

**THE RIGHT TO INFORMATION ACT 2005
MANUAL OF ESTABLISHMENT BRANCH
OFFICE OF THE DEPUTY COMMISSIONER: EAST KHASI HILLS ,
SHILLONG**

INTRODUCTION

The Right to information Act 2005 is to secure access to information under the Control of Public Authorities in order to promote transparency, accountability in the works of every public authority. The constitution of the State Information Commission and for implementation on the matter connected related the Right of Information Act, 2005.

The main objective of this Hand Book is to incorporate and provide Information on the function of the provide Information on the function of the offices of the Deputy Commissioner, East Khasi Hills, Shillong on matter concerning with Establishment Branch of DC,s amalgamated Establishment.

The Hand Book will be useful to the member of the General Public who desired to get themselves informed about the matters pertaining to staff in Deputy Commissioner office amalgamated Establishment on the appointments promotions, postings to transfer Pensions etc. So as to provide not only a guarantee of the gemineeners of the instruments but also a record from which a persons who desires ton enter into dealing in respect of establishment matters may be able to obtain information of the Branch.

Suggestions for the improvement of this Hand Book from the members of the General Public who are interested in the subject will be much appreciated.

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Particulars of organization, Functions and Duties

1. The Meghalaya Fundamentals Rules and Subsidiary Rules 1984 was framed by the Government of Meghalaya after Meghalaya Statehood came into existence which pay is debit able to the consolidated Fund of the state.
2. The Meghalaya Civil Services Pensions Rules 1983 civil services Meghalaya provident (General Fund Rules 1985, New Defined contribution Pension scheme. Govt. Of Meghalaya vide Finace (Pension Cell) Departmen’s Office Memorandum No. FEM(PC)7/2007/Pt-II/ 66, Dt Shillong the 24th March, 2010 which are applicable to Government Servant retiring on superranuation Pension, Voluntary Pension, Invalid Pension, due to incapacitated in Services etc.
3. The Meghalaya Services (Discipline & Appeal) Rules,2011 & the Meghalaya Services (Conduct) Rules 1990.
4. The Deputy Commissioner’s amalgamated Establisment Rules n as framed by Government vide Notification No.dt
List of Branches include in the amalgamated Establishment.
 - a. Establishment Branch
 - b.Accounts Branch
 - c. Excise Branch
 - d. Housing Branch
 - d. Nazarat Branch
 - f. Election Branch
 - g. Judicial Branch
 - h. D.S.C. Issue & Receipt
 - i. Supply Branch
 - j. Registration Branch
 - k. Revenue Branch
 - l. Political Branch

- | | |
|-------------------------|-----------------------|
| m. Municipal Branch | n. Arm's Branch |
| n. Planning Branch. | p. Development Branch |
| q. R/R Branch | r. Bakijai Branch |
| r. Civil Defence Branch | t. Government Pleader |
| u. Stationery & Record | |

The Government in Personnel (B) Department is responsible for preparation of Budget Estimates and allotment of Funds in respect of the Staff /Officers Sanction by them in the office of the D.C./ S.D.O. (Civil)

The Commissioner of Division is the Head of Department for Deputy Commissioner's office and is responsible for inter- District matters, appointing authority for Head Assistant in D.C.'s Offices.

The Deputy Commissioner is the controlling officer of all Branches in D.C.'s office. He has been vested with the power of appointing authority for all appointments of all posts, transfer and postings etc of D.C.'s amalgamated Establishment barring H.A.'s Post. He has been vested with such power so as to provide not only a guarantee of Genuineness of the instruments but also a record from which a person who desire to enter into dealing in respect of Staff Services record maybe able to obtain records to such amalgamated establishment. Staff matters.

The organization set up chart under Deputy Commissioner as follows:-

1. Deputy Commissioner,
For All Branches in D.C.'s Office, Shillong
2. Sub Divisional Officer (Civil)
Sohra Civil Sub Division, Sohra
3. Block Development Officers
in East Khasi Hills District

The working hours of offices of the Deputy Commissioner , East Khasi Hills District, Shillong.

1. Summer Timing – 10 AM – 5.00 PM
2. Winter Timings - 10 AM – 4.30 PM

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Powers and Duties of offices and Employees

Designation:- The Deputy Commissioner East Khasi Hills District, Shillong. Government appoints him. He is empowered to delegate subject as per the restriction and condition prescribed by Rules of his power to any persons appointed by Govt to assist him in the day today works.

Administrative:- To oversee the functioning of the office as a whole under his control including the duties and responsibilities of Subordinate officers, Staff for public authority and to exercise the power as may be delegated to him by Act /Rules.

Financial:- He has been vested with the power of Sanctioning matters like Leave, Leave encashment etc as may be delegated to him.

