

CHAPTER – I

**Manual on Right to Information Act, 2005
PUBLIC AUTHORITY : Deputy Commissioner (Planning Branch)
East Khasi Hills District, Shillong.**

INTRODUCTION

This Manual seeks to highlight the functions and activities of the Planning Branch which is one of the Administrative unit of the State Planning in the Office of the Deputy Commissioner, East Khasi Hills District, Shillong and to promote transparency and accountability in the working of the Plan Scheme in the District.

The objective of the Manual is to provide easy access to the public who wish to have any information relating to the functioning of the Branch. The information which may be required from the Public Authority will be made available on application in accordance with the rules framed in this regard under the Right to Information Act, 2005.

The Planning Branch has already notified the Public Information Officer, at Chapter VIII of this Manual.

An attempt has been made to provide full coverage of the functioning of the Planning Branch. Any person may send their suggestions to the Public Information Officer for improvement of the Manual.

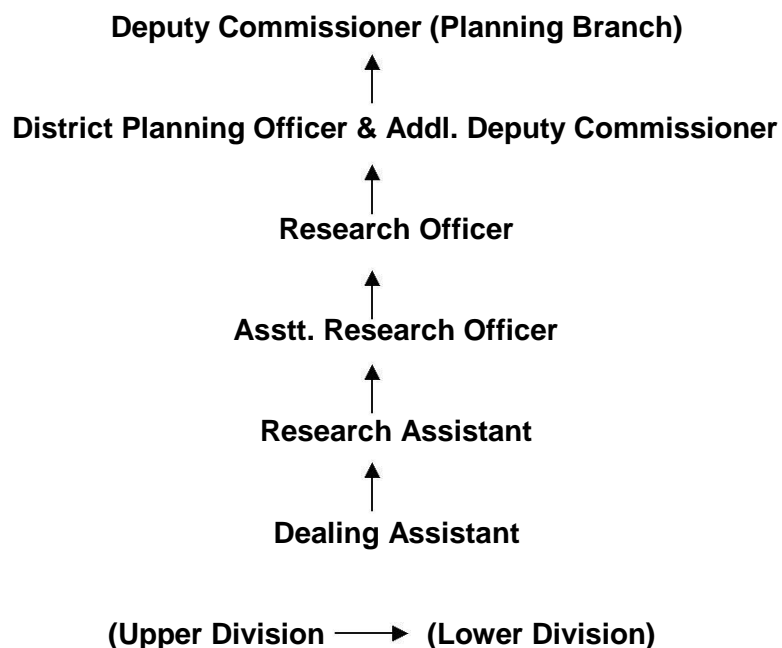
CHAPTER – 2 (Manual 1)

PARTICULARS OF THE ORGANISATION, FUNCTIONS & DUTIES

As per rules of Executive Business of the Government of Meghalaya, the role and functions of the District Planning Organisation are reproduced below:

The District Planning Organization in East Khasi Hills District, is one of the District Unit of the State Planning. The Organization is headed by the District Planning Officer who functions under the supervision of the Deputy Commissioner. The District Planning Officer is drawn from the Indian Administrative Services/ State Civil Services and is assisted by one Research Officer, one Assistant Research Officer and two Research Assistants.

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 Research Officer who will distribute the correspondence to the concerned dealing assistant. The Dealing Assistant then put up in the file to Research Officer. The Research Officer put up all correspondence to the District Planning Officer and the Deputy Commissioner.



FUNCTIONS AND DUTIES

- 1) **PREPARATION OF THE DISTRICT ANNUAL PLAN** – Plan schemes are submitted by the District Development Offices during the month of June – July every year. The schemes are compiled and computerized before placing in the District Planning & Development Council for approval.
- 2) **THE DISTRICT PLANNING AND DEVELOPMENT COUNCIL** – The District Planning and Development Council has also been set up in this district with a Cabinet Minister from the District as Chairman, the Deputy Commissioner of the District and the Chief Executive Member as Co – Vice Chairman and with there MLAs and three MDCs from the district as members. The District Planning Officer is a Member Secretary of the Council. The District Planning Officer as member Secretary of the Council convenes the meeting of the District Planning & Development Council on the advice of the Chairman of the District Planning & Development Council. The scheme submitted by the District Development Offices, which are compiled and computerized and placed before the District Planning & Development Council for scrutiny and approval of the schemes. The council should generally meet once in 3(three) months. The approval schemes are sent to Planning Department for inclusion in the State Budget.

