

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

Introduction

Political Branch is one the Administrative Organisation in the administrative set up of the Deputy Commissioner's Office. The main function of Political Branch are as follows.

1. Issuance of PRC/ ST/ OBC/ SC /and Domicile Certificate pertaining to the various purpose and uses like further studies, employment etc.
2. For preparation and arrangement of celebrations viz.
 - (i) Republic Day Celebration.
 - (ii) Independence Day Celebration.
3. Appointment & Renewal of S.A.S.
4. Verification of Service Appointment of State and Central including I.A.S./ M.C.S. etc.
5. Issuing financial certificate on Employment on Compassionate ground.
6. Renewal of Permit (Passport)
7. Renewal of Mining Lease.

Chapter 2 – (Manual – 1)

Particulars of Organizations, Functions and Duties

The issuance of PRC in respect of admission for Higher Education Institution like Engineering College, Medical College etc. and training in Diploma Course. It is also necessary for a candidate to produce such Certificate in respect of seat, stipend, scholarship, diploma reserved for SC/ST as contained in the Government's letter No. Pol.97/74/Pt –II/11 dated 11.9.1981 and circular No. Pol 97/74/174 dated Shillong 10th June 1983

A candidate or an applicant who is entitled to apply for PRC should be a resident of a District within the State continuously there in for a period of not less than 12 years either in his own house or in a rented house and has decided to stay permanently in that District. Merely having landed property or a house in the District will not entitle a person to PRC.

The Applicant should furnish all relevant documents as required in the prescribed application form namely:

- (i) Registered Birth Certificate.
- (ii) Schooling Certificate from Nursery to Class XII .
- (iii) Headman Certificate.
- (iv) House owner Certificate in case of residential.
- (v) EPIC/ Service ID of parents.

These applications including documents are thoroughly checked and are being sent to the Police Department (SP. East Khasi Hills District) for verification and report on their authentication etc. After receipt of the Police verification, the applicant's statement is then recorded by the Magistrate and the case is processed through the ministerial Staff, Branch Officer/ ADC/DC subject to approval of D.C. certificate is issued.

With regards to issuing of domicile Certificate, the same procedure is followed and Government instructions contained in letter No. Pol 97/74/319 are strictly adhered to. The applicant has to furnish all relevant documents as required in the Prescribe form such as:

1. Registered Birth Certificate.
2. School Certificate.
3. Head man Certificate.
4. House Owner Certificate.
5. EPIC/ Service ID of parent.
6. Affidavit, etc.

For issuance of OBC Certificate the applicant is to furnish all relevant documents as required in the prescribed form such as:

1. Application form.
2. Birth Certificate.
3. School Certificate.
4. Head man Certificate.
- 5 EPIC/ Service ID of parent.
- 6 Income Certificate.
7. Two Passport Size Photo.
8. Police Verification/ Verification of organization.

The Communities recognized as OBC classes in Meghalaya are as notified vide notification No. YSCO/BSW/13/75/17 dt. 21.7.76.

In regard for SC/ST the applicant should furnish the following certificates in support of their claims:

- 1 .Birth Certificate.
- 2 .School Certificate.
- 3.Head man Certificate.
- 4.PIC
- 5.Two Passport Size Photo.
- 6.Police Verification/ organization
7. The list as inserted in the SD/ST order Commandment Act, 1976. No 108 of 1976.

Issuance of ST Certificates for half-tribals, where mother is a tribal and father non-tribal or vice-versa, apart from other required documents to be furnished, one of the most important criteria is for the applicant to be well-conversant in the local dialect, apart from knowing how to read and write the language.

The Branch is also responsible in the Preparations and arrangement of Celebrations viz:

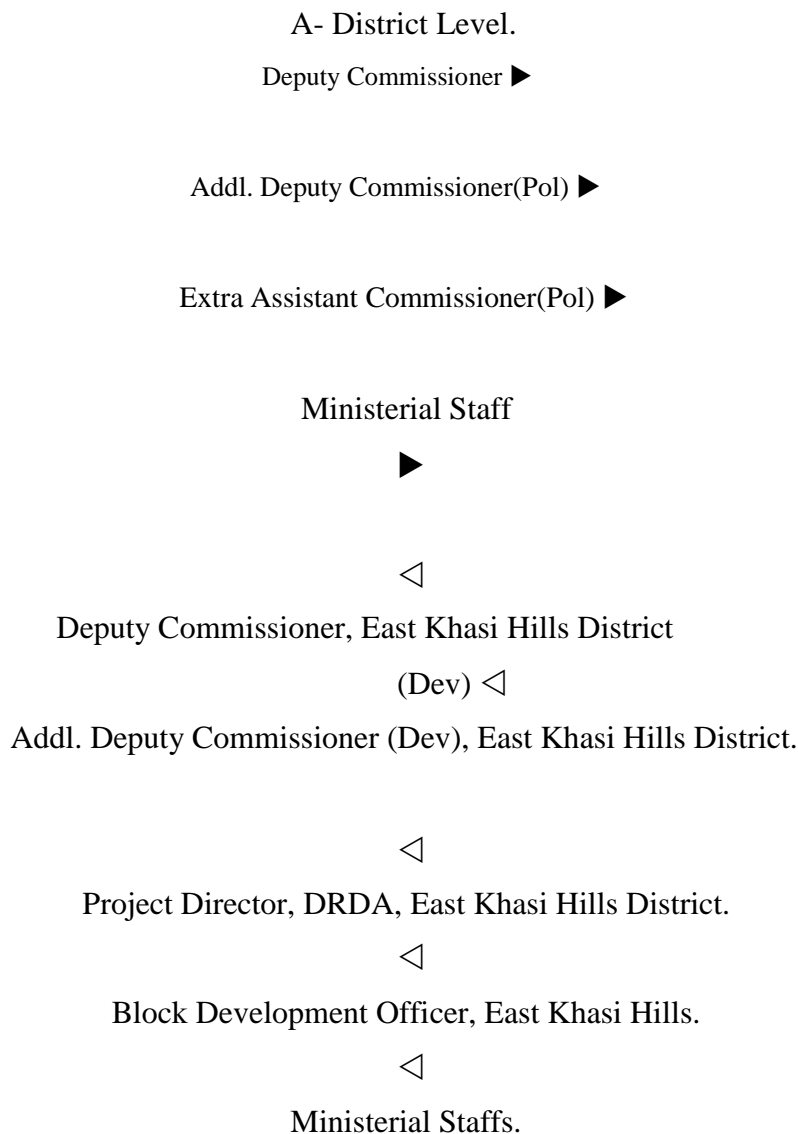
- 1) Republic Day Celebration.
- 2) Independence Day Celebration.
- 3) Requisitioning of vehicles.