ADC/Extra Assistant Commissioner:- appointed by Govt to assist the Deputy Commissioner, on matters relating to administrative and Financial Power as may be delegated by him.

Staff:- Consisting of Head Assistant, UDA, 4 LDA Cum Typists and 3 Peons. They mostly perform the official works under the supervision of ADC/ EAC in the matter pertaining to Establishment works of staff in the office.

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

1. Brief /write up on the Document –
Meghalaya Fundamental Rules and Subsidiary Rules 1984.
2. From where one can get a copy of rules,
regulation, instruction, manual, and records – Deputy Commissioner (PIO)
ADC – APIO

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- SI.No. 1. Subject – Appointment, Postings and transfer, Pensions etc.
2. Is it Mandatory to ensure
Public Participation – Yes
3. Arrangement for Seeking
Public Participation – DC (PIO)
- ADC (APIO)
Implementation of Policy.
Likewise as indicated above.

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- SI.No.1.- Category of document –
Official records containing Files and Services Records of Staff
SI.No.2 – Name of the document and its introduction in one Line –
Appointment, transfer and postings Service Books/ Services Roll, Personal File
of Staff etc.
SI.No.3 – Particulars to obtain the documents – As prescribed under rules.
SI.No.4 – Held by/under Control of –
Deputy Commissioner East Khasi Hills District,
Shillong.

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Nil

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Name of the Public Authority.

Assistant Public Information Officers

1.

2. Public Information Officer

3. Appellate Authority

Deputy Commissioner

East Khasi Hills District,
Shillong.

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1. Subject on which the decision is to be taken -

Establishment Matters like appointments, transfer, Pensions.

2. Guidelines – Meghalaya FR & SR 1984

Pension Rules 1983.

Meghalaya D.C. amalgamated District Establishment Rules

3. Process of Execution – As per procedures and Rules.

4. Designation of the Officer

Involved in decision making -

Deputy Commissioner

Additional Deputy Commissioner

Extra Assistant Commissioner.

5. Contact information of the
above-mentioned officers-

Deputy Commissioner

6. If not satisfied by the Decision
and how to appeal

Deputy Commissioner.

East Khasi Hills District,
Shillong.

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| SL. NO. | NAME & DESIGNATION | STD CODE | TELEPHONE NO. | | FAX |
|---------|--------------------|----------|---------------|-----------|---------|
| | | | OFFICE | RESIDENCE | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | | 0364 | 2224003 | | 2223394 |
| 2 | | 0364 | - | | - |
| 3 | | 0364 | - | | - |
| 4 | | 0364 | 2221299 | | - |
| 5 | | 0364 | - | | - |
| 6 | | 0364 | - | | - |
| 7 | | 0364 | - | | - |
| 8 | | 0364 | - | | - |
| 9 | | 0364 | - | | - |
| 10 | | 0364 | - | - | - |

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| SL. NO. | NAME & DESIGNATION | MONTHLY RENUMERATION GROSS IN RUPEES | COMPENSATORY ALLOWANCES | PROCEDURE TO DETERMINE THE RENUMERATION AS GIVEN IN THE REGULATION |
|---------|--------------------|--------------------------------------|-------------------------|--|
| 1 | | | - | As per the pay rules of the State Govt. |
| 2 | | | - | Self drawal |
| 3 | | | - | Self drawal |
| 4 | | | - | Pay bills |
| 5 | | | - | Pay bills |
| 6 | | | - | Pay bills |
| 7 | | | - | Pay bills |

| | | | | |
|----|--|--|---|-----------|
| 8 | | | - | Pay bills |
| 9 | | | - | Pay bills |
| 10 | | | - | Pay bills |

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Funds allotted for payment of salaries of Officers / Staff under different Heads of Accounts :-

2053 – Personnel & Administrative Reforms (B) Deptt.

2025 – Revenue Deptt. through DLR & Surveys

2014 – Law Deptt.

2071 – G. A. Deptt.

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The Establishment Branch implements no development scheme

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N I L

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May refer to the Website of Deputy Commissioner, East Khasi Hills, Shillong

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There are no library facilities, no reading room in the Establishment Branch

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Names, designation and other particulars of Public Information Officer/ Asstt. Public Information Officer.

| SL. NO | NAME | DESIGNATION | STD CODE | TELEPHONE NO. | | FAX | E-MAIL | ADDRESS |
|--------|------|---------------------------|----------|---------------|-----------|---------|--------|--------------------------|
| | | | | OFFICE | RESIDENCE | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | | D. C. Appellate Authority | 0364 | 2224003 | | 2223394 | | D. C.'s Office Shillong |
| 2 | | ADC/ PIO | 0364 | - | | - | | D. C.'s Office, Shillong |
| 3. | | EAC/APIO | 0364 | - | | | | D. C.'s Office, Shillong |

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Guidelines and amendment of the Acts are being issued from time to time.