The main functions of D. P. & D. C are

- 1) To take stock of the human and natural resources of the District as well as the level and pattern of development and exploitation of these resources
- 2) Projection of locals needs and aspiration and translating them into schemes and programmes and fixing priorities within the objectives of the state national plan.
- 3) Formulation of district development plans, Coordination in the implementation of the District plans and programmes. Monitoring and review of the implementation of the district plans and programmes.

The headquarter of the council shall be at Shillong.

3) COMMITTEES:-

- i. **The District Coordination Committee:-** The District Co-ordination Committee is held at the discretion of the Deputy Commissioner as the Chairman. The District Planning Officer is the Member-cum-Secretary with all the District Development Officers as the members of the committee. The primary function of the committee is to ensure inter-action and coordination in the matter of implementation of the plan schemes at the district level and to co-ordinates the difficulties/ bottleneck of Inter Departmental Activities and serve as a forum to sort out and solve such problems arises in implementing the plan schemes and any problems coming from public. The Committee usually meets every month or at the convenient of the Chairman.
- ii. **District Committee on Electrification:-** This Committee has been constituted recently vide Govt. Notification NO. PE. 46/2003/26, dated 14/10/04 as per section 166(5) of the Electricity Act 2003 and in compliance to the Govt. of India's letter NO. CEN/9/55/2002 – Legal, dated 16/8/04, with the Deputy Commissioner as the Chairman, the District Planning Officer as a Member/Convener and the members are –
 1. The Project Director, DRDA,
 2. The Superintending Engineer (Electricity) in charge distribution,
 3. Superintending Engineer (Electricity) in charge Rural Electrification,
 4. All Block Development Officers,
 5. All Member Legislative Assembly of the District,
 6. All M. D. C. of the District and
 7. E. E. Rural Electricity.

The main function of this committee are as follows:-

- i. To coordinate and review the extension of electrification in the district,
- ii. To review the quality of supply consumer satisfaction,
- iii. To promote energy efficiency and its conservation.

4) WEEKLY FORTHNIGHTLY/ MONTHLY AND QUARTERLY PROGRESS REPORT

– The Branch sees the paper works, reports and progress for implementing of all plan schemes in the District. The District Development Offices submitted all reports on implementation of Plan Schemes which are compiled by the Office before a review meeting on Plan Schemes is held.

5) IMPLEMENTATION OF SCIENCE & TECHNOLOGY SCHEMES, VIZ –

The District Planning Office has implemented the (1) Block Level Science & Environmental Fairs (2) The District Level Science Talent Competition of National Science Day (NSD). This is the central scheme monitored by the State Council of Science, Technology and Environment at the State level. The District Planning Officer, Shillong implement for the East Khasi Hills District. The main objective of the scheme is (i) to inculcate scientific temper and environmental consciousness amongst school children (ii) to popularize Science & Technology at the grass root level.

6) VOLUNTARY ACTION FUND TO VOLUNTARY AGENCIES/ NGOs –

This is the financial assistance from Planning Department to the VAS/ ngoS ON (1) Short Term Training (2) Short Term Seminar / Workshops. Through wide publicity, applications for financial assistance received from the NGO by this office and send to Planning Department after approval by the District Level Vigilance-cum- Monitoring Committee for the State's Voluntary Action Fund in respect of East Khasi Hills District, which acts as the District Level Screening Committee. The Deputy Commissioner, East Khasi Hills, Shillong as the Chairman, the District Planning Officer as Member Secretary, the General Manager, District Industries Centre, Shillong, Inspector of

