

Template for the Information Handbook under Right to Information Act

Chapter 1

Introduction

Revenue Branch is one of the Administrative set up of the office of the Deputy Commissioner. The functioning of the Branch is more of regulatory and statutorily. It functions under the superintendence, directions and control of the Deputy Commissioner.

The Right to Information Act come into force on 15th June, 2005 to provide for setting out a practical regime of the right to information for citizen to score assess to information.

The Objectives of having a separate, handbook Public Authority of the Revenue Branch is to facilitate to use to have a snap shot on the functions and role of the Branch and also its responsibility as well as the duties of the general public in matters coming with :

1. Land Acquisition.
2. Issue of Rent Certificate.
3. Issue of Land Valuation Certificates.
4. Issue of No Objection Certificate for registration of land to Non-tribal.
5. Survey and Demarcation of Government land.

The Additional Deputy Commissioner who is the Notified Public Information Officer of the Branch may be contacted for more informations.

Chapter – 2(Manual 1)

Particulars of Organization, Functions and Duties

The Revenue Branch is functioning under the superintendence and control of the Public Authority, the Deputy Commissioner.

The Addresses of the main office is as below:-

Deputy Commissioner, Ri Bhoi District, Nongpoh – 793102.

Additional Deputy Commissioner, Ri Bhoi District, Nongpoh – 793102.

Extra Assistant Commissioner, Ri Bhoi District, Nongpoh – 793102.

Ministerial Staff.

The office time is as below:-

Mid February upto October – 10.00 A.M. – 5.00 P.M.

November to mid February - 10.00 A.M. – 4.30 P.M.

Chapter 3 (Manual 2) Powers and Duties of Officers and Employees

The duties of the officers and staff have been laid down as per Meghalaya Secretariat Manual of Office Procedure, Rule of Executive Business, the Fundamental Rules, Subsidiary Rules, 1984. The Discipline and Appeal Rule, the Meghalaya Civil Service Conduct Rules, the Meghalaya Financial Rules, The Land Acquisition Act, 1894, the Meghalaya Urban Areas Rent Control Act, 1972, etc.

Chapter – 4 (Manual 3) Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

- 4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name/title of The document : 1. The Land Acquisition Act 1894. 2. The Meghalaya Transfer of Land (Regulation) Act, 1972 3. The Meghalaya Urban Areas Rent Control Act, 1972 4. The Meghalaya Public Premises (Eviction of Unauthorised Occupant) Act, 1980. 5. Notification, etc.	Type of the document <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;"> Others </div>
Choose one of the types given below Rules, Regulations, Instructions, Manual Records, Other)	
Brief Write-up on the Document : <i>Land Acquisition Act provides the procedures for Land Acquisition for public purposes. It clearly defines the role of the Collector, the persons interested, etc.</i> <i>The Meghalaya Transfer of Land (Regulation) Act, 1972 provides for the procedures for disposing of applications for transfer of land and the penalties for violating the provisions of the Act.</i> <i>The Meghalaya Urban Areas Rent Control Act, 1972 provides for procedures for fixation of House Rent occupied by Government Departments.</i> <i>The Meghalaya Public Premises (Eviction of Unauthorised Occupant) Act, 1980 provides for procedures relating to unauthorised occupants in public premises and eviction thereon.</i>	
From where one can get a copy of rules, regulations, Address : <i>Available in the market</i> instructions, manual and records.	

Fee charged by the department for a copy of rules, As prescribed by the Government regulations, instructions, manual and records (if any)

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:- By the State Government.

Implementation of Policy :- Adhered to various cases related to Land, Quality and timely delivery of services as laid down under the Law.

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.
1	<i>Land Acquisition Act, 1894</i>			
2	<i>The Meghalaya Transfer of Land (Regulation) Act, 1972</i>			
3	<i>The Meghalaya Urban Areas Rent Control Act, 1972</i>			
4	<i>The Meghalaya Public Premises (Eviction of Unauthorised Occupant) Act, 1982 As Manual 3</i>			

Chapter 7 (Manual 6)

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

There is no Boards or Committees under the Revenue Branch.

