

## CHAPTER - 1 INTRODUCTION

1. The Hand Book aims to highlight the public on the Organization, functions and activities of the Supply Branch, Jaintia Hills District, particularly in relation to the TPDS.

The information provided in the handbook would be helpful to every individuals as well as by the Public especially those who acquire knowledge on the functions and activities of the Branch.

Further, any member of the public seeking for any information relating to this Branch may contact the notified PIO\APIO of the Deputy Commissioner (Supply) Office Jaintia Hills District, Jowai.

## CHAPTER - 2 (MANUAL – 1) PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES.

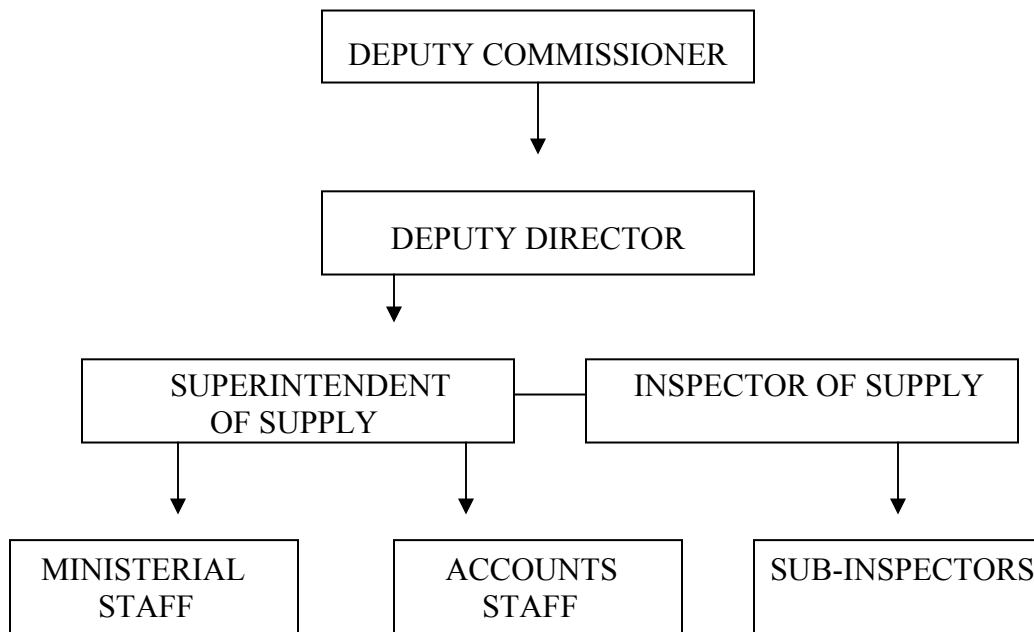
The objectives\purpose of the Public Authority of Deputy Commissioner (Supply) Jaintia Hills, Jowai is to ensure that schemes connected with the distribution of Subsidized Commodities like TPDS, AAY for SC\ST Hostels, S.K. Oil etc are effectively implemented for the benefit of the beneficiaries of the District. Moreover, Commodities in the open market were also thoroughly monitored on daily basis with regard to their stock, prices etc.

The Public Authorities might at all times make every efforts to prevent any unscrupulous Malpractice trades so as to avoid any undue exploitation to the beneficiaries of the District. With this aim in view, the public authority of the Commodities is running regular and timely allotment, lifting meant for the District. Inspection and raids were also conducted if situation warrants. The returns like availability of stock of Essential Commodities, their prices were monitored on daily basis and reports are sent to the Public Authority on daily\weekly\monthly and quarterly basis. Commodities under TPDS were timely lifted and the same are distributed by Public Consumers through Fair price shop at subsidized price fixed by Government. The details as at present are as follows :-

Commodity	Scale of issue Per family per month	Prices
1	2	3
APL Rice	11 Kgs per F.I. Card in Town , 2 Kgs per head in Rural areas	Rs. 8.80 to Rs. 9.80
BPL Rice	35 Kgs per BPL family	Rs. 6.15 per Kg.

