	Mali	6,961/-	
<b>SWEEPER</b>				
1	Smt. V. Dkhar	Sweeper	5,680/-	
<b>CHOWKIDAR</b>				
1	Sri. T.B. Thapa	Chowkidar	7,490/-	
<b>BUNGALOW PEON</b>				
1	Sri. I. Rai	B/P to D.C.	2,400/-	
2	Smt. N. Lhuid	B/P to D.C.	2,400/-	
3	Sri. R. Wanniang	B/P to D.C.	2,400/-	
<b>CLEANER</b>				
1	Smt. N. Nongspung	Cleaner	1,500/-	
2	Smt. L. Rymbai	Cleaner	1,500/-	
3	Smt. D. Nongpluh	Cleaner	1,500/-	
<b>DRIVER</b>				
1	Shri. W. Phyrngap	Driver	7,620/-	
2	Shri. B. N. Thapa	Driver	7,162/-	
3	Shri. Q. Pyrtuh	Driver	6,356/-	