Schools, East Khasi Hills, Shillong, District Social Welfare Officer, East Khasi Hills, Shillong and Research Officer, District Planning Office, East Khasi Hills, Shillong as members of the Committee. There is a guideline regarding implementation of this scheme. The Deputy Commissioner, East Khasi Hills District may also invites any other Official(s) to any meeting(s) of the District Level Vigilance-cum-Monitoring Committee as may be considered necessary from time to time. The role and function of this Committee are as follows:-

- i. To examine and certify the genuineness of the concerned Vas/NGOs which seek or intend to seek financial assistance from the State Voluntary Action Fund.
- ii. To oversee and monitor the manner in which the different Vas/NGOs in the concerned district implement the scheme/programmes funded from the State's Voluntary Action fund of Planning Deptt.
- iii. To act as the District Level Screening Committee in respect of the Vas/NGOs seeking financial assistance from the State's Voluntary Action Fund and to make such recommendation as may deem fit and proper to the Empowered Committee on Voluntary Action Fund at the State Level.
- iv. To assist the Empowered Committee on Voluntary Action Fund at the State Level as and when required.

7) CHIEF MINISTER YOUTH DEVELOPMENT SCHEME – The Chief Minister Youth Development Schemes was implemented through the District Planning Branch, Shillong under the Govt. guideline. The schemes are meant for the youth activities only. The main objectives of the scheme are as follows:-

- i. To provide creative outlets to the youth for employing their energies and to strengthen the spirit of good citizenship, service to society and healthy social attitudes and orientation.

- ii. To strengthen the commitment of youth to nation building, national utility and integration.
- iii. To develop cooperative attitudes and working relationships between the district administration and the youths
- iv. To develop the aptitudes and skills of the youth and to turn them towards productive employment.

But currently it was implemented by the District Officer's Club in which Deputy Commissioner is the President. In implementing this scheme applications received through wide publicity in the newspaper both in English and Khasi, after compilation, the same was placed before the District Screening Committee for approval and sanction, where as the Deputy Commissioner is the Chairman, Deputy Superintendent of Police, District Sports Officer, and the Inspector of Schools are the Members.

8) DISTRICT LEVEL MONITORING COMMITTEE FOR FLAGSHIP PROGRAMMES (INCLUDING BHARAT NIRMAN) FOR EAST KHASI HILLS DISTRICT – the State consists of the following members –

1.	Commissioner of Divisions for East Khasi Hills, West Khasi Hills, Jaintia Hills & Ri Bhoi Districts	-	Chairman
2.	Deputy Commissioner, East Khasi Hills	-	Vice Chairman
3.	Project Director, DRDA, East Khasi Hills	-	Member
4.	Addl. Deputy Commissioner, I/c Development, East Khasi Hills	-	Member
5.	Chief Executive Officer, Shillong Municipal Board	-	Member
6.	All concerned District Heads of Development Departments in East Khasi Hills District	-	Member(s)
7.	District Informatics Officer, East Khasi Hills	-	Member
8.	District Statistical Officer, East Khasi Hills	-	Member
9.	District Planning Officer, East Khasi Hills	-	Member Secretary

Flagship Programmes (including Bharat Nirman) shall cover :-

- (i) National Rural Employment Guarantee Act (NREGA)
- (ii) Sarva Shiksha Abhiyan (SSA)
- (iii) Mid-Day Meal (MDM)
- (iv) Integrated Child Development Scheme (ICDS)
- (v) National Rural Health Mission (NRHM)
- (vi) Jawaharlal Nehru National Urban Renewal Mission (JNNURM)
- (vii) Rajiv Gandhi Accelerated Rural Water Supply Programme (RGARWSP)
- (viii) Total Sanitation Campaign (TSC)
- (ix) Rural Roads (PMGSY)
- (x) Rural Housing (IAY)
- (xi) Rural Drinking Water Supply
- (xii) Irrigation
- (xiii) Rural Electrification (RGGVY) and
- (xiv) Rural Telephony (By BSNL)

