

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 Information Handbook is to incorporate and provide information to every citizen on the function of the Office of Deputy Commissioner on the matter concerning with Establishment Branch within Deputy Commissioner's amalgamated establishment.*
- 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:-
- 1.5 Definitions (Please provide definitions of various terms used in the hand-book):-
- 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. Additional Deputy Commissioner, APIO-232344*
- 1.7 Procedure and Fee Structure for getting information not available in the hand-book:- *Any person who desires to obtain information shall submit the written application direct to the PIO or APIO along with the application fee as prescribed by the Government.*

Chapter – 2(Manual 1) Particulars of Organization, Functions and Duties

- 1) *The Meghalaya Fundamental Rules & Subsidiary Rules, 1984*
- 2) *The Meghalaya Civil Services (Pension) Rules, 1983*
- 3) *The Assam Services (Discipline & Appeal) Rules, 1964 as adopted by the Government of Meghalaya*
- 4) *The Meghalaya Services (Conduct) Rules, 1990*
- 5) *Government Office Memorandum No. PER(AR) 154/78/147 dated 11-12-1984, No. PER(AR) 154/78/157 dated 30-11-1985 Scheme for Employment on Compassionate Ground to the Next of Kin of the Government Servant who dies while in Service.*
- 6) *The Meghalaya G.P.F. Rules*
- 7) *Government Guidelines being issued from time to time*
- 8) *The Meghalaya Deputy Commissioner's Establishment (Ministerial) Service Rules as framed by the Government vide Notification No. PER(AR) 214/76 dated 20-09-1996*

(a)	General Branch	(j)	Housing Branch
(b)	Excise Branch	(k)	Election Branch
(c)	Accounts/Nazarat Branch	(l)	D.S.C. Branch
(d)	Judicial Branch	(m)	Registration Branch
(e)	Supply Branch	(n)	Arms Branch
(f)	Revenue Branch	(o)	Development Branch
(g)	Planning Branch	(p)	Office of BDOs
(h)	Bakijai Branch	(q)	Western Ri-Bhoi Administrative Unit, Patharkhmah
(i)	Relief Branch		

The Deputy Commissioner is the Controlling Officer of all the Branches in the Deputy Commissioner's Office. He has been vested with the power as Appointing Authority for all posts, transfers and postings, etc. within Deputy Commissioner's amalgamated Establishment except for the post of the Head Assistant.

The Organisation setup under Deputy Commissioner:-

- 1) *All Branches within Deputy Commissioner's Office, Nongpoh*
- 2) *Office of the Western Ri-Bhoi Administrative Unit, Patharkhamah*
- 3) *Block Development Offices within Ri-Bhoi District*

Working Hours of the Office:-

1. **Summer Timing** :- 10:00 A.M. to 5:00 P.M.
2. **Winter Timing** :- 10:00 A.M. to 4:30 P.M.

Chapter 3 (Manual 2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation		<i>Deputy Commissioner</i>
Powers	Administrative	<i>To oversee the function of the Office as a whole under his control including the duties and responsibilities of his Subordinate Officers and Staff for Public Authority and to exercise the powers delegated to him by the Acts and Rules specified in Manual 1.</i>
	Financial	<i>He has been vested with the power of sanctioning matters like leave, leave encashment, etc. as may be delegated to him.</i>

- 1) *The Additional Deputy Commissioner are assisting the Deputy Commissioner in all administrative and financial powers as may be delegated by him.*
- 2) *The Head Assistant, U.D.As, L.D.As and Grade IV Staff perform the official works under the supervision of the Deputy Commissioner, Additional Deputy Commissioner and Extra Assistant Commissioners in matters pertaining to Establishment works in the Office.*

Chapter – 4 (Manual 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

1. *Brief Write-up on the Document:- As specified in Manual 1*
2. *From where one can get a copy of Rules, Regulations, Instructions, Manual and Records:-*
 - a. *Deputy Commissioner (P.I.O.) Telephone No. 232221*
 - b. *Additional Deputy Commissioner (A.P.I.O.) Telephone No. 232344*

Chapter 5 (Manual –4)

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

Formulation of Policy

5.1 Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

5.2

Sl.No.	Subject/Topic	Is it mandatory to ensure public participation(Yes/No)	Arrangements for seeking public participation
	<i>Does not arise in the District level, as formulation of policy is decided at the state level</i>		

This will help a citizen understand on what basis public participation in formulation and implementation of policy matters is decided upon

Implementation of Policy

5.3 Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in the following format.

