

# THE RIGHT TO INFORMATION ACT 2005 MANUALS OF HOUSING BRANCH OFFICE OF THE DEPUTY COMMISSIONER EAST KHASI HILLS DISTRICT :: SHILLONG

## Introduction :

Housing Branch is one of the Administrative Organisation in the administrative set up of the Deputy Commissioner's Office. The formatting of the Branch is most of regulatory, and statutory it functions under the superintendence, direction of the Deputy Commissioner (Housing) East Khasi Hills District.

The Right to Information Act comes into being on the 15<sup>th</sup> June 2005 to provide for setting out the practical regime of the right to information to citizen to secure access to information. The Housing Department has notified the following as Public Authorities under its Administrative Control, namely.

(a) The Deputy Commissioner (Housing)

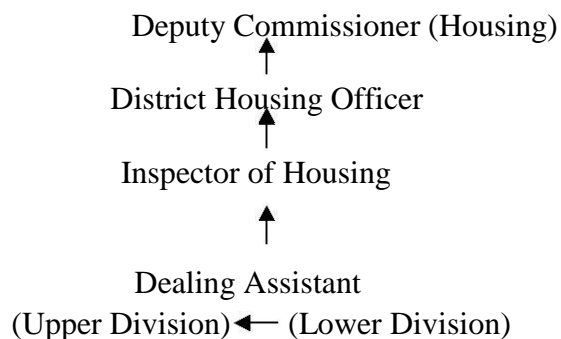
The objective of having this handbook or manual for the Public Authority of The Housing Branch is to enable the user or information seeker to have a first hand knowledge or information regarding the function and role of the Branch, the employees involved and their responsibilities and duties in matter concerning with

1. Schemes/Plans/Projects sanctioned by the Central/State Government for the development of various aspects of the developmental works at the District and Block level for the rural people.

## Chapter 2 – (Manual -1)

### Particulars of Organization, Functions and Duties.

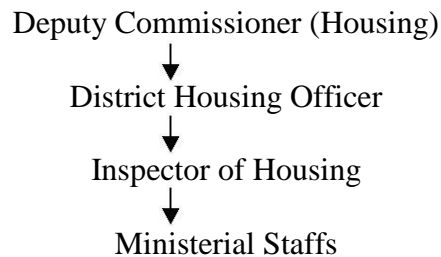
**ORGANISATION :** The subject matter dealt with by the Branch is received first as dak from the receipt section where it arrives at the desk of the Branch Officer. The Branch Officer then distributes the correspondence to the concerned Dealing Assistant who put it up in the file and route the file to the Inspector of Housing. The Inspector of Housing then puts up the file to the Branch officer i.e. the District Housing officer, then to the Deputy Commissioner.



## **FUNCTIONS:**

- 1) The Branch sees to the paper work, Inspection, reports and progress for implementing the Schemes i.e. the Rural Housing Scheme.
- 2) The Branch deals with intimating the beneficiaries to complete the formalities required for the Scheme, sanctions and also release of the Grant i.e. (Three Bundles of C.G.I Sheets) to the sanctioned beneficiaries.

Fee Structure for getting information is as prescribed by the State Government.



### **Chapter – 3 (Manual 2)**

#### **Powers and Duties of Officers and Employees (Housing)**

The duties of the Officers and employees as mentioned in paragraph above are as per the Meghalaya Secretariat Manual of Office Procedure 1993 published by Personnel and Administrative Reforms Cell, Govt. of Meghalaya. The Executive Powers of the Officers of the Branch are as per Rules of Executive Powers of the State of Meghalaya. The Administrative Powers are also guided by Meghalaya Secretariat Manual of Office Procedure, the Fundamental rules, Subsidiary Rules 1984, the Discipline and Appeal Rules, the Meghalaya Civil Service Conduct Rules and the Financial and Powers are as per, the Meghalaya Financial Rules, 1984, the Delegation of Financial Power Rules, 1981, the Meghalaya Travelling Allowance Rules, 1981.