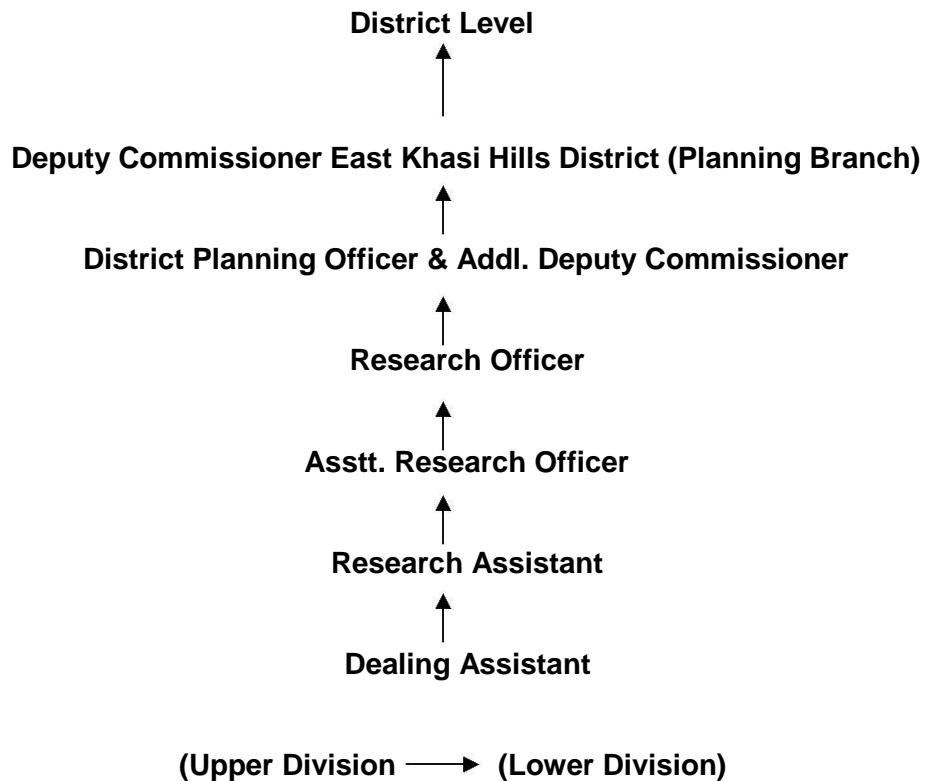
The functions of the Committee are as follows:-

1. To monitor implementation of Flagship Programme including Bharat Nirman in the District and to suggest measure to improve effectiveness of implementation.
2. To hold quarterly review meetings with all concerned.
3. To oversee uploading and updating of data as per software / format developed by the departments/ Central Ministries in their website.
4. To ensure submission of Monthly Progress Reports by concerned Departments to the Director, Programme Implementation & Evaluation Department & State Nodal Officer for Flagship Programmes.

CHAPTER – 3 (Manual 2)

POWER AND DUTIES OF OFFICERS AND EMPLOYEES – (PLANNING BRANCH)

The duties of the officers and employees are mentioned below as per the Meghalaya Secretariat Manual of Office Procedure 1993 published by the Personnel Administrative Reforms Cell Govt. of Meghalaya. The Executive Powers of the Officers of the Branch are as per rules of the Executive Powers of the State of Meghalaya. The Administrative Powers are also guided by the Meghalaya Secretariat Manual of Office Procedure, the Fundamental Rules, Subsidiary Rules 1984, the Discipline and Appeal Rules, 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 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 therein. The case is proceeded further by the staff of the branch and putting it up hierarchically to the higher authority for final order.