AAY Rice	35 Kgs per AAY family	Rs. 3.00 Kg.
Annapurna	10 Kg per beneficiaries per Kg	Free of cost
Levy Sugar	700 grams per head	Rs. 13.50 per Kg
S.K.Oil	7 litres per urban family per month and 3 litres per household for electrified villages and 5 1\2 litres for non-electrified villages in rural areas	Rs. 9.40 to Rs. 10.35 per litre
SC\ST\Hostels & Welfare Institution	5.840 Kgs per head per month for SC\ST Hostels and Vocational Training	Rs. 6.15 per Kg.

The Organizational Structure of the Branch is as follows



The Public authority is also expecting the Public may submit representation or by report to the Public Authority any case of malpractice\irregularity indulge by traders\agencies if any under any schemes or in the open market so that action could be taken by the public authority to avoid any undue hardship to the Public. All important matters regarding Public attention are publicise through Public Notice\Press\Public announcement of DIPR

**CHAPTER – 3 (MANUAL – 2)**  
**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

Details of Powers of the officers and Staff of the office of the Deputy Commissioner  
(Supply), Jaintia Hills District, Jowai

<b>Designation</b>	<b>Administrative</b>	<b>Financial</b>	<b>Other</b>	<b>Duties</b>
Deputy Commissioner	Power to appointment non-Gazetted staff as recommended by the D.S.C. Power to appoint Drivers and Grade IV staff	As per DFP Rules of the Government	To take decision on any matter for smooth functioning of the branch	Exercise overall control of the Branch and offer guidance in all administrative and financial works of the Branch
Deputy Director of Supply	To assist the Deputy Commissioner	To assist the D.C. and he is the DDO of the Branch	Supervision and guidance to junior officers and staff	To assist the D.C. in all administrative and financial works of the Branch
Inspector of supply	To assist the D.D.S	No power	To assist the D.D.S	To assist the D.D.S
Sub-Inspector of Supply	No power	No power	Nil	To deal with allotted subject. To assist the Inspector of Supply while conducting Raid\inspection and lifting of commodities from FCI Depot
Accountant	Nil	Nil	Nil	Maintain of Cash Book, handling of Cash, preparation of office bills etc.
U.D.A.	Nil	Nil	Nil	To deal with allotted subjects
L.D.A.	Nil	Nil	Nil	To deal with allotted subject, receipt of daks, maintain of doing register, issue etc.
L.D.A.cum Typist	Nil	Nil	Nil	Typing works
Peon	Nil	Nil	Nil	Dealing of daks and other duties by the office
Chowkidar	Nil	Nil	Nil	Dealing for open closing and watching the office



CHAPTER – 6 (MANUAL 5)  
A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY  
IT OR UNDER ITS CONTROL

Sl. No	Categories	Name of Document	Procedure to obtain	Held by
1.	Act	The Essential Commodities act, 1955 (as amended)	By procedure of Law book state	Book Stall
2.	Regulation	The Meghalaya food grains (PDS) C.O.2004	By procedure of Directorate of Food, Civil Supplies & Consumer Affairs	Directorate of food, Civil Supplies Consumer Affairs, Meghalaya Shillong

CHAPTER – 7 (MANUAL – 6)  
A STATEMENT OF THE BOARDS, COUNCIL COMMITTEES AND OTHER  
BODIES CONSTITUTED AS IT PART

**Does not arise**

CHAPTER-8 (MANUAL – 7)  
THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC  
INFORMATION OFFICERS

Name of the Public Authority :: Deputy Commissioner(Supply) Jaintia Hills District  
Jowai.

ASSISTANT PUBLIC INFORMATION OFFICER

Sl.No	NAME	DESIGNATION	S.T.D	PHONE NO	FAX	EMAIL	ADDRESS
1.	Shri. M.G. Lyngdoh	Inspector of Supply					Office of the Deputy Commissioner(Supply) Jaintia Hills, Jowai

PUBLIC INFORMATION OFFICER

Sl.No	NAME	DESIGNATION	S.T.D	PHONE NO	FAX	EMAIL	ADDRESS
1.	Shri. C.Nongspung	Deputy Director of Supply					Office of the Deputy Commissioner (Supply)Jaintia Hills District,Jowai

CHAPTER – 9 (MANUAL – 8)  
PROCEDURE FOLLOWED IN DECISION MAKING PROCESS.