### **Chapter – 4 (Manual 3)**

#### **Rules, Regulations, Instructions, Manual and Records for Discharging Functions**

The process of decision making starts with the matter being put up by the Assistant of the Branch to the next Higher Authority. The Controlling Officer who is the Deputy Commissioner takes the final decision. Procedurally the process of decision starts with the perusal of dak by the Deputy Commissioner and his endorsement therein. The case is proceed further by the staff of the Branch and putting it up hierarchically to the higher authority for final orders, and if required for higher decision making, it is referred to the Director of Housing, Meghalaya.

Channel of supervision and accountability are as per the Meghalaya Secretariat Manual of office procedure.

## Chapter – 5 (Manual 4)

### Schemes – (1) Rural Housing Scheme.

#### Financial Power are as per

- 1) The Meghalaya Financial Rules 1984
- 2) The Delegation of Financial Power Rules 1981
- 3) The Meghalaya Travelling Allowance Rules 1981

## Chapter – 6 (Manual 5)

### Statement of category of Document that are held by it or under its control.

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document
1	Rural Housing Scheme	Guideline (Meghalaya State Housing Policy)	From the Branch
2	EWS-Housing Nongmynsong	at Guidelines	- do -

## Chapter – 7 (Manual 6)

### District Housing Committee

- (1) Chairman – Deputy Commissioner
- (2) Member Secretary - District Housing Officer

Members – Members are members from amongst the public representing the different Development Blocks.

The Committee and its members are notified by the Government through the Housing Department.

Minutes of the District Housing Committee Meetings are accessible by the public.

## Chapter – 8 (Manual 7)

### Name of the Public Authority : Assistant Public Information officer.

Organisation	Public Authority	Public Information Officer	Appellate Authority
1.	2.	3.	4.
<b>Dist. Headquarter</b> East Khasi Hills District	Deputy Commissioner (Housing) East Khasi Hills District.	District Housing Officer, East Khasi Hills District.	Deputy Commissioner (Housing) East Khasi Hills District.

## Chapter – 9 (Manual 8)

Procedure followed in decision making process. All Schemes implemented are strictly on the recommendation of the District Housing Committee, and as per guidelines framed by State Government.

**Chapter – 10 (Manual 9)**  
**Directory of Officers and Employees**

Sl. No	Name	Designation	STD Code	Telephone No		Fax
				Office	Resident	
1			0364	2224003		
2			0364	2222471		
3			0364	2222471		
4			0364			
5			0364			
6			0364			
7			0364			
8			0364			
9			0364			
10			0364			
11			0364			
12			0364			
13			0364			
14			0364			
15			0364			
16			0364			
17			0364			
18			0364			
19			0364			

**Chapter-11 (Manual 10)**  
**Monthly Remuneration etc**

Sl. No	Name	Designation	Monthly Remuneration (Gross)	Compensation Allowance		The procedure to determine the remuneration as given in regulation
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

**CHAPTER-12 ( Manual 11)**

**The Budget Allocation**

**( Particulars of all plans, proposed expenditure and reports on disbursement made.)**

For Public authorities responsible for developmental works.

Sl. No	Name of the Scheme/Head	Activity	Starting date of the activity	Planned and date of the activity	Amount sanctioned in lacs	Physical Targets	Achievements	Responsible officer for the quality and the completion of the work
1	Rural Housing Scheme	Development Works ( Rural )	2004-05 2005-06 2006-07		214.63 165.70	1282 1132 families	Total	

**Chapter – 13**  
**The Manner of Execution of Subsidy Programme**

Nil

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

Nil.

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

Nil.

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

By applying in the application form receiving from the Branch Room No.314

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

Inspection of record from the Branch concerned Room No. 206.  
May refer to the Web Site of the Deputy Commissioner, Room No.304.

**Chapter – 18 (Manual 17)**  
**Other useful Information**

- 1) **Q.** Where do I get the information required.  
**Ans.** From Room No.206
- 2) **Q.** To whom do I pay the fees to **Ans.**  
Fees paid to P.I.O. room No. 207
- 3) **Q.**When will I receive the information asked for  
**Ans.** You will receive the information 3 days from the day your application is received.
- 4) **Q.**In case of denied of request where do I appeal to  
**Ans.** To the Appellate Authority who is the Deputy Commissioner.