The District administration is overall in-charge in the Preparation of Pandal, function, seating, arrangement, light arrangement, arrangement of Participants, Invitees, Refreshment etc.

The appointment and Renewal of SAS, Verification of Service, appointment, renewal of permit (passport). Renewal of Mining, Lease are subject to Police verification and Report before issuance and Renewal.

Issuance of financial Certificate for employment on Compassionate ground is on the basis of re statement of the applicant recorded by a Magistrate and enquiry conducted thereafter.

The Organisational Structure is as follows:



Chapter – 3 (Manual ii)

Powers and duties of officers and employees – (Political)

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 Traveling Allowance Rules, 1981.

Chapter – 4 (Manual (iii))

Procedure followed in the decision making powers including channels of supervision and accountability.

The process of decision making starts with a matter being put up by the Assistants 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 thereon. The case is proceed further by the staff of the branch and putting it up hierarchically to the higher authority for final orders.

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

Chapter -5 (Manual iv)

DOES NOT ARISE

Chapter – 6 (Manual v)

Statement of the category of document that are held.

Sl. No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document
1	Govt. circular vide Memo No. Pol. 97/74/47	-A Dt. Shillong the 22nd Dec 1976	
2	Govt. Letter No. Pol. 97/74/55	Dt. Shillong 8th July 1977	
3	Govt. Letter No. Pol. 97/74/Pt-II/11	Dt. Shillong 14th Sept, 1981	
4	Govt. Letter No. Pol. 97/74/Pt-I/116	Dt. Shillong 20th July 1982	
5	Govt. Letter No. Pol. 97/74/55	Dt. Shillong 10th June 1983	
6	Govt. Letter No. Pol. 97/74/201	Dt. Shillong 4th July 1984	
7	Govt. Letter No. Pol. 97/74/319	Dt. Shillong 25th Sept, 2000	
8	Handbook issued on Reservation for O.B.C. in Services/ Posts under the Govt.of India.	Vide No. 36012/31/90. Estt (SCT) New Delhi dt 13.8.1990 Vide No. 36012/22/93. Estt (SCT) New Delhi dt 8th Sept, 1993.	
9	Handbook containing the list of Scheduled Castes & Scheduled Tribes and Quidelines for verification of claim for issuing Scheduled Caste and Scheduled Tribe Certificate.		

Chapter -7(Manual vi)

Not applicable

Chapter – 8(Manual vii)

**Name of the Public Authority: Deputy Commissioner Office Assistant Public Information
Officer**

Sl No	Name	Designation	STD Code	Phone No. Office/ Resident	Fax & Email Address
1			0364	2224003	
2			0364	2222195	
4			0364		

Chapter – 9(Manual viii)

Procedure followed in Decision Making Process:-

Administrative decisions starts with perusal of dak by the Deputy Commissioner and his endorsement thereon the case is then processed further by the staff of the Branch and putting it up hierercieally to the higher authority for final order.

Guidelines/directions etc. are invariably referred in the process of decision making. The officers involved in the division making process are as per the organizational structure of the branch, particulars as indicated in Manual 7.

Appeals procedure on administrative matter are as per standing instructions of the Court. Which inter-alia include appeal to the Deputy Commissioners.

MANUAL NO (ix).

Directory of officers and employees.

Sl. No.	Name	Designation	STD Code	Telephone No.		Fax
				Office	Res.	
1			0364	2224003		2223394
2			0364	2503201		
3			0364			
4			0364			
5			0364			
6			0364			
7.			0364			
8			0364			
9			0364			
10.			0364			
11.			0364			
12.						

MANUAL NO (x).

Monthly remuneration received by each of its officers and employes.

Sl. No	Name	Designation	Monthly remuneration (Gross)	Compensation allowance		The procedure to determine the remuneration as given in regulation
1						As per the pay rules of the state Government
2						
3						
4.						
5.						
6						
7.						
8.						
9.						
10.						
11.						
12.						

(Manual 11)

Does not arise

(Manual 12)

Does not arise

(Manual 13)

Does not arise

(Manual 14)

Names set for the discharge of its functions:-

The Branch has set a very high standard for the timely preparation and issue of all kinds of Certificates which are mainly related to the academic and professional career of the applicant.

(Manual-15)

Information is not available in an electronic format

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

(Manual-16)

The public can visit the branch for the dissemination of information through inspection of records.