

**THE RIGHT TO INFORMATION ACT 2005
MANUALS OF SUPPLY BRANCH
OFFICE OF THE DEPUTY COMMISSIONER (SUPPLY)
EAST KHASI HILLS DISTRICT :: SHILLONG**

**CHAPTER –I
INTRODUCTION**

1. The Hand Book aims to highlight the public on the Organization, functions and activities of the Supply Branch, East Khasi 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 East Khasi Hills District, Shillong.

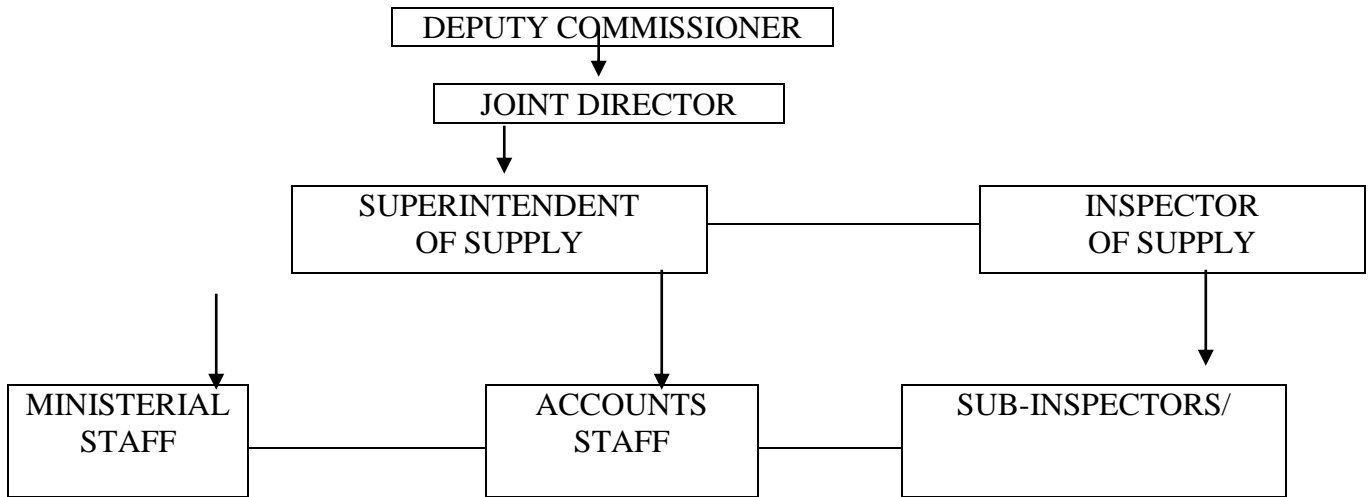
**CHAPTER –2 (MANUAL-1)
PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES.**

The objectives/purpose of the Public Authority of Deputy Commissioner (Supply) East Khasi Hills, Shillong is to ensure that Schemes connected with the distribution of Subsidized Commodities like TPDS, Annapurna, 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 though Fair price Shop at subsidized price fixed by Government. The details as at present are as follows: -

Commodity	Scale's of issue Per family per month	Prices
1.	2	3
PHH Rice	5 Kg	Rs. 3.00
AAY Rice	35 Kg	Rs. 3.00
NON-NFSA(T/O)	8 Kgs 700 gms	Rs. 11.70 – 12.00
Levy Sugar	3 - 4 Kg per house hold	Rs. 30.00
S.K. Oil	2.5 ltrs per card/Household	Rs.21.40
SC/ST/Hostels & Welfare Institution	Rice 4.457 kgs per head per month	Rs. 6.10
Whole Meal Atta	1 kg 920 gms per head	Rs. 8.00 per kg

The Organizational Structure of the Branch is as follows:



The Public Authority are 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 Staffs of the office of the Deputy Commissioner (Supply), East Khasi Hills District, Shillong.

Designation	Administrative	Financial	Other	Duties
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 Govt.	To take decision on any matter for smooth functioning of the Branch.	Exercise over all control of the Branch and offer guidance in all administrative and financial works of the Branch.
Joint 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 officer and staff	To assist the D.C. in all administrative and financial works of the Branch
Superintendent of Supply	To assist the J.D.S.	No power	Assist the J.D.S.	Assist the J.D.S.
Inspector of Supply	To assist the J.D.S. and S.S.	No power	To assist the J.D.S. and S.S.	To assist the J.D.S. and S.S.
Sub-Inspector of Supply	No power	No power	Nil	To deal with allotted subject. To Assist the Inspector of Supply while conducting

				Raids/inspection and lifting of commodities from FCI Depot
Superintendent of Account	Nil	Nil	Nil	Supervision of all account matter including audit etc.
Accountant	Nil	Nil	Nil	Maintain of Cash Book, handling of Cash, preparation of Office Bills etc.
Accountant Assistant	Nil	Nil	Nil	To Assist the Superintendent of Account and Accountant.
Supervisory Assistant	Nil	Nil	Nil	To deal with allotted subject.
U.D.A.	Nil	Nil	Nil	To deal with allotted subject.
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.
Chowkider	Nil	Nil	Nil	Dealing for open, closing and watching the office.
Cleaner	Nil	Nil	Nil	Cleaning etc. for maintaining of cleanliness in the office.