The Deputy Commissioner (Supply) Jaintia Hills District, Jowai is the head of the branch. All matters requiring for smooth functioning of the Branch is decided by the Deputy Commissioner (Supply) himself. However, matters relating to TPDS, the Branch is only implementing the Directives of the Heads of Department\Government. In case of non-satisfaction of the decision, appeals can be made by way of -petitions to be submitted to the Deputy Commissioner (Supply) Jaintia Hills District, Jowai.

CHAPTER – 10 (MANUAL – 9)  
DIRECTORY OF OFFICERS AND EMPLOYEE DISTRUCT AND SUB-DIVISDION  
WISE

Sl. No	NAME	DESIGNATION	STD	PHONE NO.		FAX	EMAIL	ADDRESS
				Office	Home			
1	Shri. C.Nongspung	Dy. Director of Supply		220866				
2.	Shri M.G.Lyngdoh	Inspector of Supply		“	223285			
3.	Shri. C.G.Lamo	Sub-Inspector of Supply		“				
4.	Smt.C.E.Syiem	Sub-Inspector of Supply		“				
5.	Sri. M. Bareh	Sub-Inspector of Supply		“				
6.	Smt.C.E.R. Challam	Accountant		“	220396			
7.	Smt. M.Mynso	U.D.Asstt		“	223362			
8.	Shri. E.Shabong	Accounts Assistant		“				
9.	Smt. L.Sungoh	L.D.Asstt		“				
10.	Smt. A.Syngkon	L.D.Asstt		“				
11.	Smt. Y.Laloo	L.D.Asstt		“				
12.	Smt. R.Laloo	L.D.Asstt		“				
13.	Sri. M. Laloo	Peon		“				
14.	Smt. B.P.Joshi	Peon		“				
15.	Sri. D.Sapuh	Chowkidar		“				
16.	Sri. L.Suiyai	Driver		“				
17.	Sri. M.Suchiang	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	NAMES	DESIGNATION	MONTHLY RENUMERATION (GROSS TOTAL)	COMPENSATORY ALLOWANCE	THE PROCEEDURE TO DETERMINED THE RENUMERATION AS GIVEN IN THE REGULATION
1	Shri. C.Nongspung	Dy. Director of Supply	16,467	-	As per Meghalaya Services (Revision of Pay) Rules 1997, Also as per Enhancement of Rate of Allowances by Govt. from time to time.
2.	Shri M.G.Lyngdoh	Inspector of Supply	12,571	-	
3.	Shri. C.G.Lamo	Sub-Inspector of Supply	9,732	-	
4.	Smt.C.E.Syiem	Sub-Inspector of Supply	8,490	-	
5.	Sri. M. Bareh	Sub-Inspector of Supply	10,337	-	
6.	Smt.C.E.R. Challam	Accountant	10,505	-	
7.	Smt. M.Mynso	U.D.Asstt	11,252	-	
8.	Shri. E.Shabong	Accounts Assistant	7,045	-	
9.	Smt. L.Sungoh	L.D.Asstt	7,969	-	
10.	Smt. A.Syngkon	L.D.Asstt	9,388	-	
11.	Smt. Y.Laloo	L.D.Asstt	7,297	-	
12.	Smt. R.Laloo	L.D.Asstt	7,431	-	
13.	Sri. M. Laloo	Peon	7,252	-	
14.	Smt. B.P.Joshi	Peon	5,482	-	
15.	Sri. D.Sapuh	Chowkidar	5,482	-	
16.	Sri. L.Suiyai	Driver	7,834	-	
17.	Sri. M.Suchiang	Driver	6,457	-	

CHAPTER 12 (MANUAL 11)  
THE BUDGET ALLOTTED TO EACH AGENCY (PARTICULARS OF ALL PLAN,  
PROPOSED EXPENDITURES AND REPORTS ON DISBURSTMENT MADE.

**DOES NOT ARISE**

CHAPTER – 13  
THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME.

**DOES NOT ARISE**

CHAPTER – 14  
PARTICULARS OF RECEIPIENTS OF CONSESSIONS, PERMIT OR  
AUTHORISATION GRANTED BY IT.