Sl. No	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
	<i>Does not arise in the District level, as formulation of policy is decided at the state level</i>		

Chapter 6 (Manual-5)

A statement of the categories of documents that are held by it or under its control.

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing others)

Sl. No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of.
	<i>Official Records, Files, Service Records of Staff</i>	<i>Appointments, Transfers, Postings, Personal Files, Service Books/Service Roll, etc.</i>	<i>As prescribed under the R.T.I. Act, 2005</i>	<i>Deputy Commissioner, Ri-Bhoi District, Nongpoh</i>

Chapter 7 (Manual 6)

A statement of boards, council, committees and other bodies constituted as its part.

7.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

- Name and address of the Affiliated Body.
- Type of Affiliated Body (Board, Council, Committees, Other Bodies)
- Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities) .
- Role of the Affiliated Body (Advisory/Managing/Executive/Others)
- Structure and Member Composition.
- Head of the Body.
- Address of main office and its Branches
- Frequency of Meetings.
- Can public participate in the meetings ?
- Are minutes of the meetings prepared?
- Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.

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>	<i>03638</i>	<i>232254</i>	<i>232254</i>	<i>--</i>	<i>-</i>	<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 R. Raptap</i>	<i>Additional Deputy Commissioner</i>	<i>03638</i>	<i>232344</i>	<i>232211</i>	<i>232571</i>		<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>Shri.B.Dhar, IAS</i>	<i>Deputy Commissioner.</i>	<i>03638</i>	<i>232221</i>	<i>232234</i>			<i>D.C.s office, Nongpoh.</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)-
Matter routed from Dealing Assistant → Extra Assistant Commissioner I/c → Additional Deputy Commissioner → Deputy Commissioner
- 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? *Meghalaya Fundamental Rules & Subsidiary Rules, 1984, Pension Rules, 1983, Disciplinary Rules, 1964, Conduct Rules, 1990, Deputy Commissioner's Amalgamation Establishment Rules, etc. Extra Assistant Commissioner I/c → Additional Deputy Commissioner → Deputy Commissioner → Commissioner of Division*
- 9.3 What are the arrangements to communicate the decision to the public ?- *Correspondence*
- 9.4. Who are the officers at various levels whose opinions are sought for the process of decision making ? *Head Assistant → Extra Assistant Commissioner I/c → Additional Deputy Commissioner → Deputy Commissioner*
- 9.5. Who is the final authority that wets the decision?- *Deputy Commissioner, Ri-Bhoi District, Nongpoh*
- 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>Appointments, Postings, Transfers, Sanctioning of Leave, Leave Encashment, etc.</i>
Guideline/Direction, if any	<i>Documents/Rules specified at 9.2 of Manual 8</i>
Process of Execution	<i>As per Rules/Guidelines</i>
Designation of the officers involved in decision making	<i>Extra Assistant Commissioner In-charge → Additional Deputy Commissioner → Deputy Commissioner</i>
Contact information of above mentioned officers	<i>As mentioned in Manual -7</i>
If not satisfied by the decision, where and how to appeal	<i>To the Deputy Commissioner, Ri-Bhoi District, Nongpoh</i>

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	03638	232221	232234	232502		<i>D.C.s office, Nongpoh.</i>
2.	Shri R. Rapthap, M.C.S.	Additional Deputy Commissioner	03638	232344	232211	232571		-do-
3.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner	03638	232254	232254			-do-
4.	Shri L.J. Shadap,	Head Assistant	03638	232384				-do-
5.	Smti A.Kharmawphlang	U.D.A.						-do-
6.	Shri.A.Khongwir	U.D.A.						

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	28,140/-		
2.	Shri R. Rapphap, M.C.S.	Additional Deputy Commissioner	19,113/-		
3.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner	13,239/-		
4.	Shri L.J. Shadap,	Head Assistant	11,543/-		
5.	Shri A. Khongwir	U.D.A.	7,521/-		
6.	Smti A.Kharmawphlang	U.D.A.	7,183/-		
7.	Shri Pynshai Kupa Marwein	L.D.A.	6,434/-		
8.	Shri B.B. Chetri	Peon	7,445/-		
9.	Shri M. Lapang	Peon	5,430/-		
10.	Smti. B.Kharsati	Peon	5,430/-		

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