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>Shri.N.A.K.Syiem,MCS</i>	<i>EAC I/C</i>	<i>03638</i>	<i>232244</i>	<i>232244</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. Rapthap</i>	<i>A.D.C.</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</i>	<i>D.C.</i>	<i>03638</i>	<i>232221</i>	<i>232234</i>	<i>232502</i>		<i>D.C.s office, Nongpoh.</i>

Chapter 9 (Manual 8)

Procedure followed in Decision Making Process

The Process of decision making starts with a matter being put up by the Assistant of the Branch to the Extra Assistant Commissioner, Additional Deputy Commissioner and the Deputy Commissioner who takes the final decision.

Channels of supervision and accountability adopted as per the Meghalaya Secretariat Manual of Office Procedure.

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
				Office	Home			
1.	<i>Shri B. Dhar</i>	<i>D.C.</i>	<i>03638</i>	<i>232221</i>	<i>232243</i>	<i>232502</i>		<i>D.C.s office, Nongpoh.</i>
2.	<i>Shri R. Rapthap</i>	<i>A.D.C.</i>	<i>03638</i>	<i>232344</i>	<i>232211</i>	<i>232571</i>		<i>D.C.s office, Nongpoh.</i>
3.	<i>Shri.N.A.K.Syiem,MCS</i>	<i>EAC I/C</i>	<i>03638</i>	<i>232244</i>	<i>232244</i>	<i>--</i>		<i>D.C.s office, Nongpoh.</i>

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, IAS	DC	28,140/-		
2	Shri.R.Rapthap,MCS	ADC	19,113/-		
3	Shri.N.A.K.Syiem,MCS	EAC	11,329/-		
4	Smti.J.M.Lyngdoh	UDA	9,583/-		
5	Shri.J.K.Suchiang	LDA	6,541/-		
6	Shri.W.N.Majaw	Tracer	7,700/-		
7	Shri.R.Pde	Mondal	8,338/-		
8	Shri.B.B.Chetri	Peon	7,558/-		
9	Smti.B.Kurbah	Peon	5,146/-		

Chapter – 12 (Manual 11)
The Budget Allocated to each Agency
(Particulars of all plans, proposed expenditures and
reports on disbursement made)

For public Authorities responsible for developmental, construction, technical works.

Year 2004-2005 : Does not arise.

Chapter – 13
The Manner of Execution of Subsidy Programmes

Does not arise.

Chapter – 14 (Manual – 13)
Particulars of Recipients of Concessions,
permits or authorization granted by it

NIL

Chapter 15 (Manual – 14)
Norms set by it for the discharge of its functions

As laid down under different Acts and Rules.

Chapter 16 (Manual – 15)
Information available in an electronic form

May refer to the website of the Deputy Commissioner.

Chapter 17 (Manual – 16)
Particulars of the facilities available to
citizens for obtaining information.

There is no Library in the Deputy Commissioner Office

Chapter 18 (Manual – 16)
Other Useful Information.

- 18.1 Frequently Asked Questions and their Answers by Public
18.2 Related to seeking Information.
- Application form (a copy of filled application form for reference)
 - Fee
 - How to write a precise information request. Few Tip

18.3 With relation to training imparted to public by Public Authority

- Name of training programme with brief description.
- Time period for Training Programme/Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Pre-requisite for training (if any)
- Financial and other form of help (if any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving helps
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level, etc.

18.4 With relation to training imparted to public by Public Authority

- Name of training programme with brief description.
- Time period for Training Programme/Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Pre-requisite for training (if any)
- Financial and other form of help (if any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving helps
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule

- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level, etc.
- Validity period of certificate (if applicable)
- Process of renewal (if any)

18.5 With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisite (if any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application.
- Validity period of registration (if applicable)
- Process of renewal (if any)

18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc)

- Name and description of tax
- Purpose of tax collection.
- Procedure and criteria for determination of tax rates
- List of major defaulters

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)

- Eligibility for connection
- Pre-requisite (if any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application.
- Brief description of terms used in the bills.
- Contact information in case of problems regarding Bills or service
- Tariff and Other Charges

18.8 Details of any other public services provided by the Public Authority.