NAME OF PROGRAMME: Appointment of Fair Price Shop Dealers and S.K. Oil  
Retailers.

CHAPTER – 15 (MANUAL 14)  
NORM SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The monthly allotment of essential commodities under T.P.D.S. are lifted by the Govt. nominees from F.C.I. Depot under the supervision of the Inspecting Staff of the branch within the validity period after which they were re-allocate to the fair price shop dealers for distribution to consumers through family identity card within the month of allocation.

Monthly Current Allocation to the District are as follows:

1. BPL	-	1882.65	Qtls.
2. AAY	-	821.80	Qtls.
3. APL	-	2672.00	Qtls.
4. SUGAR	-	1198.00	Qtls.
5. WHEAT	-	NIL	Qtls.
6. SC/ST	-	6283.84	Kgs.
7. ANNAPURNA	-	97.50	Qtls.
8. S.K. OIL	-	150	Kl.

CHAPTER – 16 (MANUAL 15)  
INFORMATION AVAILABLE IN AN ELECTRONIC FORM

- (a) TARGETTED PUBLIC DISTRIBUTION SYSTEM – A system of public distribution of subsidized commodities allotted by the govt. to wholesaler and fair price shop dealer.
- (b) ANTYODAYA ANNA YOJNA - Distribution of 35 Kgs of rice per month to the poorest family in the district at the price of Rs.3.00/- per kg.
- (c) SCHEME FOR BELOW POVERTY LINE - Distribution of 35 Kgs of rice per month each to B.P.L. family at the price of Rs.6.15p per kg.
- (d) ANNAPURNA – Distribution of 10 kgs of Rice free of cost to each indigent old age pension not covered under the NATIONAL OLD AGE PENSION SCHEME.

CHAPTER – 17 (MANUAL 16)  
PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING  
INFORMATION.

All-important documents/notices requiring public attention are displays in the notice board of the Deputy Commission's Office. Moreover, wide publicity are also made through announcement of D.I.P.R. and All India Radio and Local Newspapers.

CHAPTER – 18 (MANUAL 17)  
OTHER USEFUL INFORMATION

**PUBLIC CONSUMER QUESTIONS**

**ANSWER BY THE DEPARTMENT**

- |                                                                 |                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) Poor Quality of Rice etc. supplied through fair price shop. | (a) All Govt. nominees / agents and fair price shop dealers in the District utilized by lifting and distribute only of a good quality. In case of availability of poor quality of essential commodities, inspection have undertaken by the Office by ascertain the position. |
| (b) Irregular opening of Fair Price Shop                        | (b) All Fair Price Shop Dealers have been instructed to open their shops during working hours even though stocks of commodities are not available with them. The position should be intimated by consumers with courtesy.                                                    |

18.2

(a) APPLICATION FORM FOR SEEKING INFORMATION BY THE PUBLIC

1. NAME OF THE APPLICANT / ORGANISATION  
(IN CASE AOF ORGANISATION, INDICATE  
THE REGISTRATION NO. AND  
REGISTRATION CERTIFICATE TO BE  
ENCLOSED)

2. ADDRESS:

3. OCCUPATION:

4. INFORMATION REQUIRED:

5. PURPOSE FOR SEEKING REQUIRING THE INFORMATION

6. FEE PAID:

DATE: .....

SIGNATURE OF APPLICANT  
SEAL WHEREVER APPLICABLE

(b)	FEES	:	As may be prescribed by Govt.
(c)	How to write a precise information request. Few tips.	:	Application in format indicate at "A" above may be addressed to the Designated Public Information Officer.
(d)	Right of the Citizens in case of denial of information and procedure to appeal.	:	Representation may be submitted to the Departmental Appellate Authority.

18.3	-	With relation to training imparted to Public by Public Authority.	:	The Branch do not impart any training to the public.
18.4	-	With relation to training imparted to public by Public Authority.		
18.5	-	The relation to registration process	:	Do Not Concern
18.6	-	With relation to collection of tax by Public Authority (Municipal Corporation, Trade, Tax Entertainment Tax, etc.)		
18.7	-	With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation / Municipalities/ UPCL).		
18.8	-	Details of any other Public services provided by the Public Authority.		