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

ESTABLISHMENT / MINISTERIAL MATTERS

DISTRIBUTION OF WORK

DPL. 9/2004/5 In super cession of all previous orders and with a view to effective disposal and equal distribution of works, the following Officers/Staffs of the District Planning Office, East Khasi Hills District , are to note their respective duties/ works allotted against each :-

NAME	SUBJECT
1. Shri. R.D.H. Kharlukhi, R.O.	Overall Coordination in respect of preparation of District Annual Plan, District Coordination Committee Meeting, and to supervise all matters relating to Planning Branch and Basin Development Unit, East Khasi Hills.
2. Shri. K.L. Nongbri, R.A.	a. Review meetings/DPDC etc./District Annual Plan b. Chief Minister coaching Cum career Guidance Scheme c. Chief Minister Youth for Green Campaign. d. Voluntary Action Fund.(CM's Fund) e. Rural Tourism f. East Khasi Hills Arts & Culture Society g. National Science Day Celebration h. Exposure Trip. i. District Innovation Fund.

- j. Chief Minister Youth Development Scheme
- k. NPR/Aadhaar
- l. District Project Coordination Unit, EKH.
- m. District Planning & Monitoring Committee
- n. Any other works entrusted from time to time
- o. Maintenance of scheme cash book and cheque book, bank A/C passbook etc.

3. Smti. C.Khyriem, UDA
- a. Establishment matter including maintenance of service book/personal file of office staff
 - b. Assembly question/audit report etc.
 - c. Maintenance of cash book, cheque book
 - d. Preparation of bidget estimate & surrender of savings
 - e. Contingency of bills
 - f. Matter relating to purchase/orders and annual indent of stationery papers.
 - g. Govt. notification/matters relating to training etc.
 - h. Other works entrusted from time to time
4. Smti. J.E. Lyngdoh,LDA
- a. Preparation of pay and arrears of officers & staff
 - b. Issue and receipt, log book etc.
Typing works & computerization of District Annual Plan etc
 - c. and other works entrusted from time to time
 - d. Assist in maintenance of cash book, cheque book etc.
5. Smti B. Basan, LDA
- a. Matter relating FTS assisting K.L.Nongbri
 - b. Issue & receipt, log book etc.
 - c. Preparation of all kinds of advance & GPF
 - d. Maintenance of stock register
 - e. Other works entrusted from time to time.
 - f. Assist in maintenance of cash book, cheque book etc.
6. Smti. Dolcy Candida Khyriem, Peon
- a. Dak runner/to attend important works of the Branch
 - b. Matters relating to treasury & bank
 - c. To operate the Photostat machine/cyclostyling
 - d. Office work
 - e. Peon attached to Planning Branch
 - f. Office work.

Letters coming from different Branches/ Offices should be collect from Receipt Branch of Deputy Commissioner's Office as mark to concerned assistant via FTS. All files should be put up to DPO through R.O.

This arrangement will remain in force with immediate effect till alternative arrangements are made.

**Research Officer,
Planning Branch,
East Khasi Hills District,
Shillong.**

**Memo. No. DPL. 20/2008/
Copy :-**

Dated Shillong, April, 2017.

All Officers and Staffs for necessary action.

**Research Officer,
Planning Branch,
East Khasi Hills District,
Shillong.**

CHAPTER – 5 (MANUAL 4)

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC INRELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF.

With a review to streamlining the process of sanction and implementation of Plan Schemes the State Govt. in the Planning Department had issued Standing Instruction Vide NO. PLR. 35/97/20, dated 21st May 1998 and copy of the same has been circulated to all district development officers for their necessary guidance.

CHAPTER – 6 (MANUAL 5)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

SL. NO.	CATEGORY OF DOCUMENT	NAME OF THE DOCUMENT AND ITS INTRODUCTION IN ONE LINE	PROCEUDRE TO OBTAIN THE DOCUMENTS.
1.	Chief Minister Youth Development Scheme	Guideline	From the Branch Room No. 310, 311 and 313.
2.	Voluntary Action Fund	Guideline	- do -

CHAPTER – 7 (MANUAL 6)

A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART.

