

# Template for the Information Handbook under Right to Information Act

## Chapter 1 Introduction

- 1.1 Please throw light on the background of this hand-book (Right to Information Act 2005):- *The handbook (Right to Information Act, 2005) is to secure access to information under the control of the Public Authority in order to promote transparency and accountability in the works of every Public Authority.*
- 1.2 Objective/purpose of this hand-book:- *The main objective of this handbook is to incorporate and provide information to every citizen on the function of the District Selection Committee, Ri-Bhoi District, Nongpoh.*
- 1.3 Who are the intended users of this hand book ?:- *Every Citizen of India*
- 1.4 Organisation of the information of this hand-book:- *The name of the Organisation is District Selection Committee, Ri-Bhoi District, Nongpoh.*
- 1.5 Definitions (Please provide definitions of various terms used in the hand-book):- *Deputy Commissioner/Chairman is overall controlling of the office administration, chairing the District Selection Committee for conducting Examination, Interviews of different categories of Posts under its purview, confidential matters under the assistance of the Secretary District Selection Committee being the subordinate Officer.*
- 1.6 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also:- *Shri. B. Dhar, I.A.S., Deputy Commissioner, PIO-232221. Extra Assistant Commissioner /Secretary, District Selection Committee, APIO-232254*
- 1.7 **Procedure and Fee Structure for getting information not available in the hand-book:-** *A person who desires to obtain any information under RTI Act shall make a request in writing or through electronic means in English, in which the applicant is being made shall be accompanied by a fee of Rs. 10.00 (Rupees Ten) only by way of cash against proper receipt or by demand draft or banker Cheque payable to the Accounts Officer of the public authority to the PIO specifying the particular of the information sought by him or her.*  
*For providing the information the fee shall be charged by way of cash against proper receipt or by demand draft or banker Cheque payable to the Accounts Officer of the Public authority at the following rates:*
- (a) Rupees two for each page(in A-4 or A-3 size paper) created or copied)
  - (b) Actual charge or cost price of a copy in large size paper.
  - (c) Actual cost or price for samples or models and
  - (d) For inspection of records, no fee for the First hour, and fee of Rs. 5/-(Rupees Five) for each fifteen minutes (or fractions thereof) thereafter.
- For providing the information where access to information is to be provided in the printed or any electronic format, the fee shall be charged by way of cash against proper receipt or by demand draft or banker Cheque payable to the Accounts Officer of the Public authority at the following rates:-*
- (a) information provided in diskette or floppy Rupees fifty per diskette or floppy and
  - (b) information provided in printed form at the price fixed for such Publication or rupees two per page of Photocopy for extracts from the Publication.

## Chapter – 2(Manual 1)

### PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES:-

1.1 *District Selection Committee composition, functions etc. 1982 as conveyed in Government Office Memorandum No. PER (AR) 167/82/23 Dated Shillong the 3<sup>rd</sup> July, 1982. The Government in Personnel Department is responsible for framing rules, preparation of Budget and estimate and allotment of funds in respect of Officers/Non-Official members of the District Selection Committee Staff sanctioned by them in the office of the District Selection Committee. The Deputy Commissioner who is the Chairman of the District Selection Committee is the Controlling Officer of the District Selection Committee and assisted with the following subordinate Officer and Non-Official members nominated by the Government as under:-*

1. Extra Assistant Commissioner, Secretary D.S.C.
2. Vice-Chairman as Non-Official
3. Two Members of the District Selection Committee as Non-Official.
4. One UDA and one LDA
5. One Grade-IV

*The main objectives and composition of the District Selection Committee is to issue Advertisement of posts of different categories under its purview, scrutinized the application forms, compilation, conducting of written examinations, compilation of confidential matters, conducting of interview, publication of result, official correspondence, recommendation of qualified candidates to different head of District Offices for appointment.*

The working hours of Officers of the Deputy Commissioner, Ri-Bhoi District, Nongpoh:-

1. Summer Timing : 10.00 AM to 5 P.M.
2. Winter Timing : 10.00 AM to 4.30 P.M.

## Chapter 3 (Manual 2)

### POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

**DESIGNATION:-** *Deputy Commissioner who is also the Chairman of the District Selection Committee is appointed by the Government to preside over District Selection Committee meetings and administered control of the District Selection Committee. He is empowered to delegate subject as per the restriction and condition prescribed by rule of his power to person appointed by the Government to assist him in the day to day work,*

**ADMINISTRATIVE:-** *To oversee the functioning of the office as a whole under his control including the duties and responsibilities of his subordinate Officers and staff and to exercise the power as may be delegated to him by Act/Rules*

**FINANCIAL:-** *He has been vested with the power of the sanctioning matters like leave, leave encashment etc. as may be delegated to him*

1. *Extra Assistant Commissioner who is the Secretary of District Selection Committee is assisting the Deputy Commissioner in all administrative powers, concerning District Selection Committee as may delegated by him.*
2. *Vice-Chairman is nominated by the Government for a period of 1 year. He shall preside over the District Selection Committee meeting/Committee in case the Chairman is not able to attend.*
3. *Members who are Non-Official Members are nominated by the Government for a period of 1 year in the Committee.*
4. *Staff consisting of 1 UDA, 1 LDA and 1 Peon perform the official works under the supervision of the Deputy Commissioner and Secretary District Selection Committee in all matters both confidential and correspondence.*