CHAPTER 4 (MANUAL-3)
RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING
FUNCTION

1. Title- The Essential Commodities Act, 1955. Type of Document (Act)

Brief write up – This is an Act that deals with Controlled Commodities, i.e. rice, Sugar, wheat product.

Copy can be obtained – from Book Stall dealing with Law Books

2. Title - The Meghalaya Food grains (PDS) - (Regulation)
Control Order 2004

Rules deals with appointment of Govt.Nominees/Retailing, allotment, lifting & distribution of Essential Commodities i.e. Rice, Sugar, Wheat etc.

Copy - From Directorate of Food Civil Supplies & Consumer Affairs, Meghalaya, Shillong.

Fee - To be fixed by updated authority.

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

Whether - formal – No such provision exists

Implementation of Policy

Whether – formal - yes

Sl.No.	Subject/Topic	Is it - Yes/No	Arrangement
1.	Appointment of F.P.S. under TPDS	It is mandatory but adopted to ensure transparency & participation of Public Consumer	By issue of Public notice and through meeting

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) East Khasi Hills District, Shillong.

Assistant Public Information Officers: Superintendent of Supply, D.C's Office

SL. NO.	NAME	DESIGNATION	S.T.D	PHONE NO.		FAX	EMAIL	ADDRESS
				OFFICE	HOME			

1. PUBLIC INFORMATION OFFICER

								Office of the Deputy Commissioner(Supply) East Khasi Hills District,Meghalaya, Shillong
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2. ASSISTANT PUBLIC INFORMATION OFFICER

2.								Office of the Deputy Commissioner(Supply) East Khasi Hills District,Meghalaya, Shillong
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DEPARTMENTAL APPELLATE AUTHORITY

SL. NO.	NAME	DESIGNATION	S.T.D	PHONE NO.		FAX	EMAIL	ADDRESS
				OFFICE	HOME			
1.				0364-2224003				Office of the Deputy Commissioner(Supply) East Khasi Hills District,Meghalaya, Shillong

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

The Deputy Commissioner (Supply) East Khasi Hills District, Shillong is the head of the branch. All matters requiring for smooth function 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) East Khasi Hills District, Shillong and Directorate of Food Civil Supplies & Consumer Affairs, Meghalaya, Shillong.

**CHAPTER –10 (MANUAL-9)
DIRECTORY OF OFFICERS AND EMPLOYEES AND DESIGNATION**

SL. NO.	NAME	DESIGNATION	S.T.D	PHONE NO.		FAX	EMAIL	ADDRESS
				OFFICE	HOME			
1.								Office of the Deputy Commissioner (Supply) East Khasi Hills District, Meghalaya, Shillong
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SUB-DIVISION WISE

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 PROCEDURE TO DETERMINED THE RENUMERATION AS GIVEN IN THE REGULATION
1.					As per Meghalaya Services (revision of pay) Rules 1997, also as per enhancement of rate of allowances by Govt. from time to time
2.					
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23.					
24.					

CHAPTER-12 (MANUAL-11)

THE BUDGET ALLOCATED TO EACH AGENCY (PARTICULARS OF ALL PLANS,
PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE.

DOES NOT ARISE

CHAPTER-13
THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME

DOES NOT ARISE

CHAPTER-14
PARTICULARS OF RECEIPIENTS OF CONCESSIONS, PERMIT OR AUTHORIZATION
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 TPDS are lifted by the Govt. Nominees from FCI Depot under the supervision of the Inspecting Staff of the Branch within the validity period after which they were re-allocated to the Fair Price Shop Dealers for distribution to consumers through Family Identity Card within the month of allocation.

Monthly Current allocations to the District are as follows:

1. NFSA	PHH	- Regular – 22011.74	Additional - NIL
	AAY	- Regular – 2777.08	Additional - NIL
2. NON-NFSA		- Regular – 4641.66	Additional - NIL
3. SUGAR		- Regular - 4689.00	Additional – NIL
4. WHEAT		- Tide over – 13498.70 MT	Additional – NIL
5. SC/ST HOSTELS WELFARE / INSTITUTION		- 33596.307 gms	Additional – NIL

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

- a) List of NFSA beneficiaries
 - i) Priority Household (PHH)
 - ii) Antyodaya Anna Yojana (AAY)
- b) List of NON-NFSA beneficiaries

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

All-important document/notices requiring public attention are displayed in a Notice Board of the Deputy Commissioner's Office. Moreover, wide publicity is also made through announcement of DIPR and ALL INDIA RADIO and Local News Papers and also through the website of the District that has been launched at <http://eastkhasihills.gov.in>.

CHAPTER-18 (MANUAL-17)
OTHER USEFUL INFORMATION

PUBLIC CONSUMER QUESTIONS ANSWER BY THE DEPARTMENT

- | | |
|---|--|
| a) Poor quality of Rice etc supplied through Fair Price Shops | a) All Govt.Nominees/Agents and Fair Price Shops dealer 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 Shops | 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 the consumers with courtesy |

18.2.

a) APPLICATION FORM FOR SEEKING INFORMATION BY THE PUBLIC.

- 1) NAME OF THE APPLICANT/
ORGANISATION
(IN CASE OF 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
	©	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	-	With 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.		