As at Chapter 2 (Manual 1) of Sl. No 2, & Sl. No. 3 (i), (ii) and (iii)

The Minutes are available in the Office of the District Planning Officer, East Khasi Hills, Shillong.

CHAPTER – 8 (MANUAL 7)

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Organisation	Public authority	Public Information Officer	Assistant Public Information Officer	Appellate Authority
1.	2.	3.	4.	5.
State Headquarter	Deputy Commissioner (Planning) East Khasi Hills District, Shillong	District Planning Officer, East Khasi Hills, Shillong	Research Officer, District Planning Office, East Khasi Hills, Shillong	Shri. P.S. Dkhar, IAS Deputy Commissioner, East Khasi Hills District, Shillong

CHAPTER – 9 (MANUAL 8)

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS
As at Chapter IV.**

CHAPTER – 10 (MANUAL 9)

DIRECTORY OF OFFICERS AND EMPLOYEES

Sl. No.	Name	Designation	STD Code	Telephone No.		Fax
				Office	Residence	
1.			0364	2224003		2223394
2.			0364	2223199	-	-
3.			0364	-	-	-
4.			0364	-	-	-
5.			0364	-	-	-
6.			0364	-	-	-
7.			0364	-	-	-
8.			0364	-	-	-

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.	Name	Designation	Monthly remuneration (Gross)	Compensation/compensatory allowance	The procedure to determine the remuneration as given in the regulation
1	2	3	4	5	6
1.			-		As per Pay Rules of State Govt.
2.			-	-	
3					
4.					
5.					
6.					
7.					
8.					

CHAPTER – 12 (Manual 11)

**THE BUDGET ALLOCATED TO EACH AGENCY
(PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES
AND REPORTS ON DISBURSEMENT MADE)
BUDGET FOR DISTRICT PLANNING OFFICE EAST KHASI
HILLS, SHILLONG.
3451- SECRETARIAT, ECONOMIC II PLANNING.2008-09.**

DISTRICT PLANNING MACHINERY .

2008 – 2009	PLAN	NON PLAN
Salaries	700000	1000000
Travelling Expenses	140000	NIL
Office Expenses	250000	NIL
Other Charges	75000	NIL

CHAPTER – 13 (MANUAL 12)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

1) CHIEF MINISTER YOUTH DEVELOPMENT SCHEME :- The Chief Minister Youth Development Schemes was implemented through the District Planning Branch, Shillong under the Govt. guideline. The schemes are meant for the youth activities only. The main objectives of the scheme are as follows:-

- a. To provide creative outlets to the youth for employing their energies and to strengthen the spirit of good citizenship, service to society and healthy social attitudes and orientation.
- b. To strengthen the commitment of youth to nation building, national utility and integration.
- c. To develop cooperative attitudes and working relationships between the district administration and the youths
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But currently it was implemented by the District Officer's Club in which Deputy Commissioner is the President. In implementing this scheme applications received through wide publicity in the newspaper both in English and Khasi, after compilation, the same was placed before the District Screening Committee for approval and sanction, where as the Deputy Commissioner is the Chairman, Deputy Superintendent of Police, District Sports Officer, and the Inspector of Schools are the Members.

YEAR	FINANCIAL ACHIEVEMENT	PHYSICAL ACHIEVMENT (NO. OF VAs / SCHOOLS /NGOs/ ASSISTED)
2005 – 2006	4,60,000	35
2006 – 2007	4,60,000	40
2007 – 2008	4,30,000	To be utilized
2008 – 2009	4,30,000	To be utilized