## **Chapter – 4 (Manual 3)**

### **RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS.**

*The District Selection Committee rules for composition, are framed by the Government Personnel and Administrative Reforms (B) Department No. PER(AR) 67/82/23 Dated Shillong, the 3<sup>rd</sup> July 1982 with amendments from time to time.*

1. *Name/Title of the Document – Manual*
2. *Type of the document – Manual*
3. *From where can get a copy of rules regulations, Instructions, Manual and Records :- Deputy Commissioner (P.I.O.)  
Secretary,  
District Selection Committee (A.P.I.O.)*

## **Chapter 5 (Manual –4)**

1. **Subject:-** Issue of Advertisement of post, compilation of applications, conduct written examination, Interview, Publication of result, handling of confidential matters, official correspondences.
2. It is mandating to ensure public participant :- *Yes barring confidential matters.*
3. Arrangement for seeking public participation:- *Deputy Commissioner(P.I.O.)  
Secretary, (A.P.I.O.)*
4. Implementation of Policy:- *Deputy Commissioner/Secretary,  
District Selection Committee.*

## **Chapter 6 (Manual-5)**

- Sl. 1. Category of the document Applications of Candidates applying for post, official correspondence in files, result sheet and merit list of different categories of post published by District Selection Committee.
- Sl. 2. Name of documents and its recommendation of qualified candidates of post to different heads of District Offices, register for compilation of Bio-data of candidate files etc.
- Sl. 3. Particulars to obtain the documents as prescribe under the provision of the Right to Information Act, 2005
- Sl. 4. Held by/under control of Deputy Commissioner, Ri-Bhoi District, Nongpoh.

## **Chapter 7 (Manual 6)**

*Nil*

### **Chapter 8 (Manual 7)** **The names, designations and other particulars of the Public Information Officers**

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

**Name of the Public Authority:- Deputy Commissioner's Office**  
**Assistant Public Information Officers :**

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Km.D. Phawa, MCS</i>	<i>Extra Assistant Commissioner</i>	03638	232254	232254	--	-	<i>D.C.s office, Nongpoh.</i>

**Public Information Officers :**

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Shri.B.Dhar, IAS</i>	<i>Deputy Commissioner.</i>	03638	232221	232234			<i>D.C.s office, Nongpoh.</i>

**Department Appellate Authority :**

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Personnel and Administrative Reforms (B) Deptt. Shillong</i>							

## Chapter 9 (Manual 8)

### Procedure followed in Decision Making Process

- 9.1 What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)-  
Issue of Advertisement ,Compilation of applications, Conduct Written Examination, Interview, Publication of Results and official correspondences.
- 9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves? *District Selection Committee composition and functions etc. 1982 is the guideline to arrive at a particular decision for important matters.*
- 9.3 What are the arrangements to communicate the decision to the public ?- *As per Government procedures, guidelines and rules.*
- 9.4 Who are the officers at various levels whose opinions are sought for the process of decision making ? *Deputy Commissioner/Chairman and Extra Assistant Commissioner/Secretary, District Selection Committee.*
- 9.5 Who is the final authority that wets the decision ? *Deputy Commissioner and Secretary, District Selection Committee.*
- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No	
Subject on which the decision is to be taken	<i>Issue of Advertisement, compilation of applications, conduct written examination, Interview, Publication of Results and official correspondences.</i>
Guideline/Direction, if any	<i>District Selection Committee composition and functions etc, 1982</i>
Process of Execution	<i>Deputy Commissioner/Chairman , Extra Assistant Commissioner/Secretary District Selection Committee</i>
Designation of the officers involved in decision making	<i>Deputy Commissioner/Chairman , Extra Assistant Commissioner/Secretary District Selection Committee</i>
Contact information of above mentioned officers	<i>Deputy Commissioner, Ri-Bhoi District, Nongpoh.</i>
If not satisfied by the decision, where and how to appeal	

## Chapter 10 (Manual –9) Directory of Officers and Employee

10.1 Please provide information district wise in following format

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
1.	Shri B. Dhar, I.A.S.	Deputy Commissioner/ Chairman	03638	232221	232234	232502		D.C.s office, Nongpoh.
2.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner/ Secretary	03638	232254				-do-
3.	Shri. D.Kharkongor	U.D.A.						
4.	Shri. G. Marbaniang	L.D.A.						-do-
5.	Km. G.Hayong	Peon						-do-

## Chapter – 11 (Manual 10) The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1 Please provide information in following format.

Sl. No	Name	Designation	Monthly remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation.
1.	Shri B. Dhar, I.A.S.	Deputy Commissioner/ Chairman	28,140/-		
2.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner/ Secretary	13,229/-		
3.	Shri. D.Kharkongor	U.D.A.	6,140/-		
4.	Shri. G. Marbaniang	L.D.A.	6,793/-		
5.	Km. G.Hayong	Peon	5,630/-		

CHAPTER XII (Manual -11) :- Nil

CHAPTER XIII (Manual- 12) :- Nil

CHAPTER XIV (Manual- 13) :- Nil

CHAPTER XV (Manual-14) :- Nil

CHAPTER XVI (Manual-15) :- Nil

CHAPTER XVII (Manual-16) :- Nil

CHAPTER XVIII (Manual-17) :- Nil