2) VOLUNTARY ACTION FUND TO VOLUNTARY AGENCIES/ NGOs :- This is the financial assistance from Planning Department to the VAS/ ngoS ON (1) Short Term Training (2) Short Term Seminar / Workshops. Through wide publicity, applications for financial assistance received from the NGO by this office and send to Planning Department after approval by the District Level Vigilance-cum- Monitoring Committee for the State's Voluntary Action Fund in respect of East Khasi Hills District, which acts as the District Level Screening Committee. The Deputy Commissioner, East Khasi Hills, Shillong as the Chairman, the District Planning Officer as Member Secretary, the General Manager, District Industries Centre, Shillong, Inspector of Schools, East Khasi Hills, Shillong, District Social Welfare Officer, East Khasi Hills, Shillong and Research Officer, District Planning Office, East Khasi Hills, Shillong as members of the Committee. There is a guideline regarding implementation of this scheme. The Deputy Commissioner, East Khasi Hills District may also invites any other Official(s) to any meeting(s) of the District Level Vigilance-cum-Monitoring Committee as may be considered necessary from time to time. The role and function of this Committee are as follows:-

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- b. To oversee and monitor the manner in which the different Vas/NGOs in the concerned district implement the scheme/programmes funded from the State's Voluntary Action fund of Planning Deptt.

- c. To act as the District Level Screening Committee in respect of the Vas/ NGOs seeking financial assistance from the State's Voluntary Action Fund and to make such recommendation as may deem fit and proper to the Empowered Committee on Voluntary Action Fund at the State Level.
- d. To assist the Empowered Committee on Voluntary Action Fund at the State Level as and when required.

YEAR	FINANCIAL ACHIEVEMENT	PHYSICAL ACHIEVEMENT (NO. OF VAs / SCHOOLS /NGOs/ ASSISTED)
2005 – 2006	1100000	110 nos.
2006 – 2007	1000000	67 nos.
2007 – 2008	1026000	86 nos.
2008 – 2009	1853000	To be utilized

3) IMPLEMENTATION OF SCIENCE & TECHNOLOGY SCHEMES, VIZ - The District Planning Office has implemented the (1) Block Level Science & Environmental Fairs (2) The District Level Science Talent Competition of National Science Day (NSD). This is the central scheme monitored by the State Council of Science, Technology and Environment at the State level. The District Planning Officer, Shillong implement for the East Khasi Hills District. The main objective of the scheme is (i) to inculcate scientific temper and environmental consciousness amongst school children (ii) to popularize Science & Technology at the grass root level.

(I) BLOCK LEVEL -

YEAR	FINANCIAL ACHIEVEMENT	PHYSICAL ACHIEVMENT (PARTICIPANTS)
2005 – 2006	303600	765 nos.
2006 – 2007	332240	755 nos.
2007 – 2008	332000	807 nos.
2008 – 2009	333440	To be utilized

(II) NATIONAL SCIENCE DAYS CELEBRATION –

YEAR	FINANCIAL ACHIEVEMENT	PHYSICAL ACHIEVMENT (PARTICIPANTS)
2005	25000	55 nos.
2006	30000	60 nos.
2007	30000	58 nos.
2008	51000	To be utilized
2009	55000	To be utilized

N. B. Documents and Reports available in the branch.

CHAPTER – 14 (MANUAL 13)

**PARTICULARS OF RECIPIENTS OF CONCESSIONS,
PERMITS AUTHORIZATIONS GRANTED BY IT.**

(NIL)

CHAPTER – 15 (MANUAL 14)

NORMS SET BY IT FOR DISCHARGING OF FUNCTIONS

(NIL)

CHAPTER – 16 (MANUAL 15)

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

**BY APPLYING IN THE APPLICATION FORM RECEIVING FROM BRANCH
ROOM NO. 313.**

CHAPTER – 17 (MANUAL 16)

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION.**

INSPECTION OF RECORDS FROM THE BRANCH CONCERNED ROOM NO. 313

CHAPTER – 18 (MANUAL 17)

OTHER USEFUL INFORMATION.

- 1) **Q.** Where do I get application Form
Ans. From Room No. 313

- 2) **Q.** To whom do I pay the fees to
Ans. Fees paid to _____

- 3) **Q.** Where will received the information asked for
Ans. You will receive the information _____ day from the day your application received.

- 4) **Q.** In case of denied of request where do I appeal to
Ans. To the Appellate Authority who is the Deputy Commissioner.